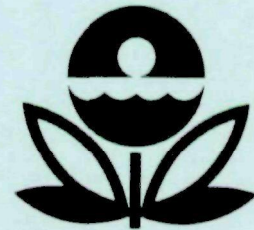


# Off-The-Job Health and Safety Program

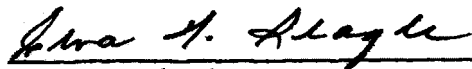
U.S. Environmental Protection Agency  
Office of Occupational Health and Safety  
Washington, D.C. 20460



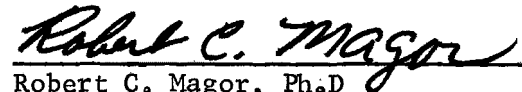
# EPA OCCUPATIONAL HEALTH AND SAFETY POLICY

"It is the Policy of the Environmental Protection Agency to Administer its programs in a manner which assures safe and healthful working conditions for all employees. Every employee is responsible for identifying and notifying the appropriate supervisor of risks, hazards, or unhealthful and unsafe conditions."

Your health and safety are important to you and to your family, and they are certainly important to the EPA. Our concern for your safety and well-being on-the-job is reflected in our official policy statement. We are equally concerned about losses to the Agency and to you because of non-work accidents. The effort and planning necessary to prevent accidents in the work environment is considerable. Thus, we have an idea of the challenge you face in taking health and safety home to prevent needless suffering and economic loss. Our challenge is for every supervisor to make the health and safety message so clear and so compelling that each of you will take it to heart and to home.



Elva W. Slagle  
Manager, Training & Education Programs  
Office of Occupational Health & Safety



Robert C. Magor, Ph.D  
Director  
Office of Occupational Health & Safety

## 1980

**JULY**

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## CALENDAR YEARS

SAFETY IS IMPORTANT!

YOU'RE IMPORTANT!

Who's the most important person in the world! YOU, of course! And, the most important people in the world include those close to you--those whom you love and cherish. These people, as well as you, face excitement, opportunity, and danger every day.

If you picture only people working on high wires, painting the outside of 50th floor windows, or performing stunts for movies as facing danger, don't breathe a sigh of relief! The most dangerous places are your automobile and your home.

Over two-thirds of all accidents occur at home or in a car. Accidents are the number one killer of persons ages 1 through 34, and remain a leading cause of death for those over 35.

Therefore, the safety and health habits you form and practice at home are critical to your survival and well-being.

Use this Calendar to keep you and those close to you aware of the need to "think safety every day," especially at home or in your car.



#### COLD-WEATHER SAFETY

What is Cold-Weather Safety?

It means taking special precautions to protect yourself, your family, your property from the potential dangers of:

1. Ice, snow, extreme cold;
2. Heating fuels and devices; and
3. Accidents during winter sports.

You can prevent home fires by doing your housekeeping. Make sure your car is winter ready. Exercise extra care for winter walking. Remove snow with caution, don't overdo. "Play safe" at all winter sports.

#### SAFE WINTER DRIVING!

Remember, winter doesn't cause accidents... but it can turn your little mistakes into dangerous ones?

Keep your mental "caution light" on for Winter Driving.

1. Allow extra time. Traffic may be slow and roads slippery.
2. Always use safety belts. They do prevent injuries and save lives.
3. Stay "super alert". Other drivers have reduced visibility and control, too. Be seen--put headlights on at dusk.
4. Watch for pedestrians. Your stopping power is greatly reduced.
5. Go slow. Reduce posted speed by 10 mph for every bad driving condition (e.g., ice, traffic, etc.) If it adds up to 0 mph, STAY HOME!
6. If you skid, pump brakes gently. Steer in direction car is skidding.
7. If you get stuck in a storm, stay with your car. You can be found easier and you have shelter.

# JANUARY

## 1979

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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SAFETY IS IMPORTANT! YOU'RE IMPORTANT!



FEBRUARY IS HEART MONTH!

PUT YOUR HEART INTO YOUR HEALTH!

What does physical fitness have to do with your HEART?

Being in good physical condition -

--May help PREVENT heart and blood vessel diseases

-- May help LESSEN severity if heart attack occurs

--Helps BURN OFF calories to avoid obesity.

Your heart is the hardest working muscle in your body--it needs care and attention.

