



## Think of your safety when using online car-for-hire services



Remember the days when we thought taking candy from strangers and getting into their cars was dangerous? Enter Uber and Lyft.

Naturally companies like these follow certain regulations but, bottom line, the premise is there. Do you know the person picking you up? Can you trust them to bring you to your location safely?

**Here are a few safety tips from Uber to keep in mind when using car for hire services:**

- 1.** Get to know your driver before you step into their car. You can check their rating, how many trips they've completed, how long they've been driving, compliments from previous riders, and more.
- 2.** Minimize the time that you're standing outside by yourself with your phone in your hand. Instead, wait inside until the app shows that your driver has arrived.
- 3.** Make sure you're getting into the right car with the right driver by matching the license plate, car make and model,

and driver photo with what's provided to you. Uber trips, for example, can only be requested through the app, so never get in a car where the vehicle or driver identity doesn't match what's displayed in your app.

- 4.** Ask the driver to confirm your name before you get in the car. Your driver sees your first name in their app, and your driver's first name is displayed to you in your app. To safely exchange names, you can ask, "Who are you here to pick up?" The driver may also ask you to confirm their name for their own peace of mind.
- 5.** Whenever possible, sit in the back seat, especially if you're riding alone. This helps ensure that you can safely exit on either side of the vehicle to avoid moving traffic, and it gives you and your driver some personal space.
- 6.** While en route, share your trip status to share your driver's name, photo, license plate, and location with a friend or family member. They will receive a text or push notification that tracks your trip and ETA.
- 7.** Trust your instincts and use your best judgment. If you don't trust the driver, do not get in the car, no matter how much of a hurry you are in.

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**Safety Meeting:**  
Working outside in winter



**Smart Workplace**

health and safety communications partners

**President & CEO:** Stefan Dreesen

**Sales:** Alan Haycroft | Liz Slobodin | Kevin Harvey

**Editor:** Kate Van Hoof-Peeren

**Contributing Writer:** Bryden Winsby

**TOLL FREE:** 1-888-655-4800

info@smartworkplace.ca

www.smartworkplace.ca

## Plan meals like a pro

(NC) Extracurricular activities for the kids and hectic workloads can take a bite out of your time for putting together family meals.

But enjoying meals together as much as you can helps your kids form a positive relationship with food. If you plan what you're going to eat and cook ahead of time, mealtimes can be more manageable.

Mastering the basics of meal planning in four easy steps is the key to eating healthy meals.

### 1. Decide what to eat.

Planning saves you time and makes daily meal decisions less stressful. Get inspired by browsing through recipes, seeing what healthy foods are on sale and checking what you already have in your fridge and cupboards. Post your meal plan so everyone can see it and assign each person a role.

### 2. Make a grocery list.

Base it on the meals you're going to make to minimize food waste.

### 3. Stick to your list.

This will help you save money and cut down on impulse buys.

### 4. Cook your meals.

Make some meals ahead of time to ease the pressure on the super-busy days. Try cooking a double batch and freezing the extras. You can also prep some of the components when you have time to make assembly easier. For example, roast a large batch of vegetables or cook up a pot of ground turkey with lentils.

Find more information go to Canada's Food Guide at [canada.ca/foodguide](https://canada.ca/foodguide).

# Tips to clean up your workspace

It's a brand new year, and that usually gives a feeling of a "fresh start" or a "clean slate". So why not take advantage of this feeling and make a fresh start at your desk? Whether at home or your office, your workspace can always use tidying up. Germs love the phone and your keyboard too!

## Here are a few tips to keep in mind:

### Clean your keyboard regularly

Dirt and grime can cause the keys to stick and feel unresponsive. Yuck! Clean it by shutting down your computer and unplug your keyboard (if it is wired). Carefully turn your keyboard upside down and gently shake it over a garbage can. This should get rid of any noticeable crumbs and debris. To clean away dust, use compressed air. You can buy cans of compressed air from most office supply shops. Then use cotton swabs and cotton buds to clean the keys and in between the keys with soapy water. It will take time, so remember; patience is a virtue.

### Clean your screen

Over time, your monitor will get dusty. With everything switched off and shut down, move your monitor and wipe the surface it stands on. Use a microfibre cleaning cloth and a little water to make the cloth damp. Do not spray water directly onto the monitor, but apply a small amount of water on the corner of the microfibre cloth. Avoid using cleaning fluids, wax, or chemicals.

