



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Connecticut Valley Chapter

DECEMBER

MONTHLY OBSERVANCES

Read a New Book Month
AIDs Awareness Month
Chanukah (22nd - 30th)
World Aids Day (1st)
Cookie Day (4th)
Christmas Day (25th)
New Year's Eve (31st)

Pet Safety

- Keep pets sheltered: Don't leave pets outside when the temperature drops.
- Bundle Up & Wipe Down: No matter the temperature, windchill can threaten a pet's life. Exposed skin on noses, ears and paw pads are at risk for frostbite & hypothermia.
- What to do if a pet is left out in the cold: We encourage you to contact local law enforcement - especially when they are left without food and shelter.
- Take detailed notes and contact the authorities. If you have tried those options and still need help, contact: animalcruelty@humanesociety.org

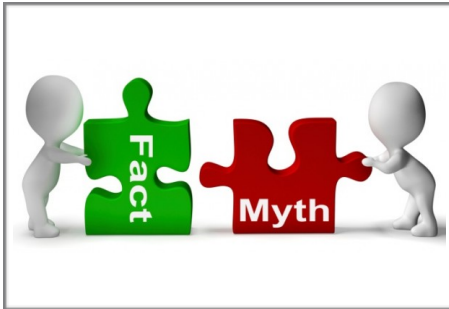
ADD & The Workplace

The symptoms of ADD (Attention Deficit Disorder) can create challenges for the adult in the workplace, just as they do for children in school. Some adults with ADD have very successful careers. Others may struggle with a variety of challenges, including poor communication skills, distractibility, procrastination and difficulty managing complex projects. Seeking assistance from a career counselor, psychologist, social worker or other health care worker with career counseling training can be helpful in understanding and coping with ADD on the job. Each individual with ADD/ADHD has a different set of challenges. Therefore, it is important to consider your unique picture, as you go about designing strategies, accommodations and modifications for the workplace. Below are suggestions for coping with many of the symptoms or impairments associated with ADD.

1. **Distractibility.** Problems with external distractibility (noises and movement in the surrounding environment) and internal distractibility (daydreams) can be the biggest challenge for adults with ADHD. The following strategies may help:

- Request a private office or quiet cubicle, or take work home or work when others are not in the office.
- Use "white noise" earphones, classical music or other sounds to drown out office noises.





Holiday Myths

Myth 1: The suicide rate jumps. The Centers for Disease Control and Prevention (CDC) reports that the suicide rate is actually lowest in December, and peaks in the spring and fall.

Myth 2: Weight gain is inevitable. A 2000 study published in the New England Journal of Medicine found that the average person only puts on about 1 lb. (0.5 kg) during the holidays.

Myth 3: Heat loss from the head. In 2006, skeptical scientists tested people in cold water (with and without wetsuits), and found that the head accounts for about 7 percent of the body's surface area, and the heat loss is fairly proportional to the amount of skin that's showing.

Myth 4: A nip will warm you. That warm, invigorating rush you feel after a sip of brandy might feel like a rush of heat, but actually, alcohol is a vasodilator (it increases the size of your blood vessels) and promotes the loss of heat from your body.

- Work in unused space, such as a conference room, where distractions are few.

- Route phone calls directly to voicemail, and respond to them at a set time every day.

- Jot down ideas in a notebook to avoid interruption of the current task.

- Keep a list of ideas that come to you during meetings so that you can communicate more effectively.

- Perform one task at a time. Do not start a new task until the current one is done.

2. Impulsivity. Adults with ADHD (Attention Deficit / Hyperactivity Disorder - not all people with ADD suffer from the hyperactivity portion of the disorder) may struggle with impulsivity and temper outbursts in the workplace. Try the following strategies:

- Learn to use self-talk to monitor impulsive actions.

- Work with a coach to role-play appropriate responses to frustrating situations.

- Ask for regular, constructive feedback as a way of becoming more aware of how impulsivity might manifest in you.

- Practice relaxation and meditation techniques.

