

LOFTON LAGNIAPPE

MONTHLY EMPLOYEE NEWS



Incident Reporting

By: Jeremy Olivier, Lofton Safety Services

Whether at home or work, we are exposed to some level of risk. Though Lofton and our clients perform rigorous hazard assessments of each workplace, it is impossible to identify every risk in a dynamic work environment. Unidentified risks can sometimes lead to incidents, which include illnesses, injuries, property damage, or near misses. When any incident occurs, it is extremely important to report it to Lofton as soon as possible. Lofton's safety department will use the information gathered about the incident to help identify and eliminate unforeseen risks that may have contributed. The sooner information is collected following an incident, the more accurate it is, and the better we can identify those risks and implement a plan to minimize or eliminate them. The following are more reasons why immediate reporting is important.

Incidents involving injury or illness. A timely report will allow an affected employee to receive medical attention as soon as possible, if necessary. Delayed reporting can result in increased severity of any injury or illness as well as longer required recovery times.

Incidents involving property damage. These incidents may involve property that belong to several different individuals or companies. Gathering all information about the incident will ensure that any party affected is compensated with minimal delay.

Non-work related (NWR) Incidents. If you suffer an injury or illness outside of work, it is still important to report it to Lofton as soon as possible. Each NWR report is analyzed to ensure that there will be no in-

creased risks while at work to the employee, or others, due to effects of the incident. Early reporting gives Lofton time to determine whether the employee is free to return to work unrestricted, if accommodation is needed, or to find a temporary replacement if the employee cannot immediately return.

Near miss incidents. These are incidents which did not cause an injury or property damage, but had potential to do so. Here is an easy way to identify if a situation you are involved in (or witness) is a near miss. If you can apply either of the phrases, "That was close!", or "That could have been bad if....", then it was a near miss incident. While it is preferable to have no incident reports at all, near miss incidents are undoubtedly beneficial. Unlike other reports, near miss reporting is proactive. They can be analyzed and used to implement change before any actual injury or damage occurs, not after.

It is not the purpose of incident reports to find fault in an employee or to justify disciplinary action. The purpose of incident reporting is to find potential faults in equipment, facilities, processes, or procedures so that they can be minimized or eliminated. This allows Lofton to focus on Putting People to Work in safe environments so they go home safely every day.

Vitality Wellness Program

From: Mary Dixon, Benefits Coordinator

A big thank you to everyone who participated in the Lofton Lifestyle wellness program last year. Your commitment to meeting, and in some instances exceeding, wellness goals made our program a success! Health insurance premiums have been adjusted based on program results for the 2022/2023 plan year effective February 1, 2023.

If you are enrolled in major medical (UMR) and did not participate in the program last year, you can start your wellness journey today by registering at www.powerofvitality.com. Employees participating in the wellness program will continue to enjoy resources for better health, including fun challenges, and valuable prizes, as well as savings on health insurance premiums.

If you have questions or need assistance regarding the program, feel free to contact benefits@Lofton.jobs.



FEBRUARY 2023

FEBRUARY 2
Groundhog Day



FEBRUARY 14
Valentine's Day



FEBRUARY 20
President's Day



FEBRUARY 21
Mardi Gras Day

Happy Mardi Gras

FEBRUARY 22
Ash Wednesday



First Days Are Always A Little Scary

By: Glenda Lofton, Ph.D.

A televised commercial a few years back showed a young dad placing his somewhat reluctant daughter on a school bus for her first day at school, then getting in his car and following along behind. As a parent who has "been there, done that," I could easily identify with the commercial's message, "First days are always a little scary."

Do you remember your first day at school, your first night to sleep over at a friend's house, your first day on a new job? Life has many firsts and brings many changes. It has been said that the only constant in life is change itself. Yet each change in our life, whether it be personal or professional, is accompanied by a variety of concerns, feelings, reactions, and attitudes - not necessarily anxiety, worry, or fear. Researchers (Hord, Rutherford, Hurling-Austin & Hall, 1987)

have identified three major stages of concern that individuals progress through in dealing with change: (1) self concerns; (2) task concerns; and (3) impact concerns. We may progress through these stages at different rates and different intensities, but we all progress through them.

Employees of Lofton Staffing Services are faced with many "first days" in a variety of



job assignments. Understanding the stages of concern and where we are in the change process can assist us in adapting to ongoing changes in the workplace and in providing

appropriate support to co-workers as we work together to achieve common goals. When faced with a change or a new situation, early concerns focus on self: How will this affect me? What is my role here? Will I be able to meet the demands of the job? How will my coworkers view me? Once our personal concerns have been alleviated, our attention becomes more focused on the task: How can I organize to do the task more effectively? How should I manage my time? What is the best use of information and resources? As we become skilled at managing the task, our concerns turn to the impact of our work on the organization's goals and productivity. We focus on coordinating and cooperating with others to enhance performance and outcomes. We explore changes or innovations that might work even better, recognizing that with each new change and innovation, the process starts all over again...and "first days are always a little scary."

American Heart Month Spot a Stroke **F.A.S.T**

Someone suffers a stroke every 40 seconds. Strokes come on suddenly. In an instant, the blood flow to the brain is disrupted or cut off completely. Know the signs to act **F.A.S.T.**

Face Drooping. Does one side of the face droop, or is it numb? Ask the person to smile.

Arm Weakness. Is one arm weak or numb? Ask the person to raise both arms. Does one arm drift downward?

Speech Difficulty. Is speech slurred, are they unable to speak, or are they hard to understand? Ask the person to repeat a simple sentence like "The sky is blue." Is the sentence repeated correctly?

Time to call 9-1-1. If the person shows any of these symptoms, even if the symptoms go away, call 9-1-1 and get them to the hospital immediately. Be sure to note the time the first symptoms appeared.

Face
Arms
Speech
Time

The 28-day Plank Challenge

The Plank Challenge must be completed in four weeks. At first, you simply start out in the plank position for 20 seconds then slowly build up your stamina until you are planking for four minutes during the final days. Planking builds your core and promotes good health. You must keep your body in a straight line if you want to see results.



Day 1 – 20 sec
Day 2 – 20 sec
Day 3 – 30 sec
Day 4 – 30 sec
Day 5 – 40 sec
Day 6 – Rest
Day 7 – 45 sec
Day 8 – 45 sec

Day 9 – 60 sec
Day 10 – 60 sec
Day 17 – 120 sec
Day 18 – 150 sec
Day 19 – Rest
Day 20 – 150 sec
Day 21 – 150 sec
Day 22 – 180 sec

Day 23 – 180 sec
Day 24 – 210 sec
Day 25 – Rest
Day 26 – 210 sec
Day 27 – 240 sec
Day 28 – Until failure

Random Act of Kindness Day

Friday, 17th is National Random Act of Kindness Day.

"As one person I cannot change the world, but I can change the world of one person." How can you make a difference?

- Compliment Someone
- Bring Something Special to Someone
- Leave a Larger Tip
- Compliment an Employee to their Manager
- Open Doors for Others
- Let Someone into Traffic
- Greet People with a Smile & Hello

Kindness Every Day



Can Change the World

- Say "Thank You"
- Donate Blood
- Donate Clothing/Home goods to Charity
- Help a co-worker with a task
- Volunteer for a Local Organization
- Pay for Someone's Purchase (Pay it Forward)
- Cook a Meal for a Neighbor
- Give Money to Charity
- Lend a Hand
- Mail a Card

"No act of kindness, no matter how small, is ever wasted."