### Dust your desk

You'll keep dust away from your desk by regularly vacuuming carpets under your desk, or mopping hard floors. Regularly use a dry lint-free cleaning cloth to wipe your desk to pick up dust.

### Degrease your telephone

Your phone is a hotspot for bacteria and needs regular cleaning. Wipe your phone with anti-bacterial wipes. The ear, mouth piece and the keypad require special attention as they have the most concentration of bacteria. Wipe the whole unit and any wires and cables.

### Disinfect your trash can

Even if your under-the-desk trash can has a plastic liner, take the time to regularly clean it with disinfectant in a little warm water. Dry completely with a cloth before adding a new bin liner.

### Reduce clutter

You are probably all too aware that clutter builds on your desk depressingly easily. Clutter attracts dust and makes regular cleaning more difficult. Try to keep your desk minimalist.

### Eat food away from your desk

If you really want to minimize the mess on your desk, eat snacks and lunch elsewhere. Food crumbs and spills can easily build up without you noticing. Taking a lunch-break away from your workstation is actually good for your productivity.

The material contained in this document has been prepared from sources believed to be accurate and reliable. Application of this information to a specific worksite should be reviewed by a safety professional. Anyone making use of the information set forth herein does so at his/her own risk and assumes any and all liability arising therefrom. Specific medical advice should be obtained through consultation with a physician or other trained health care practitioner. Thanks to News Canada for some content and images. © 2020

## Be happy with who you are and live in the moment

Chances are that at the beginning of last year you resolved to go to the gym three times a week, or to stop eating snacks, or to quit one nasty habit or another. How's that working out for you, or are your resolutions looking about the same this year?

Why not try something new? Why not break out of the usual routine and resolve not to have resolutions? Try entering the New Year in a mode of being absolutely present, and absolutely positive about how great it's going to be. Enter the New Year with zero pressure on your back to do anything other than remain open to the possibility of your potential, receptive to change and ready to show compassion to yourself for your shortcomings.

Living in the present moment is what the practice of mindfulness is all about. Mindfulnessinstitute.ca explains that mindfulness means maintaining a moment-by-moment awareness of our thoughts, feelings, bodily sensations, and surrounding environment, through a gentle, nurturing lens.

Mindfulness also involves acceptance, meaning that we pay attention to our thoughts and feelings without judging them—without believing, for instance, that there's a “right” or “wrong” way to think or feel in a given moment.

When we practice mindfulness, our thoughts tune into what we're sensing in the present moment rather than rehashing the past or imagining the future.

Apply this to yourself this year, and accept who you are, without judging yourself. Rejoice in your successes moment to moment, even if that success is brewing the perfect cup of coffee this morning.



## Advice for telecommuters

It is becoming more and more common for people to do at least some of their regular work from home or another location instead of going into the office. Usually called telework or telecommuting, technology has made it possible for a worker to stay at home but still be connected to the office.

According to the CCOHS, certain advantages to teleworking include less distractions from co-workers, more flexibility with organization of daily tasks (better personal time management), savings in time and commuting costs, and higher job satisfaction.

But working away from an office can have its disadvantages as well. Teleworkers can feel isolated or have a tough time separating home from work.

If you decide to take the telecommute route, duties, expectations, and deadlines should be clearly outlined and agreed upon with your supervisor. Be careful not to “over work”. There are natural breaks in an office environment that will not occur at home. Discussions with co-workers or a quick walk to the printer offer opportunities for a change in body position that may be missing in a home office. Extended hours in the same body position or repeated motions can lead to various musculoskeletal injuries.

### Here are a few more tips from The CCOHS to maintain an appropriate work routine at home:

- Have a specific location where you work. This may be a room, or just a corner of a room, but it is always the place where you do your work.
- Begin and finish at the same time every day you are working at home. Have a beginning and end of day ritual. Since there is no longer a ‘break’ between waking up and going to work, some teleworkers find it helpful to actually leave the house and walk around the block before starting work. You may want to end the day the same way.
- As you would for working in the office, set a schedule and stick to it. Make a ‘to do’ list and check your accomplishments at the end of the day. Stick to deadlines.
- Maintain contact with the office. Establish a routine for contact with your supervisor, or co-workers. Keep your supervisor informed of your progress and any difficulties encountered. This contact includes the need for overtime to complete projects.
- Attend meetings and gatherings at work as often as possible. This interaction helps keep you from becoming ‘invisible’.
- Determine what interruptions are okay and what is not. Tell your friends and family what the ground rules are.
- Be honest with yourself. Teleworking is not a substitute for child or elder care, nor is it a way to simply save money on commuting costs. Too much compromise on the part of the employee or employer can lead to problems and possible failure to meet the terms of the teleworking agreement.
- Make sure your area is safe. For example, are extension cords in good condition and positioned properly, and are outlets grounded and not overloaded? Is there surge protection for electrical equipment?