When you're fit --

1. Your heart works more efficiently (better circulation).

2. Your heart can respond better in an emergency.

REMEMBER - Half of all deaths in the U.S. today are caused by heart disease.

Unfortunately, the problem is getting worse as we eat more and exercise less!

Contact your local American Heart Association or American Red Cross Chapter. Find out what you can do for yourself and your family. Take a Cardiopulmonary Resuscitation Course. Be prepared in case of an emergency!



Your heart benefits when you are in good physical condition. You have:

1. Increased vital capacity
2. Better Blood Supply
3. Healthier Blood vessels
4. Improved digestion
5. Lower Blood Cholesterol
6. More energy
7. Weight control
8. Better rest.

KNOW THE SAFEGUARDS AGAINST HEART ATTACK AND STROKE.

1. Have your blood pressure checked. Untreated high blood pressure can lead to stroke or heart attack.

2. High blood pressure is easily detected and usually can be controlled. Follow your doctor's advice.

3. Don't smoke cigarettes.

4. Eat the proper foods.

5. Reduce if overweight.

6. Get regular physical exercise.

BE ALERT TO ANY SIGNS OF HEART ATTACK

1. A prolonged, oppressive pain or unusual discomfort in center of chest. Pain may radiate to shoulder, arm, neck, or jaw.

2. Nausea, vomiting, and shortness of breath may also occur.

BE ALERT TO ANY OF THESE SIGNS OF STROKE

1. Sudden, temporary weakness or numbness of face, arm or leg.

2. Temporary dimness or loss of vision, particularly in one eye.

3. An episode of double vision.

4. Change in personality, mental awareness or in headache patterns may occur.

# FEBRUARY

## 1979

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FEBRUARY IS HEART MONTH! PUT YOUR HEART INTO YOUR HEALTH!

## LOCK POISONS IN - CHILDREN OUT!

### WHAT IS A POISON?

It's anything you eat, breathe, or touch that can cause illness or death.

There are two groups of poisons--

#### 1. Primary or known

Dangerous in Small quantities

Arsenic or strychnine - these are found in many weed killers and pesticides, and

Many prescription drugs

#### 2. Potential or unknown

Dangerous in Larger quantities or if improperly used - these are especially dangerous because not thought of as poisons.

Aspirins and other over-the-counter drugs.

Household cleaners and polishes

Cosmetics and lotions.

Common plants, old plaster covered with lead base paint

Aerosols

Know what to do in case of an emergency. Display in a prominent place the number of the nearest Poison Control Center.

CHECK ALL AREAS OF YOUR HOUSE-  
Make sure all poisons are locked up and out of the reach of children.

Kitchen - Where are the following items stored?

Ammonia	bleach
disinfectant	drain cleaner
insecticides	cleanser
furniture polish	lye
oven cleaner	charcoal lighter
detergent	fluid

Bathroom - Are the following medications out of reach of children?

aspirins	sleeping pills
aspirin substitutes	prescription
drugs	drugs
laxatives	reducing pills
tranquilizers	vitamins
nose sprays	cough syrups
allergy/hayfever preparations	

and, what about?

rubbing alcohol	iodine
ointments	depilatories
liniments	peroxide
aftershave lotion	deodorants

Bedroom - Do you keep the following out of the reach of children?

perfumes	cosmetics
hairsprays	astringents
moth balls	nail polish

Living Room - Do you take precautions with the following?

Cigarettes	plants
ink	liquor
fish bowl	lighter fluid
additives	cigars
matches	

Garage - This is usually a dangerous environment for a child - Do you keep the following out of reach of children?

gasoline	Kerosene
motor oil	garden sprays
pesticides	car wax
turpentine	putty
lime	antifreeze
liquid solder	roach powder
ant paste	week killers
fertilizers	windshield
	washer liquid

STOP stickers - Have you ever thought of using STOP stickers on poisonous substances? Many children can't understand a skull and crossbones or read a label. But kids do comprehend the symbol of a STOP sign on a bottle. The city of Foster City, California, developed such a poison prevention program around this theme - and have met with good acceptance. Think about it!





# MARCH

## 1979

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LOCK POISONS IN - CHILDREN OUT!