- Anticipate the problems that regularly trigger impulsive reactions and develop routines for coping with these situations.

3. Hyperactivity. Adults with the hyperactive presentation of ADHD often do better in jobs that allow a great deal of movement, but if you have a sedentary job, the following strategies may help:



- Take intermittent breaks.
- Take notes in meetings to prevent restlessness.
- Move around, exercise, take a walk, or run up and down the stairs.
- Bring lunch—instead of going out to buy it—so the lunch hour can be a time for exercise.

4. Poor Memory. Failing to remember deadlines and other responsibilities can antagonize coworkers, especially when working on a team. To improve memory, try the suggestions below:

- Use tape recording devices or take copious notes at meetings.
- Write checklists for complicated tasks.
- Use a bulletin board or computer reminder list for announcements and other memory triggers.
- Learn how to use a day planner and keep it with you to keep track of tasks and events.
- Write notes on sticky pads and put them in a highly visible place.

5. Time management difficulties. Managing time can be a big challenge for adults with ADHD. Here are some guidelines for improving time management skills:

Use time-line charts to break large projects into smaller pieces, with step-by-step due dates.

Reward yourself for achieving each due date.

Use watch devices with alarms, buzzers, planners or computer planning software.

Program your computer to beep 5 minutes before every meeting on the calendar.

Avoid over-scheduling the day by overestimating how long each task or meeting will take.

6. Procrastination. Putting things off not only prevents completion of tasks, but also creates problems for others on the team. Here are some strategies for success:

- Break the task into small pieces, rewarding yourself along the way. (Rewards need not be grand; they might be a new CD, a long walk with your dog, dancing or



whatever you enjoy.) It may be helpful to have a coach or someone else to whom you can report and be accountable for achieving each piece of the task, until you learn to overcome your tendencies to procrastinate. See the National Resource Center's information on coaching for more information on how a coach can help.

- Ask the supervisor to set a deadline for tasks.
- Consider working on a team with a co-worker who manages time well.

7. Difficulty managing long-term projects. Managing complex or long-term projects may be the hardest organizational challenge for adults with ADHD. Managing projects requires a range of skills, including time management, organizing materials, tracking progress, and communicating accomplishments. Try the following guidelines:

- Break projects up into manageable parts, with rewards for completing each.
- Strive to shorten the time allowed on a project to better utilize "sprinting abilities."
- Ask a coach to assist you in tolerating longer and longer projects, a bit at a time.
- Find and partner with a co-worker who has good organizational skills.
- Look for work that requires only short-term tasks.

8. Paperwork/details. The inability to find important papers, turn in reports and time sheets, and maintain a filing system can create the impression of carelessness. If paperwork is a significant part of the job, try these tips:

- Make it a rule to handle each piece of paper only once.
- Ask an administrative assistant to handle detailed paperwork.
- Keep only those papers that are currently in use; purge the rest.
- Make filing more fun by color coding folders and using catchy labels.

9. Interpersonal/social skill issues. Individuals with ADHD may unintentionally offend co-workers by interrupting frequently, talking too much, being too blunt, or not listening well. If social skills are a challenge, try the following strategies:

- Ask others for feedback, especially if there is a history of problems with colleagues and supervisors.



- Learn to pick up on social cues more readily. Some adults with ADHD have a hard time picking up nonverbal cues that they are angering a co-worker or supervisor.
- Work with a coach to determine what types of settings often lead to interpersonal/social issues.
- Seek a position with greater autonomy if working with others is challenging.

The Americans with Disabilities Act and the Rehabilitation Act of 1973

Two federal laws—The Rehabilitation Act of 1973 (RA) and the Americans with Disabilities Act of 1990 (ADA)—prohibit workplace discrimination against individuals with disabilities. The RA prohibits discrimination in three areas: (1) employment by the executive branch of the federal government, (2) employment by most federal government contractors, and (3) activities funded by federal subsidies or grants, including organizations receiving federal funding.

The ADA extends the concepts of the RA to (1) private employers with 15 or more employees, (2) all activities of state and local governments, including employment, and (3) “places of public accommodation,” including most private schools and higher education institutions.

