



The winter season is upon us and with it comes the beauty of freshly fallen snow, icicles glistening in the sun and outdoor scenes that make us happy to live in New England. As pleasant as these thoughts are, reality forces us to deal with the not so pleasant aspects of winter. The Department of Administrative Services Workers' Compensation Division has prepared this brochure to remind everyone of the exposures that winter brings and how to enjoy the season safely.

DRESS FOR SUCCESS

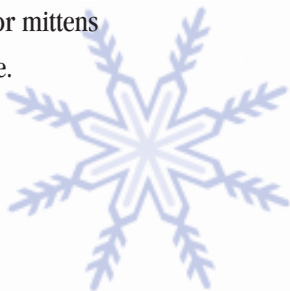
Exposure to cold is preventable by using some easy to follow tips:

Dress in loose layers: Keep your torso warm. Start with a T-shirt; add a long sleeved shirt, a sweater, and then a parka.

Wear winter footwear for walking in snow and ice: Always make sure you have the proper boots for the existing walking conditions. ***On Stormy Days, Remember to Wear Your Boots and Carry Your Shoes.***

Hats: Major heat loss occurs from your head. A hat will reduce heat loss while exposed to cold temperatures.

Gloves: Make sure your gloves or mittens are loose fitting and non- restrictive.





PREPARING YOUR VEHICLE FOR WINTER DRIVING


Reliable transportation is especially important in the winter. Not only should you keep your vehicle in top operating condition all year round for safety and fuel economy, it is especially important to

get it winterized to avoid any unpleasant or dangerous situations while traveling in frigid weather.


Use the following preparation tips:

 Stock your car with basic winter driving equipment: a scraper and brush, small shovel, jumper cables, tow chain and a bag of sand or cat litter for tire traction.

 Also include road flares, a blanket, heavy boots, warm clothing, and a flashlight with batteries.

 Check all fluid levels. Maintain deicing window washer fluid to keep your windshield clear.


 Use winterized windshield wipers.

 Make sure your battery is in good operating condition.


WINTER DRIVING


Winter driving demands extra caution. Always be ready for the unsafe actions of other drivers and for poor driving conditions. Clear the snow and ice from your car, allow more travel time and leave a greater following distance.


Keep the following tips in mind:

 Bridges and overpasses freeze first. Slow down and avoid sudden changes in speed or direction.

 Keep windows clear of snow and ice.

 Keep your speed steady and slow — but not too slow. In deeper snow, it's often necessary to use the car's momentum to keep moving.

 Use brakes cautiously. Abrupt braking can cause brake lock-up, which causes you to lose steering control.

 Antilock brakes are designed to overcome a loss of steering control. To make antilock brakes work correctly, or work at all, you should apply constant, firm pressure to the pedal. During an emergency stop, push the brake pedal all the way to the floor, if necessary, even in icy conditions.

TIPS FOR SAFER SNOW SHOVELING

Shoveling is a rigorous aerobic activity that places great physical demands on the body. The following provides quick tips for reducing the exposure to injury that shoveling presents.

Wear adequate winter clothing while clearing snow.

Dress in layers to keep warm and to make it easy to remove extra clothing if you get overheated from exertion. Wear warm, water resistant footwear that provides good traction.

Warm Up Your Muscles. Before you begin shoveling, warm up your muscles for 10 minutes with light stretching and exercise. Walk around a bit or march in place for 3-5 minutes. Then stretch your back, arms and legs.

Shovel early and often. Newly fallen snow is lighter than heavily packed or melted snow.

Push the snow instead of lifting it. Use “back-saver” design shovels where available. Keep the shovel close to your body. Space your hands on the shovel. It increases your leverage.

If you must lift the snow, lift properly. Squat with your legs apart, knees bent and back straight. Lift with your legs. Do not bend at the waist. Exhale when lifting. Scoop small amounts of snow into the shovel and walk to where you want to dump it. Never remove deep snow all at once. Shovel an inch or two, rest, and repeat.

Do not throw the snow over your shoulder or to the side. This action requires twisting and stresses your back.


Pace yourself. Shoveling snow is an aerobic activity, comparable to weightlifting. Take frequent breaks and replenish fluids to prevent dehydration, which affects muscle performance.


SLIP AND FALL PREVENTION

Icy pavement or stairs, wet floors or spills... can lead to slips and falls. The slip and fall category is among the top ten causes of accidents in our country.


Accidents due to ice, snow and other winter conditions are preventable.


Here are a few guidelines to help us get through the season safely.

 **Wear Your Boots & Carry Your Shoes:** Wear well-insulated boots with good rubber treads from your house into your workplace. Put your work shoes on at work.

 Be extra careful getting out of your car in parking lots as it is difficult to sand between parked cars.

 Walk using short well-balanced steps.

 When possible, walk on plowed, sanded walkways. Avoid taking short cuts over snow banks and uncleared areas.

 Avoid carrying big or awkward loads while walking to and from your car.

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