THE DEFENSIVE DRIVING CODE\* - Here's What Defensive Driving Requires of You:

1. You must operate a vehicle in such a manner that you avoid being involved in a preventable accident or contribute to others being involved in an accident.
2. You need to know and observe all applicable traffic rules and regulations.
3. You should maintain a constant alertness for the illegal acts and driving errors of other drivers. You must be willing to make timely adjustments in your own driving so that such illegal acts and errors do not affect or involve you.
4. You must intelligently adjust your driving to the special hazards presented by abnormal, unusual or changing conditions in:
  - a. The mechanical functioning of your vehicle.
  - b. The road surface.
  - c. The Weather.
  - d. The light available.
  - e. The traffic.
  - f. Your physical fitness.
  - g. Your state of mind.
5. You need a thorough knowledge of the rules of right-of-way, and be willing to yield to other drivers regardless of these rules whenever necessary to avoid an accident.
6. You should have an attitude of confidence that you can drive without ever having a preventable accident.

AND REMEMBER -- Don't forget the little people of the road--the pedestrians, bicyclists and motorcyclists. As a defensive driver you must take special responsibility for their safety.

\*National Safety Council.

DON'T MAKE YOUR CONTRIBUTION TO THE HIGH COST OF DRUNKEN DRIVING

What does Alcohol actually do to people?

Medically--alcohol is a drug that depresses the central nervous system as a general anesthetic, slowing the activity of the brain and spinal cord.

No digestion takes place before alcohol is absorbed directly and rapidly into the bloodstream by diffusion from the stomach and intestines. Alcohol is absorbed faster if stomach is empty. Food in the stomach slows absorption.



MOST OF US WON'T FACE FACTS--While it's true alcohol affects different people differently--the way it works is predictable and preventable.

DON T FORGET...

- To renew your driver's license before it expires.
- To signal all turns and lane changes.
- To switch on your headlights at the first sign of darkness.
- To reduce speed and prepare to stop as you enter an intersection.
- To steer in the direction of a skid.
- To smile now and then.

# APRIL

## 1979

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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DRIVE DEFENSIVELY. YOUR LIFE DEPENDS ON IT!

## Plan for a HOME HAZARD HUNT!

Your home will be much safer if you hunt down and correct the following hazards--

### Kitchen

1. Are cleansers and other poisonous materials stored out of the reach of small children? (See March) Make sure you haven't missed anything.
2. Are you careful to wear close-fitting sleeves around sources of flame?
3. Are circuits overloaded with your small appliances? Are the cords in good condition?

### Bedroom, Living Room, Family Room

1. Are glass doors and panels safety glazed and have you used decals or colored tape at both adult and children's eye levels?
2. Do outside steps and inside stairways have sturdy handrails?
3. Are the bedrooms of children and older persons equipped with night lights? Is there a light switch within easy reach of each bed?
4. Do throwrugs have slip-proof backing?
5. Is your fireplace properly screened?
6. Do you have an emergency escape plan posted and rehearsed?

### Bathroom

1. Have you installed non-skid bathmats or adhesive strips/decals in tubs and showers?
2. Do you allow electrical appliances to be used in the bathtub or while standing in water?
3. Do you have night lights for older people and children?

### Basement or Utility Room

1. Do you know the location of your master electric switch in case you need to turn it off?
2. Do you know the location of your main gas and water valves and how to close them?
3. Are your power tools disconnected and stored out of reach of small children?
4. Are electrical tools and appliances grounded when appropriate?

### Garage and Driveway

1. Have you stored flammable liquids in metal containers?
2. Do you open the garage door before warming up your engine?
3. Is it your habit to check around and behind your car before starting it and backing up?

4. Have you stored all cleaning fluids, solvents, and other possible poisons out of the reach of children?

### Outside

Do you shut off the power mower when cleaning or adjusting?

2. Is the playground equipment safe and in good repair?

You may have other hazards special to your living areas that need correcting. Write them down and include them in your hazard hunt!



# MAY

## 1979

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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PLAN FOR A HOME HAZARD HUNT!

## SAFETY IN THE SUN!

Enjoying the great outdoors and the sun in summer is great - but go slow!

Take the sun in small doses at first, increase gradually. Use sunglasses and suntan lotion for protection. Be careful! Over-exposure to sun over a period of time can cause skin cancer.