# The importance of safety training

Workplace safety training is not just a good idea — it's required by law.

You, as an employee, have an obligation to take training seriously. You have a right to know what hazards you can expect to encounter and how to avoid them.

Training ensures that you know how to perform your tasks safely. Guesswork doesn't cut it, especially where potentially dangerous equipment is involved. You must be able to recognize hazards so you can let your supervisor or employer know if there are unsafe conditions that need to be fixed.

Statistics show that hundreds of Canadians are killed each year in accidents at work and thousands of others are injured or suffer work-related illness.

Not surprisingly, training often focuses on new and/or young workers. Meanwhile, long-timers might not always appreciate the importance of safety training or think of it as unnecessary because they've been doing things the same way for years. In many jobs, the same tasks are repeated daily with little conscious thought.

Without some periodic reminder of ever-present hazards, lethargy and the odds of an accident occurring can increase.

Training takes numerous forms. At a basic level, it should result in an understanding of occupational health and safety legislation and regulations. It's important to understand what your rights and responsibilities are, as well as the rights and responsibilities of supervisors and employers.

Beyond that, there probably are tasks in your workplace that require knowledge of and competency in specific safe work procedures.

Effective training and education is a cornerstone of a successful health and safety program, which in turn can bring financial benefits to the organization.

A safe work environment affects the bottom line directly and indirectly. Costs associated with incidents, including lost opportunity costs, worker's compensation claims, insurance costs and legal fees are minimized in a safe work environment. So are the indirect costs that follow incidents, including lost productivity.

Everyone deserves to have supervised, hands-on training in the tasks they'll perform, before they start a job. Specifically, you should know how to operate machines and equipment safely, follow other safe work procedures, use any required personal protective equipment, and maintain it properly.

## How to fall to try to avoid serious injury

Sometimes it happens, even after you do everything right. An unexpected tiny patch of black ice, you slip, and there you are, tumbling to the ground. It's embarrassing to be sure, but there are things you can do to make sure you do not aggravate an injury you may have sustained, or perhaps you can avoid injury altogether.

### Here are a few tips to consider:

#### Protect your head.

The most important body part that you need to protect in a fall is your head. Head injuries can be very serious, even deadly. Make sure you prioritize protecting your head as you fall by properly positioning it. Tuck your chin down, lowering your head. Bring your arms up to head level for additional protection. Put them in front of your head if falling forwards or behind your head if falling backwards.

#### Turn as you fall.

If you are falling either straight forward or straight backwards, try to turn your body so you land on your side. Falling directly on your back can cause serious injury to it.

#### Keep arms and legs bent.

Landing with your arms straight out and absorbing the full force of the fall with them can cause injury. Try keeping both arms and legs slightly bent as you fall.

Stay loose. Tensing up during a fall can increase the chances of sustaining an injury. The tension in your body won't allow for the absorption of force from the fall.

#### Don't get up right away, no matter how embarrassed you feel.

Give yourself a chance to recover. Bring yourself into a sitting position, take a few breaths and determine how you are feeling. Ask for help to stand up, if you can stand. If you can't, ask for help to call for emergency assistance.

# Learning to listen

One of the best ways to learn is to be able to listen. There are all kinds of ways to explain how to listen; the most popular being “active listening”.

Active listening requires that the listener fully concentrate, understand, respond and then remember what is being said.

## Here are the basic elements of active listening:

**Pay attention.** One goal of active listening is to set a comfortable tone that gives someone an opportunity to think and speak. Allow “wait time” before responding. Don’t cut the person off in mid-sentence or start thinking about what you want to say. Be focused on the moment, and operate from a place of respect.

**Reflect.** Don’t assume you understand correctly — or that they know you’ve heard them. Mirror the information and emotions you are hearing by periodically paraphrasing key points. Reflecting is a way to indicate that you and your counterpart are on the same page.

