

# Safety FOCUSED

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## How Indoor Air Quality Affects Health

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## 3 Defensive Driving Tips That Could Save Your Life

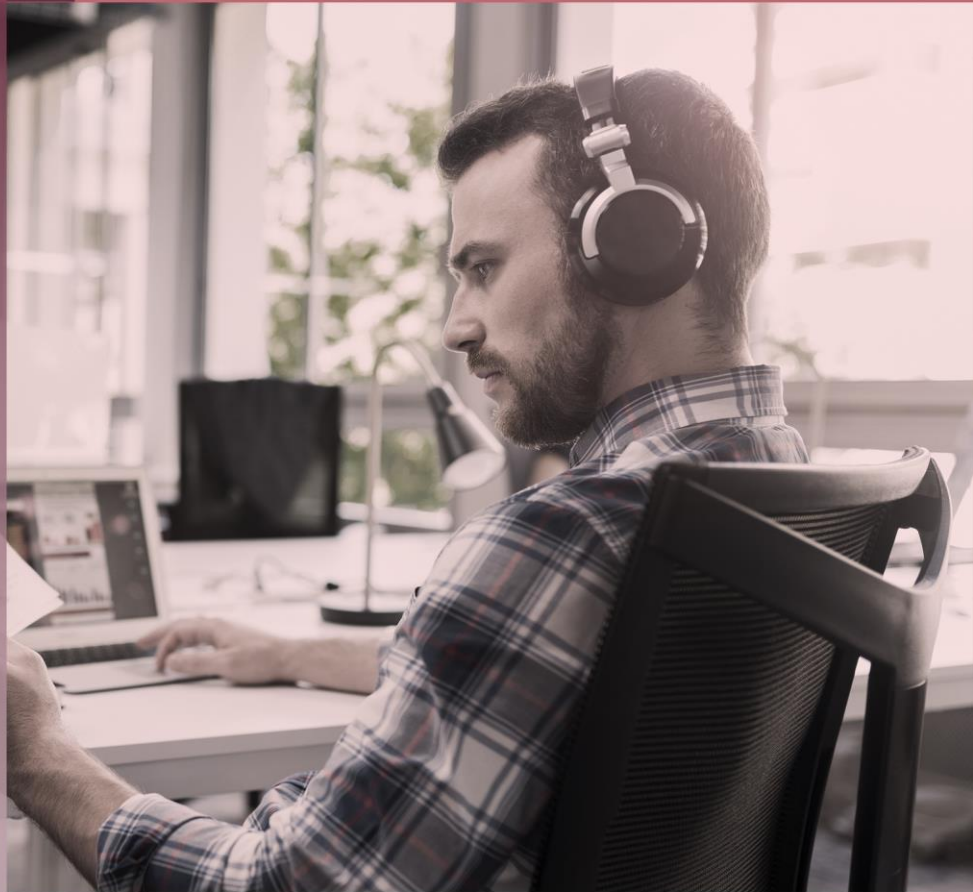
While most drivers are cautious and attentive, accidents can occur without warning—even if the operator has years of experience. To help avoid accidents, read this article and learn some defensive driving tips.

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A monthly safety newsletter from



**BALDWIN**  
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## How Indoor Air Quality Affects Health

Indoor air quality (IAQ) has a direct impact on your health, comfort, well-being and productivity. Poor IAQ can cause chronic headaches, allergies, fatigue and irritation of the lungs, among other symptoms.

What's more, when IAQ is poor, it can have a direct effect on your productivity. If you are worried about the IAQ at your workplace, watch out for these symptoms:

- Dryness or irritation of the eyes, nose, throat and lungs
- Shortness of breath and fatigue
- Nausea, headaches and dizziness
- Chronic coughing and sneezing

If you suspect you are suffering from the effects of poor IAQ at your workplace, keep track of your symptoms and speak with your manager. As with many occupational illnesses, individuals may be affected differently.

If you are experiencing symptoms that your co-workers aren't, that doesn't mean an IAQ problem doesn't exist and it's still important to notify your employer. If your symptoms persist, consider speaking to a qualified medical professional.

### 3 Defensive Driving Tips That Could Save Your Life

Many jobs require employees to drive a company vehicle. While most drivers are cautious and attentive, accidents can occur without warning—even if the operator has years of experience.

When accidents happen, it can be incredibly costly for employers. What's more, just one accident can cost employees their job or lead to serious, debilitating injuries.

One way to stay safe while you're on the road for a job is through defensive driving. Being a defensive driver means driving to prevent accidents in spite of the actions of others or the presence of adverse driving conditions.

To avoid accidents through the use of defensive driving, do the following:

- **Remain on the lookout for hazards.** Think about what may happen as far ahead of you as possible, and never assume that road hazards will resolve themselves before you reach them.

- **Understand the defense.** Review potentially hazardous situations in your mind after you see them. This will allow you to formulate a reaction that will prevent an accident.
- **Act quickly.** Once you see a hazard and decide upon a defense, you must act immediately. The sooner you act, the more time you will have to avoid a potentially dangerous situation.

Defensive driving requires the knowledge and strict observance of all traffic rules and regulations applicable to the area you are driving in. It also means that you should be alert for illegal actions and driving errors made by others and be willing to make timely adjustments to your own driving to avoid an accident.

Keeping in mind the above tips will not only keep you safe on the job, but in your personal life as well.



## 4 TIPS FOR SAFE DRIVING

### 1. AVOID DISTRACTIONS.



### 2. DON'T SPEED.



### 3. BE ALERT.



### 4. KEEP A SAFE DISTANCE.

