



## Meeting Minutes

Facilities Directorate Zero Accident Council  
October 6, 2011

### Opening Remarks – Ken Fletcher

#### DZAC Changes

- Thirty Minute Format
- Meet Every Month
- Focused Training
- Easier to present to Sub-groups
- Present Metrics and Subject Matter to Sub-groups
- Many Cases We Have Supplemental Videos
- Remember To Use Appropriate Sign-in Form
- Ensure Meeting Sign-in Forms Forwarded
- Near Hit Board Retired

### Expectations: Zero Injuries

- Most injuries this year are neck, back, strains and sprains

### Stress Management Class

- 10/17/11, 11:30 am – 12:30 pm , Building 2 – Room 100B

### Employee Wellness – Taking Care of You

#### What is Wellness?

- Wellness is the state of being at your best
  - Physically
  - Mentally
  - Emotionally
- Almost half of all Americans live with at least one chronic illness
- Wellness directly contributes to many of our injuries and therefore is a component of injury prevention
- Many practical ways to prevent and manage illness
- “Just Do It!”

#### Health Screenings

- Employee wellness programs
  - Health \* Fit @ LBNL (see A-Z)
  - Occupational Health Programs
  - Human Resources – Benefits Department

- CARE Services
  - Employee Activities Association
- Regular medical check-ups
- Don't ignore symptoms
- Report injuries / problems immediately

#### Prevention

- Smoking
  - Considered more deadly than car crashes, homicides, suicides, and even AIDS
  - Steps to quitting
    - Have plan
    - Determine why you want to quit
    - Set date to quit
    - Consult doctor and other resources
- Drugs and Alcohol
  - You have a problem if you continue to use them even when they cause problems with your health, finances, work, school or relationships
  - To prevent substance abuse and addiction, avoid drugs and alcohol altogether
- Know preventive care services that your health plan offers
- Get up-to-date on vaccinations
- Have hearing, teeth and vision checked regularly

#### Stress

- Effects of stress are real
- Prevent and manage your stress level for overall mental and emotional wellbeing
- Implement ways to reduce stress
  - Exercise
  - Relax
  - Get plenty of sleep
  - Let go of the 'un-important'

#### Shift Work

- Can be more stressful than a day job
- Learn ways to trick your body into being alert at night and sleepy during day
- Be active during breaks
- Exercise before work
- Don't leave most boring tasks for end of shift
- Use caffeine only during first half of shift
- Don't eat main meal at middle of your shift; eat high protein, low starch meals

#### Diet

- More weight you gain
  - More difficult to do your job well
  - Higher risk for developing serious medical conditions
- Four leading causes of death due to poor diet and lack of exercise
- Watch food portions, keeping each meal to three "fists" -worth
- Eat brightly-colored fruits and vegetables
- Eat less processed foods

#### Exercise

- Many benefits to being active and doing regular exercise
- Thirty minutes of exercise per day

- Take stairs instead of elevator
- Walk to co-worker instead of calling
- Park further away from building entrances to increase walking time
- Do activities you love
- Warm up / stretch before your shift!

#### Rest

- Most adults need 7 to 9 hours sleep
- Without enough sleep
  - Weakened immune system
  - Increased risk of diabetes and heart disease
  - Increased appetite
  - Effects on ability to learn, pay attention and react
  - Safety at risk
- Make sleep a priority
  - Set aside 7 to 9 hours for sleep and do what you can do with the rest
- Seek help if you are getting enough sleep but are still tired

#### Roundtable Session

- Receive DZAC Presentation before meeting
- Status of Electricians Jackets?
- Contractor's working on weekends with supervision
- Window washing crew - proper cleanup with sharp items razor blades

#### Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, November 10, 2011.

#### Reminder to Everyone

- You have the right to work in a safe environment
- You have the right to tell anyone at any level that they are not working in a safe manner
- You have the right to stop a job if it's not being done safely