**Clarify.** This is important. Don’t be shy to ask questions about any issue that is ambiguous or unclear. If you have doubt or confusion about what you are being told, ask. Say something like; “Wait a minute. I didn’t follow you.”

**Summarize.** Summarizing will help both parties be clear on mutual responsibilities and follow-up. Briefly summarize what you have understood as you listened and ask the other person to do the same.

**Share.** Active listening is first about understanding the other person, then about being understood. As you gain a clearer understanding of the other person’s perspective, you can begin to introduce your ideas, feelings, and suggestions. You might share an idea that was triggered by a comment made previously in the conversation.

# Warning signs of workplace violence

Workplace violence takes many forms — from physical assault and sexual harassment to verbal abuse and property damage.

It can start with small, seemingly minor incidents and escalate into something a lot more serious.

Sometimes a fellow employee is the culprit; on other occasions it’s an external person or persons encountered while you are at work.

In the latter instance, most Canadian legislation aimed at combating workplace violence requires employers to inform workers that they might be exposed to the risk of violence during the course of their work and how to respond (the procedures, policies and work environment arrangements that have been developed to minimize or effectively control the risk).

Knowing when someone is about to become violent is not easy, but there are many indications that they could. The Canadian Centre for Occupational Health and Safety (CCOHS) cautions that certain behaviours do not mean a person will become violent, but they might indicate the person is experiencing high levels of stress.

The CCOHS advises taking particular note if a person is exhibiting many of these behaviours, rather than just a few:

- Crying, sulking or temper tantrums.
- Excessive absenteeism or lateness.
- Pushing the limits of acceptable conduct or disregarding the health and safety of others.
- Disrespect for authority.
- Increased mistakes or errors, or unsatisfactory work quality.
- Refusal to acknowledge job performance problems.
- Faulty decision making.
- Testing the limits to see what they can get away with.
- Swearing or emotional language.



- Handling criticism poorly.
- Making inappropriate statements.

Sometimes, the CCOHS notes, it is not what a person says, but what their body is doing.

Use caution if you see someone who shows one or more of the following non-verbal signs or body language:

- Flushed or pale face.
- Sweating.
- Pacing, restless, or repetitive movements.
- Signs of extreme fatigue (e.g., dark circles under the eyes).
- Trembling or shaking.
- Clenched jaws or fists.
- Exaggerated or violent gestures.
- Change in voice.
- Loud talking or chanting.
- Shallow, rapid breathing.
- Scowling, sneering or use of abusive language.
- Glaring or avoiding eye contact.
- Violating your personal space (they get too close).

In some cases, there has been a clear pattern of warning signs before a violent incident. When you can, take note of whether an individual has a history of violence or has engaged in threatening or intimidating behaviour.

If you believe you might be a victim of workplace violence, report your concerns to your supervisor or human resources department.



## Add some spark to cooking for one

(NC) Healthy eating may seem like a challenge, especially if you live on your own. Sometimes cooking just for yourself can feel like a chore rather than an enjoyable pastime. Plus, changes in your body and medications may affect your appetite. One possible solution? Eating with others.

This can spark some joy into your life, and these social connections can improve your overall well-being. As well, you may eat healthier than if you were by yourself, (fyi - a cup of noodles is not a nutritious dinner option) which may mean getting more nutrients to keep you healthy.

If you're not sure where to start, ask your local community centre about groups you could join or if there's a meal program you can participate in. You can also enlist a friend, family or neighbour to shop, cook or share a meal with and try new foods together. Share cooking with a friend by taking turns making meals every other day. You can also be proactive and organize a potluck with your neighbours.

Of course, it's not always possible to eat with others. When prepping food for yourself, start by making a list of simple meals and snacks you like to eat. Try cooking once and freezing the leftovers for another meal. If you find cooking difficult, choose recipes that use fewer ingredients, like soups. Or make no-cook sandwich fillings, like egg, tuna or hummus. Spruce up solo eating by setting up a nice place to eat and listening to your favourite music.

## Holiday hangover: Getting back into routine

(NC) After the hustle and bustle of December, many of us crave the routine and order that we've become used to in our day-to-day lives. But jumping back into our 9-to-5 routine can be a challenge.

While we tend to think of our workday as the time of day when we should be most productive, it's essential to look at a day holistically and develop a routine that supports all our waking hours.

The following tips can help you get back to both your personal and work schedules:

### Pause and prioritize:

Take a moment when you wake up to take stock of what needs to happen before you leave for work or school. Tackle the largest tasks first, giving yourself buffer time while you ease back into the swing of things.

