

# Safety FOCUSED

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## 5 Ways to Prevent Digital Overload

Digital overload is a prevalent problem harming more than one-third of workers. Find out how you can avoid being affected by this condition.

## 6 Simple First-aid Tips That Could Save a Co-worker's Life

Ensure that you can help your co-worker during these six first-aid emergencies.



**Digital overload contributes to work-related stress, which accounts for 35 percent of all work-related ill health.**

A monthly safety newsletter from



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## 5 Ways to prevent Digital Overload

Digital overload is exactly what it sounds like, an overwhelming flood of information and stimulation from digital devices, and according to a survey from Microsoft it effects at least 34 percent of all employees. What's more is this near-constant access to digital technology can be stress inducing, which could negatively impact your mental well-being.

To ensure that you avoid digital overload, considering adopting these five beneficial practices:

- **Leave your phone outside the bedroom at night:** According to a survey conducted by Personnel Today, 4 out of 5 people use their phones as an alarm clock. This may seem harmless, but the light emitted by your phone negatively affects levels of the sleep-inducing hormone melatonin.
- **Keep your phone out of reach at home:** Keeping your phone physically out of reach can help you use it less. That way, your body will be able to maintain its natural sleep cycle more easily.
- **Turn off notifications and use 'airplane mode':** Turn off all of your phone's notifications to make sure that you are not disturbed during sleep.
- **Take physical notes:** Instead of reaching for your phone every time you feel the need to look something up, make a note and then check a number of items at once when you have a sizeable list.
- **Practice mindfulness:** Try reading a book, going outdoors or interacting with people in person rather than digitally.

## 6 Simple First-aid Tips That Could Save a Co-worker's Life

Thousands of employees are killed or suffer serious injuries at work every year. Yet, a staggering 58 percent of employees are unfamiliar with their organization's health and safety practices, according to a study conducted by international safety barrier manufacturer, A-SAFE.

Review these six simple first-aid tips to ensure that you are capable of providing aid to your co-workers:

### 1. Unresponsive and not breathing

- Check breathing by tilting their head backwards and looking and feeling for breaths.
- Call 911 as soon as possible.
- Push firmly downwards in the middle of the chest and then release.
- Push at a regular rate until help arrives.

### 2. Choking

- Hit them firmly on their back between the shoulder blades to dislodge the object.
- Call 911, if necessary.

### 3. Unresponsive and breathing

- Check breathing by tilting their head

backwards and looking and feeling for breaths.

- Move them onto their side and tilt their head back.
- Call 911, as soon as possible.

### 4. Heavy bleeding

- Put pressure on the wound to stop or slow down the flow of blood.
- Call 911, as soon as possible.
- Keep pressure on the wound until help arrives.

### 5. Burns

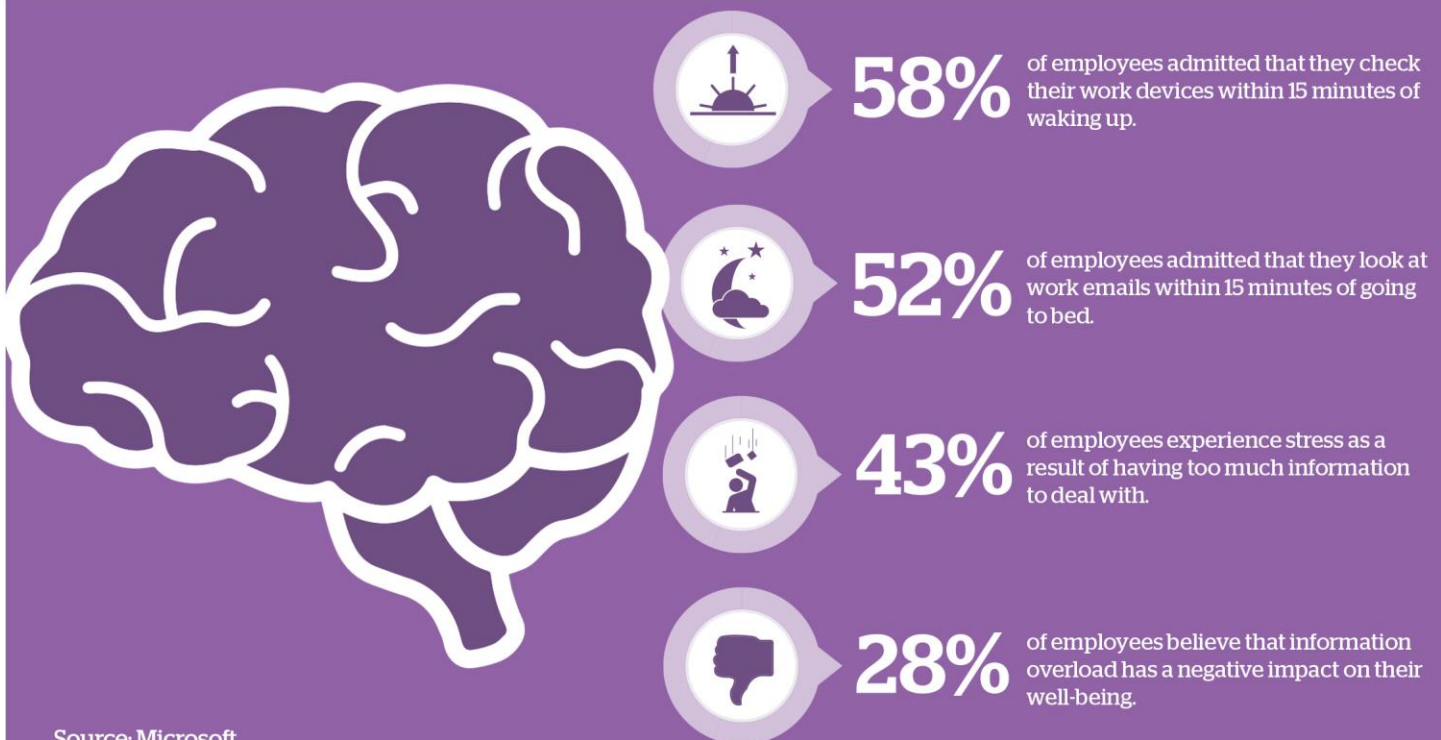
- Cool the burn under cold, running water for at least 10 minutes.
- Loosely cover the burn with cling film or a clean plastic bag.
- Call 911, if necessary.

### 6. Broken bone

- Have the person support the injury with his or her hand, or use a cushion or items of clothing to prevent unnecessary movement.
- Call 911, as soon as possible.
- Continue supporting the injury until help arrives.



## THE EXTENT OF EMPLOYEE DIGITAL OVERLOAD



Source: Microsoft