When the weather is hot, drink plenty of water to make up for the loss of fluids through perspiration, and

Be sure to guard against these Hazards--

Sunburn from overexposure to the sun.

Heat exhaustion from hard physical effort in extreme heat.

Sunstroke from overexposure to sun, heat.

REMEMBER - The Summer months are great!

There is time for enjoying the outdoors by camping, picnics, boating, etc.

Relaxing at home or on vacation.

As SUMMER brings different activities and a change in routine - enjoy this time to the fullest -

BUT, WHATEVER YOU DO at home or going places, Put safety first!

CONSIDER a first aid training course for summer and all year round.



## IN PURSUIT OF A SUMMER TAN!

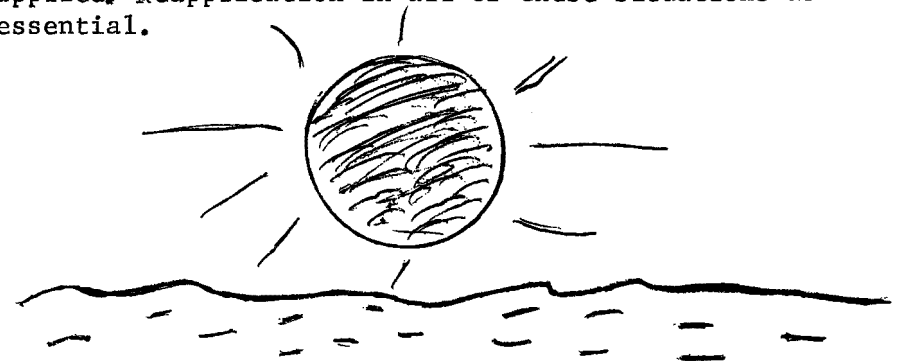
This year we will spend millions in search of a look most won't acquire: the even, golden tan that looks super-rich, lasts for months, and never peels or wrinkles.

What you may get instead is inflammation and fluid infiltration, which translates, of course, to burning and blistering.

Unless you have time, patience, good judgment, and protection, you could join the majority of sunbathers whose few days of "vacation tan" will be paid for by uncomfortable skin that soon peels. Or you may join the group that spends several days of vacation time recovering from the mistakes of the first couple of days.

If you're on a once-a-year vacation and it's your only time to soak up some sun, or if you've planned a long weekend at the beach, warnings are likely to fall on deaf ears. If you use a good suntan preparation you should be able to stay out all day without burning. So how come you often burn anyway?

Perhaps you forget that swimming, perspiration, or contact with towels, clothing, or sand, all remove some of the suntan preparation you so carefully applied. Reapplication in all of these situations is essential.





# JUNE

## 1979

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SAFETY IN THE SUN!

## STAY AFLOAT! Learn and Practice Safe Boating Operations!

If it is your boat, you are in command, and as the captain you are responsible for the safety of all your passengers, and for not endangering the lives of those in other boats.

Most boating accidents occur in boats in Class A (under 16'). Recreational boat accidents kill more people than any other form of transportation except motor vehicles. Many could be prevented if the captain knew what to do in an emergency and had taken the steps necessary to prevent trouble.

In any waters, salt or fresh, you can start out under clear skies and be in a storm within two hours. A radio can warn you of most quick weather changes. All you really need is an AM radio tuned to a station offering marine weather, or a VHF receiver that picks up the National Oceanic & Atmospheric Administration weather broadcasts.

File a Float Plan. Get in the habit of leaving a float plan with a friend, a family member, or a dock official. Let them know where you are going, when you expect to get back, and what your boat looks. Also, how many passengers are aboard, the type of radio you have and whether you have distress signals.

Proper Gear and the Right Signals. Check your safety gear before casting off. Visual distress signals should be on board. Personal flotation devices (PFD) approved by the Coast Guard are required by Federal law. You should have one PFD for every person on board and one throwable PFD in case a person goes overboard.

Running lights are required by Federal law. You should also have a compass, a paddle, a fire extinguisher, an anchor, and enough anchor rope. Also carry extra line for linking people together if you capsize or for towing.

Load Your Boat Properly. Know and obey the manufacturers maximum load rating. Improper and overloading are major causes of boating accidents.

Improvise. If you do run into trouble with a poorly equipped boat, improvising can save your life.