### Lay it out:

All of us can struggle with routine. A family e-calendar can help. A digital calendar is easy to set up and is accessible to your family via phone, tablet or computer. Colour code it by family member, so that everyone is on the same page and can work together to ensure they are prepared for the day

ahead. Everyone can keep track of what needs to be done, and it's also easy to set reminders to help stay on task.

### Make time for rest:

Schedule time for additional rest throughout the transition. Give your mind extra rest so that you are energized and able to maximize focus on tomorrow's tasks.

### Clean up your emails:

Since you are still trying to get into the right frame of mind, reading your emails and responding to them is a great way to settle back in when you get back to the office. It also helps you identify what is urgent and plays an important role when planning and prioritizing tasks.

### Talk with your coworkers:

You have been away from your coworkers enjoying the holiday season. Now it's time to reconnect. Remember, you spend a lot of time with your co-workers. Take this time to interact with your coworkers, find out how their Christmas break was and share your experiences. It's just a small gesture, but good social relationships enhance mental and physical health and this is exactly what you need for a fruitful year ahead.

## Tips to stay active in cold weather

(NC) Sometimes all you feel like doing in winter is curling up with a cozy blanket on the couch. But there are many health benefits to being active, including fighting the seasonal blues and getting better sleep. Here are some tips to help you start and keep moving:

### Shift your schedule.

In winter, we get much more light in the morning and little if any once we get home from work. If you find it difficult to get motivated once it's dark, switch up your routine and schedule morning workouts instead of evening ones.

### Sign up for a new class.

Nothing breaks you out of the winter doldrums like learning something new. Try a new fitness class and ask a friend to join with you. A class is a financial and personal commitment, meaning you'll be more likely to follow through even when you don't feel like going, especially if you have a buddy encouraging you.

### Try active TV watching.

If you're stuck indoors because of a snowstorm or really don't want to miss your favourite show, incorporate some movement during commercials or slower parts of the program. You can do jumping jacks, skip or jog or skip on the spot for some cardio and squats, or push-ups for strength training.

### Get creative indoors.

If you're limited in how much time you can spend outside, try finding new, exciting ways to become active indoors. Visit your local library for free workout DVDs, walk around exploring art and culture at a museum or check out a local indoor market or festival.



## Things to remember when shovelling snow

It's winter and what does that mean? Snow. Lots of it. And when there's lots of it piled up in your driveway or walkways that also means you out there with a shovel.

Factor in those storms with heavy, wet snow and a simple shovelling job could result in pain, injury or something even worse.

The most common injuries from snow shovelling are soft tissue and lower back injuries, fractures and head injuries caused by slipping and falling, and cardiovascular events triggered by the strain of clearing away a driveway full of hundreds of pounds of the white stuff.

If you add in the cold, that increases the stress level with more exertion, so there's overexertion, causing strain on the heart, especially in people who aren't used to doing prolonged levels of high-intensity exercise. If this describes you and think you may be at risk, take measures to reduce the chance of overloading your system by using a scoop to push snow instead of lifting, move smaller amounts at a time, or pick a shovel that's designed to help reduce the workload on the heart.

Taking a few extra moments to be prepared before picking up a shovel makes all the difference, from having the proper footwear for preventing falls to remembering simple tips like lifting with the legs and avoiding any repetitive twisting motions with heavy loads.

### Here are a few more tips:

- Warm up: light stretch before and after.
- Reduce lifting; it's better to push than lift snow.
- Prevent falls: Wear the right footwear.
- Regulate temperature: Dress in layers.
- Start early, shovel often; don't try to finish it all at once.
- Pace yourself; take breaks.
- Drink water; stay hydrated.
- Choose a shovel that fits your height/strength.
- Wear reflective clothing.
- Use good form — feet shoulder-width apart, bend knees and lift with legs, avoid twisting hips and back, space hands apart on handle.

# Foods that may help with acid reflux



The eating season is behind us. And now the days of dealing with indigestion and heartburn set in, especially if you suffer from an ulcer, acid reflux, or the dreaded GERD (Gastroesophageal Reflux Disease).

Acid reflux is a common medical condition that can range in severity from mild to serious. GERD is the chronic, more severe form of acid reflux. In Canada, GERD is the most prevalent acid-related disorder. Approximately 13% of Canadians suffer from GERD symptoms weekly. Almost one quarter of the population (24%) experiences heartburn daily or more frequently.

