



PRA HEALTH & SAFETY NEWSLETTER

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THE 21-DAY MENTAL WELLNESS CHALLENGE

According to statistics, only 8% of people actually keep their New Year’s resolutions. There are many reasons [people can’t stick to their resolutions](#), from setting too many of them to getting derailed by small failures. While you might initially feel inspired and energized by setting blowout goals for 2018, the luster of these resolutions fades quickly when we realize how difficult they are to keep. Since this is the case for some, why not try this challenge, to ease into the New Year:

DAY 1: Run a nice long scented bubble bath.

DAY 2: Journal 10 things you are grateful for.

DAY 3: Take a walk outdoor.

DAY 4: Call someone you love.

DAY 5: De-clutter your room or desk.

DAY 6: Take a social media sabbatical.

DAY 7: Make a lot of short term goals.

DAY 8: Start a new reading plan.

DAY 9: Slow down, Sit & watch the sunset.

DAY 10: Get rid of 5 things you never use.

DAY 11: Get some sun. Eat lunch outside.

DAY 12: Unsubscribe from unnecessary emails.

DAY 13: Send an encouraging text to 5 people.

DAY 14: Wake up 30 minutes earlier to pray.

DAY 15: Plan a coffee date with a friend.

DAY 16: Go the entire day without complaining.

DAY 17: Update/Create a new music playlist.

DAY 18: Make time for a wholesome breakfast.

DAY 19: Do one thing you’ve been putting off.

DAY 20: Research something new in your skill set.

DAY 21: Don’t overthink. Practice being present.



CUBICLE ETIQUETTE



For those of us not lucky enough to telecommute, the cube has become our home away from home. Thus, here are 7 rules for cubicle etiquette, which should help promote greater thoughtfulness in today's office environment:

EAVESDROP INCONSPICUOUSLY –Although we don't mean to, often we simply can't help it. When someone adjacent to you asks someone a question for which you know the correct answer, resist the urge to volunteer this information.

GET AN INVITATION –Do not

enter another cubicle unless you are invited. And do not stand outside a cube to conduct a conversation.

KEEP PRIVATE MATTERS PRIVATE –Do not exchange confidential information in a cubicle. Try to find a meeting room, or take your conversation outside.

SUFFER ALONE –If you are ill, stay home. The 1st few days of an illness are the most dangerous in terms of contagion.

KEEP SNACKING TO A MINIMUM –The smell, noise, & mess of

snack foods may be offensive to others. Also some people are allergic to snacks such as peanuts, & popcorn can make others nauseous.

BE A SOFT TALKER –Be aware of how your voice carries. Always use your "library voice" when speaking in a cubicle environment.

KICK OTHERS OUT GRACEFULLY –Walk towards the entrance of your cube when you would like to keep an impromptu meeting short. You can stand & say you need to the restroom or make a copy. Be creative!

HOW TO PREPARE FOR A WINTER STORM

Protecting your family

- Talk with your family about what to do if a winter storm watch or warning is issued. Discussing winter storms ahead of time helps reduce fear, particularly for young children.
- Have your vehicle winterized before the winter storm season to decrease your chance of being stranded in cold weather.
- Have a mechanic check your battery, antifreeze, wipers and windshield washer fluid, ignition system, thermostat, lights, flashing hazard lights, exhaust system, heater, brakes, defroster, and oil.

- Install good winter tires with adequate tread. All-weather radials are usually

adequate but some jurisdictions require vehicles to be equipped with chains or snow tires with studs.

Keep in your vehicle:

- A windshield scraper and small broom
- A small sack of sand for generating traction under wheels and a set of tire chains or traction mats
- Matches in a waterproof container
- A brightly colored (preferably red) cloth to tie to the antenna
- An emergency supply kit, including warm clothing.
- Keep your vehicle's gas tank full so you can leave right away in an emergency and to keep the fuel line from freezing.

- Keep a supply of non-clumping kitty litter to make walkways and steps less slippery.

- Service snow removal equipment before the winter storm season and maintain it in good working order.

- Keep handy a warm coat, gloves or mittens, hat, water-resistant boots, and extra blankets and warm clothing for each member of the household.



It may be coming to a neighborhood near you... SOON!

MAINTAIN YOUR SNOW BLOWER – 8 Things to Do Before the Snow

Change the Spark Plug— Disconnect the plug from the lead, and remove it with a wrench. If there’s damage or deposits, replace it. If not, pop it back in – secure but not too tight.

Inspect the Belts - Wear and tear? Cracks? If so, replace them. **Tip:** Snap a photo of the belts before you take them off so you’ll know exactly where they go.

Give the Paddles Their Due - The auger paddles are the hardest working parts on your snow blower, so check them often for wear and tear. If they don’t hit the ground anymore, replace them. **Tip:** Order replacement parts and searspartsdirect.com, or play it safe and call the pros at Sears Home Services.