Raising and lowering your outstretched arms slowly and repeatedly is a standard distress signal. Hold a bright cloth, a paddle, an orange personal flotation device, or flags for better visibility. Flying the American flag upside down is widely known as a distress signal. If the sun is out, a mirror signal can be seen several miles away. Any glass will reflect sun, and it will work better with aluminum foil behind it. You can plug boat leaks with rags or blankets.

Always try to get to port before a thundershower, but if you become disoriented in rough water, drop anchor and ride it out. If you have to abandon ship, try to get everyone in buoyant vests linked together with line, and stay with the boat.

REMEMBER TO ALWAYS BE CAREFUL and have a good time!

Sign up for a course in boating safety with the U.S. Coast Guard Auxiliary, the U.S. Power Squadrons, or the American Red Cross to increase your knowledge and personal confidence to handle any emergency.

# JULY

## 1979

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STAY AFLOAT! Learn and Practice Responsible Boating Operation.

REMEMBER: YOU'RE SPECIAL!

## ABOUT STRESS

What is stress? Stress is pressure from outside that can make you feel tense inside. Stress is an unavoidable fact of life.

Stress - and how you handle it - affects your health and happiness. One of the main causes of stress is change. This is especially true if the change is sudden or disagreeable.

If there are too many or too drastic changes in your life, this can result in tension.

Tension can result in anxiety. Anxiety is that worried, uptight feeling.

Anxiety results in Depression, you get that sad and blue feeling.

If stress and its effects get out of hand, GET HELP!

It's not a sign of weakness or self-indulgence. Get advice from your doctor, other professionals, or State/local mental health associations.

Be optimistic! Don't let stress get you down. You can do a lot for yourself and others by (1) understanding the causes, (2) help yourself and others by talking it over, and (3) know where to go for help and go without delay!



## BLOOD PRESSURE

What is blood pressure? Blood pressure is the force with which blood pushes against the walls of your blood vessels.

Why be concerned about blood pressure? Because your life depends on it!

If your blood pressure varies from normal to high, it's possible you are prehypertensive or prone to high blood pressure.

If your blood pressure is low, you are probably in good shape. If it is high you are more likely to have heart failure, a fatal heart attack or a stroke.

What is high blood pressure? It is hypertension. Hypertension is a permanent tightening up of arteries because something has gone wrong with the system that regulates their size.

FOR YOUR PROTECTION, see your doctor for regular check-ups. As you can see your blood pressure is a matter of life and death! AND, it is up to you to keep it normal.

Get a checkup once a year, balance your living with exercise, rest, and the right food, and follow your doctor's advice.

## GOOD NUTRITION



What is nutrition? Nutrition is the food you eat and how your body uses it to live, to grow, to keep healthy, and to get the energy for work and play.

Why is good nutrition important? Good nutrition is important because it means proper growth and repair of body tissues, prevention of disease caused by deficiencies, energy, and resistance to infections.

Your DAILY DIET should include these basics:

1. Water - essential for life.
2. Proteins produce the 8 essential amino acids your body cells need for growth and repairs.
3. Fats which are primarily a source of calories and the essential fatty acids.
4. Carbohydrates provides energy also (nearly half the calories we need).
5. Minerals help build blood, bones, teeth, and aid vital body functions.
6. Vitamins are essential for proper utilization of food and for healthy functioning of the body.

# AUGUST

## 1979

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REMEMBER: YOU'RE SPECIAL!

GET INTO SHAPE! BOTH PHYSICALLY AND MENTALLY.

## PHYSICAL FITNESS

Physical fitness should be a long-term goal! How do you start? Visit your doctor for a complete physical examination (especially if you're over 35). It's the best way to find the program that is right for you.

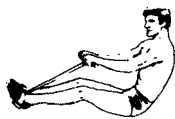
Now, set up an exercise schedule that's "tailor-made" for you.

1. At least one hour of exercise per week makes a good beginning.
2. Exercise daily, or at least 4-5 times per week, for ten minutes or more.
3. To be effective, exercise must be continuous, and hard enough to work up a sweat.