If you are dealing with a stomach acid imbalance that is causing you to have continuous heartburn, feel a burning sensation in your throat, belch constantly, have chest pain, and have a consistent dry cough, it might time to visit your doctor to discuss your condition.

If you suffer from occasional acid reflux, doctors recommend losing excess weight, eating smaller meals, and avoiding alcohol and nicotine.

Dietary tweaks also can be key when trying to alleviate symptoms. Here are a few foods to try:

## Bananas.

This low-acid fruit can help those with acid reflux by coating an irritated esophageal lining and thereby helping to combat discomfort. Due to their high-

fibre content, bananas also can help strengthen your digestive system — which can help ward off indigestion. One soluble fibre found in bananas is pectin, which helps move stomach contents through your digestive tract. And that's a good thing — because food that sticks around will only continue to generate acid.

## Oatmeal.

Like other high-fibre foods, oatmeal may help stave off acid reflux symptoms. Fibre not only promotes intestinal health, but it also reduces constipation and makes you feel full a long while after eating it. And, of course, when you feel full, you are less likely to overeat and therefore less likely to regurgitate what's in your stomach into your esophagus.

## Green vegetables.

If you like green vegetables and have acid reflux, you're in luck. Asparagus, spinach, kale and brussels sprouts all are highly alkaline, meaning they're good for your stomach and digestive system. Being naturally low in fat and sugar, vegetables also help lessen stomach acid.

Speak with your health care provider to come up with an individualized plan that's right for you, and if you have questions about what kinds of foods should be part of your diet. Some foods may help alleviate symptoms in one person but aggravate them in another.

## Stay warm and toasty without breaking the bank

The greatest objective most Canadians have in winter is feeling warm and toasty inside while the wind and snow howl and swirl outside. But what is the best way to keep your home heated without breaking the bank?

Here are a few heating myths debunked to help you find the most efficient way to keep the home hearth cozy:

### Ceiling fans are a summer thing

Not true in some cases. Most ceiling fans have a switch on the side that will change the direction they spin from clockwise to counter-clockwise. By spinning counter-clockwise, the fan will force hot air down from where it has risen to, sending heat to more areas in your home.

### Consistent heat is better

This is actually not the case. Turning down your thermostat for extended periods is actually a good idea and one that could save you some money. Energy.gov recommends setting your thermostat as low as you are comfortable with during winter months and lowering it further when you're in bed or away from home. This both lowers your home's environmental emissions while also saving you money on your energy bill.

### Space Heaters Are More Effective

Sometimes it can seem like your furnace just isn't quite cutting it and a few space heaters are the perfect solution to cold spots throughout your home. While space heaters are adequate when used safely, they are nowhere near as efficient, and the electricity used to run them is going to end up costing money. Invest in upgrading your home's heating system instead so that it sufficiently heats your entire home.

# Layers are the best protection when working outdoors

Today's safety meeting is about how to dress when working outside in cold weather.

Working outdoors during the winter months is not the most pleasant task, but many of us have to do it from crossing guards to construction workers to mail carriers to power line technicians. And all of us have to brave the cold temperatures to get to our cars, clear walkways in front of our house, or shovel the dreaded driveway.

One of the only ways to defend ourselves against the sub-zero temperatures is to dress properly. And this doesn't mean just piling on the clothes; there is a science to dressing for winter conditions. It's essential to dress in loose-fitting layers, which trap heat easily and allow you to adjust clothing as your activities change throughout the day.

To work comfortably outside, a layering system should be applied to pants, socks, jackets, gloves and hats. It starts with a wicking layer to remove moisture from skin. From there it builds into heavier and more durable fabric to keep you warm.

Cotton is quite possibly the worst fabric to wear for warmth in winter. Once it gets wet from rain, snow or sweat, the cotton will start to extract heat out of the body. The effects are especially noticeable in cotton socks, underwear, or if a cotton T-shirt is the first layer next to skin. Goose down is an excellent insulator when dry, but because it loses almost all its insulating power when wet, it is best to avoid during winter months.

For the best advice about working outside we visited [workplacesafetynorth.ca](http://workplacesafetynorth.ca) and found these tips about the proper way to dress in layers:

## Wicking layer:

This is the layer next to your skin. To avoid your body cooling down due to sweat, this layer should remove moisture from the skin and transfer it to the next layer. Recommended layers are synthetic or polypropylene long johns, tops and socks – no cotton!

