



SAFETY FOCUSED

Presented by

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Addressing Workplace Harassment

Harassment in the workplace can take many forms, such as hurtful jokes, slurs or stereotypes. These harmful acts can also lead to more serious incidents, such as violence or sexual harassment. To establish and maintain workplace relationships with your co-workers, it's important to know the signs of workplace harassment and the best practices to address it.

Because you interact with your co-workers regularly, it can be hard to know what's considered harassment. Here are some common signs:

- **Antisocial behavior**—You may be experiencing harassment if you feel apprehensive about interacting with your co-workers or attending social events.
- **Lower productivity or performance**—Feelings of anxiety or stress from harassment can lead to a drop in performance when you try to complete your work.
- **Frustration or anger**—Any form of harassment can often lead to aggressive feelings, which may only make the situation worse.

Usually, the best way to address workplace harassment is to communicate your feelings clearly with your co-workers or manager. Use these best practices to help address harassment:

- Try to have an informal conversation with any co-workers that you have a problem with. Sometimes they can be unaware that their actions are bothering you.
- Know your workplace's policies on harassment. Knowing what behavior is and isn't acceptable can help you communicate your feelings and experiences more clearly.
- Speak with your manager or HR representative if you can't resolve workplace harassment, or if you feel uncomfortable speaking with your peers.

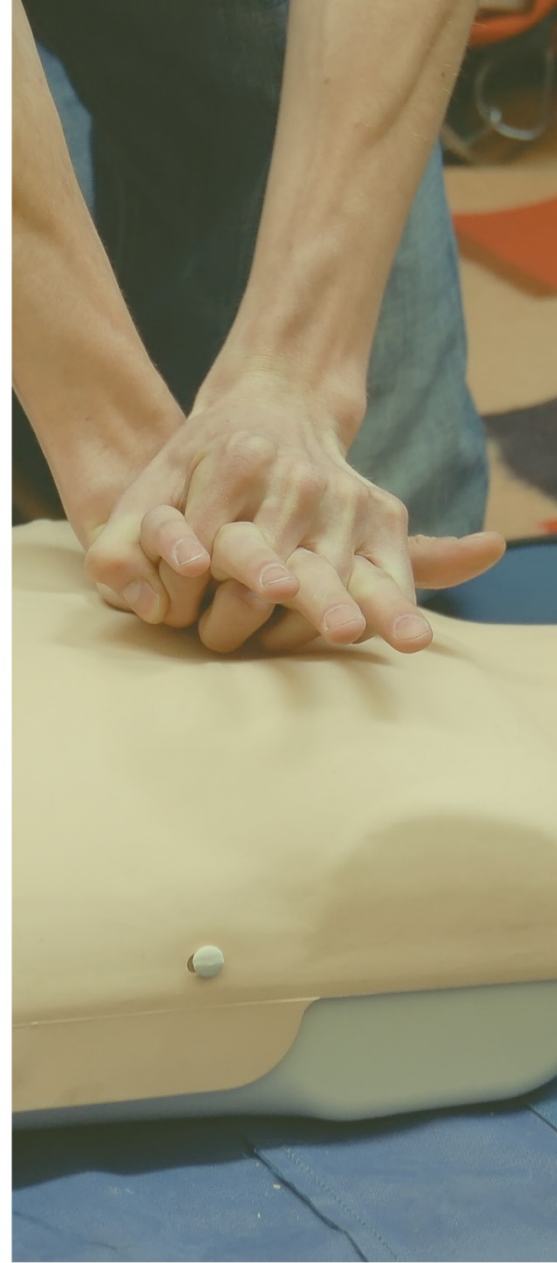
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5 First-aid Tips for Common Injuries

Although workplace injuries are extremely common, a survey from the American Heart Association found that only 45% of employees receive first-aid training. Review these tips for five common injuries to ensure that you're able to provide first aid in the event of a sudden injury or illness:

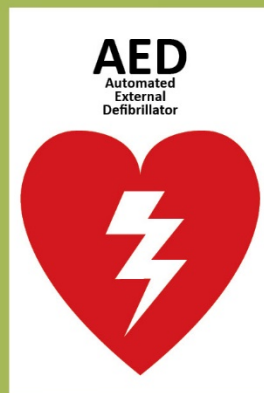
1. Unresponsiveness or lack of breathing
 - Check for breathing by tilting the head back, then looking and feeling for breaths.
 - Push firmly downward in the middle of the chest and then release. Repeat this at a regular rate until help arrives.
2. Choking
 - Perform the Heimlich maneuver or hit the person firmly between the shoulder blades to dislodge the object from the throat.
3. Heavy bleeding
 - Put pressure on the wound to stop or slow down the flow of blood.
 - Keep pressure on the wound until help arrives.
4. Burns
 - Place the burn under cold, running water for at least 10 minutes.
 - Loosely cover the burn with a clinging film or a clean plastic bag.
5. Broken bones
 - Have the person support the injury with their hand, or use a cushion or items of clothing to prevent unnecessary movement.
 - Continue supporting the injury until help arrives.



Other tips to help treat common injuries include:



Locating workplace first-aid kits



Learning how to use automated external defibrillators



Getting certified in CPR