What kind of exercise is best? Just about any sport or exercise will fill the bill if done regularly and vigorously. Particularly look for activities that ---

1. Build stamina and endurance,
2. Fits your schedule,
3. Requires minimum expense, and
4. One that you enjoy doing.

REMEMBER THOUGH the trick to any exercise program is to stick with it!



## MENTAL HEALTH



What is Mental Health? Mental health is the way a person thinks, feels, interacts, and behaves. The way a person adjusts to others and self.

What causes mental illness? No one knows for sure. Some of the main causal factors are:

1. Your environment or the world around you. Your experiences with people in the family school, on the job, etc. involve situations which create tensions.
2. There are some physical causes that can be related to kinds of mental illness. For example, sleeping sickness, injury to brain tissue or syphilis can cause changes in behavior and produce symptoms like mental illness.
3. Heredity can be a factor. The relationship between heredity and the environment in causing mental illness has not been determined.

What can YOU do about this problem? First, know something about it, its causes, treatment, and language. Then use the knowledge to:

1. Fight ignorance. The lack of understanding that mental illness is a condition that can be treated.
2. Fight indifference. The idea that it happens to someone else not me.
3. Fight inaction by doing something about it.

Some successful people believe that a person must be physically fit to be mentally fit. This is unproven, but it is a good starting point.



# SEPTEMBER

## 1979

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GET INTO SHAPE! BOTH PHYSICALLY AND MENTALLY.

## CORRECT YOUR FIRE HAZARDS NOW!

Did you know that about 7 out of 10 building fires occur in residential occupancies. Nine out of ten fire deaths occur in the home. Who is the most vulnerable? The elderly and the children.

Each year fire kills more children than any other home accident. A child is seriously burned about every 4 minutes.

When do most home fire deaths occur?

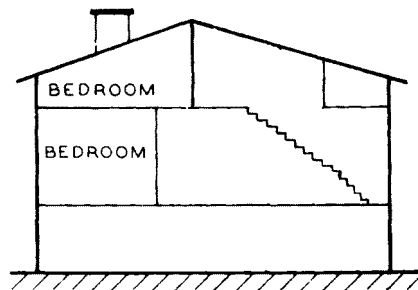
Night time is the danger time---not because of more fires but when we go to sleep we lose our vital senses. The large percentage of multiple-death fires occur between the hours of 11 p.m. and 6 a.m. when most people are asleep.

And, where do most home fires start?

Number one is the living room, followed by the kitchen, basement, and bedrooms. As you can see most fires start just where they are likely to block your usual hall-stairway escape.

WHO PUTS OUT THE FIRE? About 90 percent of residence-related fires are put out by a member of the household, most often by a female. And usually without even a fire extinguisher available for her to use.

REMEMBER KIDS, if you do catch on fire the rule is STOP, DROP, AND ROLL.



## BE PREPARED!

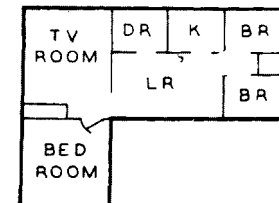
Make your own FIRE ESCAPE PLAN.

1. Make an outline of the entire floor area.
2. Label each bedroom, locate windows, doors and stairway. If there is an upstairs note any rooftops that could be used as a fire escape.
3. Select the best window for emergency escape. Test the window to see that it works easily and is large enough to use.
4. Make sure all family members know the normal exit and the emergency exit in case fire blocks hallway or stairs.

YOUR INSTRUCTIONS SHOULD INCLUDE these procedures:

1. Always sleep with bedroom or hall door closed.
2. Agree on a way everyone can sound a family fire alarm. You can pound on the walls, yell, use a whistle, etc.
3. Don't waste time getting dressed or gathering valuables. Seconds count!
4. Test doors before opening, intense heat and deadly smoke may be on the other side.

DON'T TAKE CHANCES WITH FIRE---YOUR FAMILY CAN'T BE REPLACED.



# OCTOBER

## 1979

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 O	2	3	4	5	6
7 H	8	9	10	11	12	13
14	15 O	16	17	18	19	20
21	22	23	24	25	26	27
28	29 O	30	31			

OCTOBER BRINGS FIRE PREVENTION WEEK! CHECK YOUR HOME FOR FIRE HAZARDS!

BE PREPARED! Develop your knowledge and skills and improve your personal judgment to handle an emergency situation.