## Light Insulating layer:

This goes on after the wicking layer. A light fleece or thin wool sweater is an excellent light insulating layer.

## Heavy insulating layer:

A heavier fleece or wool sweater begins to trap heat in the body.

## Windproof-waterproof layer:

This protects your body from a variety of weather conditions, from wind to rain or wet snow.

## Winter toque:

A winter hat adds as much warmth as all your layers. In winter conditions, everyone should be wearing a toque. Balaclavas can be worn under toques and are excellent for protecting facial tissue from frostbite, particularly if hard hats are mandatory in extreme cold conditions and you're working outdoors in the open.

## Gloves and mitts:

Mitts are warmer than gloves but not always practical for work that requires detail. To help with this problem, a thin

glove can be worn inside a mitt. This will allow you to remove your mitts for more technical work while not exposing bare skin to the cold. Once work is completed, return your gloved hands promptly to your mitts. Also, mitts with separate index finger are very useful for certain applications.

## Socks and gaiters:

A two-layer sock system is most recommended for winter travel. A thin polypropylene sock with a wool sock over top allows moisture to be wicked from the feet and wool will stay warm even when wet. Boot size is also important – your toes need wiggle room – avoid a tight fit that restricts circulation.

If wearing hiking boots in the bush, gaiters are highly recommended. They prevent snow sliding down into the boots and add warmth by trapping air. Gaiters go on outside of the boot and pant leg and are great for keeping snow from entering boots.

While these tips may sound like they are only for those working 8 hours in the cold weather, remember that if you are outside in freezing temperatures just to shovel the driveway, you open yourself up to possible frostbite and other issues if not properly protected. When it drops to -40, which can happen easily with the windchill factor, frostbite can occur in less than 10 minutes.

This information is repeated in your handout. Thanks for your attention today.

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## Windproof-waterproof layer:

This protects your body from a variety of weather conditions, from wind to rain or wet snow.

## Winter toque:

A winter hat adds as much warmth as all your layers. In winter conditions, everyone should be wearing a toque. Balaclavas can be worn under toques and are excellent for protecting facial tissue from frostbite, particularly if hard hats are mandatory in extreme cold conditions and you're working outdoors in the open.



## Gloves and mitts:

Mitts are warmer than gloves but not always practical for work that requires detail. To help with this problem, a thin glove can be worn inside a mitt. This will allow you to remove your mitts for more technical work while not exposing bare skin to the cold. Once work is completed, return your gloved hands promptly to your mitts. Also, mitts with separate index finger are very useful for certain applications.

## Socks and gaiters:

A two-layer sock system is most recommended for winter travel. A thin polypropylene sock with a wool sock over top allows moisture to be wicked from the feet and wool will stay warm even when wet. Boot size is also important – your toes need wiggle room – avoid a tight fit that restricts circulation.

If wearing hiking boots in the bush, gaiters are highly recommended. They prevent snow sliding down into the boots and add warmth by trapping air. Gaiters go on outside of the boot and pant leg and are great for keeping snow from entering boots.

While these tips may sound like they are only for those working 8 hours in the cold weather, remember that if you are outside in freezing temperatures just to shovel the driveway, you open yourself up to possible frostbite and other issues if not properly protected. When it drops to -40, which can happen easily with the windchill factor, frostbite can occur in less than 10 minutes.

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- 1 To work comfortably outside, a layering system should be applied to:
  - A. Just jackets.
  - B. Pants, socks, jackets, gloves and hats.
  - C. None of the above.
- 2 The windproof-waterproof layer protects your body from a variety of weather conditions, from wind to rain or wet snow.
 

True      False
- 3 Mitts are not any warmer than gloves.
 

True      False
- 4 One of the only ways to defend ourselves against the sub-zero temperatures is to dress properly.
 

True      False
- 5 Cotton:
  - A. Is possibly the worst fabric to wear for warmth in the winter.
  - B. Will start to extract heat out of the body once it gets wet.
  - C. All of the above.
- 6 It is not possible for frostbite to occur in less than 10 minutes.
 

True      False

ANSWERS: 1.B 2. True 3. False 4. True 5. C 6. False

Date of Meeting: \_\_\_\_\_ Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Meeting Leader: \_\_\_\_\_

Have meeting attendees sign this sheet:


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