It is important to understand that being diagnosed with ADHD does not automatically make an individual eligible for protection or accommodations under the RA or ADA. The protections of these laws extend to individuals who meet four conditions:

They are individuals with disabilities under the law;

They are otherwise qualified for the position, with or without reasonable accommodations;

They are being excluded from employment solely by reasons of their disability; and

They are covered by the applicable federal law.

To be eligible for the protection offered by the ADA and RA, an employee must disclose the disability to the employer. The decision to disclose a disability to an employer or not can be a difficult one. On the one hand, an employer is not required to make accommodations unless the employee has disclosed the disability. On the other hand, discrimination often begins when the employee makes the disclosure. These factors must be weighed before making the decision to disclose.



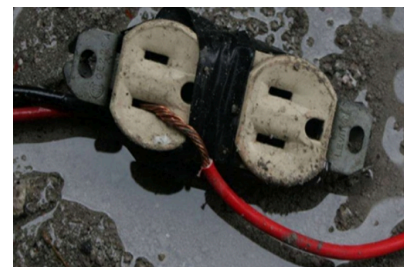
FUN FACTS

- You can hear a blue whale's heartbeat from more than 2 miles away.
- The odds of getting a royal flush are exactly 1 in 649,740.
- You can major in wine at Cornell University. Technically it's a degree in "Viticulture and Enology" (a.k.a. the cultivation of grapes and the science of winemaking).
- Frank Lloyd Wright's son invented Lincoln Logs.
- Baby sea otters can't swim. Their moms will wrap them in pieces of kelp while they hunt until the buoyant pups learn how to paddle around on their own. A raft of otters will also hold hands while they sleep so they don't drift apart!
- Actress Nichelle Nichols, who played Lieutenant Uhura in the original Star Trek, almost quit the show after one season, but was persuaded to stay on by Martin Luther King Jr., who felt the role was important to the Civil Rights Movement.
- Defeated only once in roughly 300 matches, President Abraham Lincoln was inducted into the National Wrestling Hall Of Fame in 1992.
- It's been said that nearly 3% of the ice in Antarctic glaciers is penguin urine.
- High heeled shoes were originally created for men.
- A group of flamingos is called a "flamboyance".
- Many lipsticks contain fish scales.
- According to a 2015 study, sarcasm can promote creative thinking.
- Bacon was used to make explosives during World War II.
- Sweden is so efficient, only one percent of its garbage ends up in a landfill.

CAPTION CONTEST

The object of the contest is to write the funniest "safety related" caption to accompany the Safety Photo of the Month.

The winner for the November caption contest is Keith Gross: "A real live wire"



Thank you Keith for your entry and sense of humor.

The Photo in need of a caption for December is:



Submissions should be emailed to Laura Casey and place “Caption Contest” in the subject : casey@safeconsolutions.com

The year end winner will win a prize and bragging rights. Please submit appropriate language only. Submissions have decreased - PRIZE & BRAGGING RIGHTS!!! Join Us!

The Bottom Line - By Ed Zimmer

Hello fellow CT Valley ASSP members. By now, we have digested the Thanksgiving feast and are almost finished with leftovers. I know that I am now looking forward to the next holiday!

I saw many of you at the 21st annual PDC in Southbridge a few weeks ago. It was a good event with 125+ attendees. Next year will be in VT, so the change of venue should be welcome and draw a different crowd.



I am sorry to report that there will not be a December meeting at Mystic Aquarium as previously advertised. Nate has been working tirelessly on this event, but has not had much luck putting something together. Thanks to the holidays, there are very little options left for a get together.

Be sure to check our website for up-to-date information on upcoming events. We will have meetings at Lego in January and Legrand in February

I am happy to report that our incoming President and potential President Elect already have a continuity plan in place. They have some great ideas brewing, so our next FY year should be exciting.

Bottom line: Go slow, enjoy the holidays and family. There are great things on the horizon, so stick around. Happy Holidays!!



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