#### CONTROL OF BLEEDING

The loss of two pints of blood by an adult is a serious matter, the loss of three pints can cause death. In certain points in the body, fatal hemorrhages (bleeding) may occur in one to three minutes. A rupture or cut of the main trunk of arteries of the chest and abdomen can cause death in less than 30 seconds!

You can see the importance to understand the steps necessary to control bleeding in an emergency as proper action, administered quickly, can save a life.

Direct steps you can take to reduce flow of blood:

1. Apply pressure directly to the wound.
2. Position the victim in a way to decrease the force of blood flowing to the wound.
3. Limit the victim's movements.
4. When bleeding is severe and direct pressure is not enough - Use indirect pressure on "pressure points", where blood vessels pass close to the surface over a bony structure.

A tourniquet should be used only when other methods of control are ineffective - a tourniquet is never loosened except by medical personnel.

#### CHOKING

Recognition of an airway obstruction is the key to successful treatment. It is important to differentiate this emergency from fainting, stroke, heart attack, and other conditions that can cause sudden respiratory failure or collapse.

The most common factors involved in choking on food are:

1. Excessive intake of alcohol.
2. Upper or lower dentures.
3. Large, poorly chewed pieces of food.

##### Prevention

1. Cut food into small pieces and chew slowly and thoroughly.
2. Do not laugh and talk while chewing and swallowing, and avoid excessive intake of alcohol before and during meals.
3. Restrict children from walking, running, or playing while they have food or other objects in their mouths, and keep small objects such as marbles, beads, or thumbtacks out of the reach of small children.

Sign up for a course in CPR and First Aid for Foreign Body Obstruction of the Airway at your local American Red Cross Chapter or the American Heart Association.

#### BREATHING AND CIRCULATION

Respiratory arrest occurs when breathing stops but pulse and circulation continues. At this point only artificial respiration is needed. The most common cause include drowning, suffocation, asphyxiation.

The most effective method of artificial respiration is mouth-to-mouth or mouth-to-nose.

Cardiac arrest occurs when breathing, pulse, and circulation stop. Both artificial respiration and circulation are needed. Common causes include heart attacks, hemorrhage.

This procedure is called CPR or Cardiopulmonary Resuscitation. It should be started immediately when cardiac arrest occurs and it should be applied by those properly trained to administer the emergency procedure. The main purpose of CPR is to oxygenate the blood - not to start the heart beating.

CONTACT YOUR LOCAL CHAPTERS OF THE AMERICAN RED CROSS OR AMERICAN HEART ASSOCIATION for proper training to administer this emergency procedure.

# NOVEMBER

## 1979

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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11	H	12	O	13	14	15
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23	24	25	26	27	28	29
30	31					

**BE PREPARED!** Develop your knowledge and skills and improve  
your personal judgment to handle an emergency situation.

## ACCIDENTS DON'T TAKE HOLIDAYS!

For everyone the HOLIDAY SEASON is a time of JOY and PARTIES, PRESENTS AND SURPRISES!

In the United States of America, the customs of the Christmas Season have been brought together from all over the World. This has resulted in a feeling of kinship that has no equal anywhere. Aside from its holiness, the Christmas Season is a time to think of ways to improve our lives and the lives of those closest to us.

The Christmas Season is a special time when families and friends get together and forget for awhile everyday problems and look with hope to the future. The Christmas Season has a strange magic, it brightens everything it touches. The anticipation and gleam in childrens' eyes, the smiles on everyone's face, the strong feeling of brotherhood and the true beauty of our world.

We realize how much our family and friends mean to us, and that the health and safety of our family and friends is priceless and must be guarded.

During the Christmas Season we realize that it is not the time to relax our guard against illness and injuries that can occur from the additional activities. When driving, remember that winter weather means more hazards. Daylight arrives later and darkness comes earlier.

We must keep ourselves and our families safe during the Christmas Season, and never forget that

HEALTH AND SAFETY ARE PRICELESS GIFTS!





# DECEMBER

## 1979

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	O	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

ACCIDENTS DON'T TAKE HOLIDAYS!

**NO JOB IS SO IMPORTANT . . .**

**AND NO DEMANDS SO URGENT**

**— THAT WE CANNOT TAKE TIME**

**TO PREVENT PERFORMANCE ERRORS**