Check the Shave Plate - This scrapes the snow off your driveway. If it’s worn on a single-stage snow blower, reverse it. For a two-stage snow blower, replace it.

Flip the Skid Shoes - These are the adjustable pieces on a two-stage snow blower that let you set the height of your auger. Most are reversible. If yours look worn, flip the over and use the other side, making a note to replace them next year.

See if the Shear Pins are Damaged - Shear pins connect the auger to the gear case. Did you know they’re meant to break? It’s a safety feature – they’ll break if the auger and gear case are overloaded. **Tip:** Keep several extras in the gar-

age. You don’t want to have them break with no replacements on hand.

Change the Oil - Let the blower warm up to make the oil flow easier. Then turn it off, pull the drain plug and drain the oil into a container. Pop the plug back in and fill the machine up with oil.

Use Fresh Gas with Stabilizer - Fill ‘er up with fresh gas (you did remember to empty it last season, right?) and make sure to include fuel stabilizer. It’ll keep the gas fresh longer and help prevent clogs.

5 WAYS TO BEAT THE WINTER WORKPLACE BLUES

The winter months are often bleak and cold, having an impact on our mood and productivity in the workplace. Although the lack of sunshine may be the leading factor, here are several steps you can take to beat the winter blues while at your place of employment:

TAKE A BREAK OUTSIDE –while is might be cold throughout the winter months, taking a few minutes to breathe the fresh air & getting your blood circulating can do a lot for the morale. Have a quick lunch & spend the last 15 minutes taking a stroll around the block.

EXERCISE WHEN POSSIBLE – Squeeze in a 30 minute workout at least 2 or 3 times a week. Exercising helps to boost serotonin levels, keeping you feeling & looking great.

GET SOCIAL - Instead of eating lunch at your desk, go to the lunchroom & chat with your coworkers. Being social is a great mood-booster & will help increase your productivity.

PRACTICE HEALTHY HABITS – Being sick is never fun, neither is it to share or catch other people’s germs. Take

extra precaution at this time to take your vitamins, and wash your hands often, thus eliminating much chance of coming down with a cold or flu.

SPRUCE UP YOUR WORK ENVIRONMENT –Another overlooked way to increase your productivity during the winter months is purchase new office furniture or decorative accessories. Simple changes can always bring about a boost in morale.



THICK N’ CREAMY “LOADED” POTATO SOUP

Ingredients

- 3 pounds red potatoes, Washed but not peeled
- 1/2 cup yellow onion, cut into small pieces
- 1 1/2 Tbl minced garlic
- 6 cups chicken or vegetable stock
- 8 ounces low fat cream cheese, softened
- 1/2 cup heavy cream
- 1-2 tsp fresh black pepper
- 1-2 tsp salt
- 2-3 cups shredded sharp cheddar
- 8 slices crispy bacon, crumbled
- 3-4 green onions, chopped (white and green parts) & Sourdough Bread Bowls

Instructions

Cut the potatoes into 1/2” cubes. In a 5 quart or large crock pot add in the cubed potatoes, onion, garlic, stock, 1 tsp pepper and 1 tsp salt.

Cook on high for 4 hours or low for

8 hours. I tested my potatoes around 3 1/2 hours (high temp) and they were almost done.

Ladle out half of the mixture, potatoes and all into a large bowl OR into a blender.

Add in the softened cream cheese and cream. Blend until the mixture is pureed and thick.

Add this back to the crock and stir to combine.

Add in 1 cup of shredded cheddar and stir. Ladle into bread bowls, garnish with cheese, bacon and green onions.



This is the perfect soup to warm up with on a winter day!

PROPER SHOVELING TECHNIQUES



Using an ergonomically correct shovel, bend low at the knees.

Scoop and lift upward with your legs. Do not lift with your back!

Turn sideways without twisting your back. Point your feet in the direction you are throwing, and toss the snow.

If snow is deeper than one foot, use your shovel as a blade to chop it down before shoveling it up.

NEW YEAR'S CRYPTOGRAM

Cryptogram puzzles are sentences or paragraphs that are encrypted with a letter substitution. In this case this puzzle is related to a New Year's celebration. Each puzzle uses different letter substitutions. An example of a letter substitution encryption may be: The word CARD could be encoded to XPQM if C=X, A=P, R=Q, D=M. Find the right letter substitutes to solve these printable cryptogram puzzle.

BABY NEW YEAR

KDB KXLCZKZPR PE NYZRA L MLMI KP YIQMPSZFB KDB
MBAZRRZRA PE L RBG IBLX YKLXKBC GZKD KDB LRUZBRK
AXBBTY. KDBI GPNSC VLXLCB LXPNRC GZKD L MLMI ZR L
MLYTBK KP DPRPX CZPRIYNY, KDB APC PE EBXKZSZKI.