

Safety Meeting Health & Safety

August 2009

EDM Services, Inc.

Core Hours

- EDM Service's employees are expected to work between the core hours set by the company:

Start Times	7:00am-8:30am
Lunch Time	11:30am-1:00pm
End Times	4:00pm-5:30pm

These core hours are set based on our clients needs and the needs of the company. It is also important for safety reasons to know where employee's are at all times in case of an emergency.

- Emergency Contact Sheet

Inside Office Safety

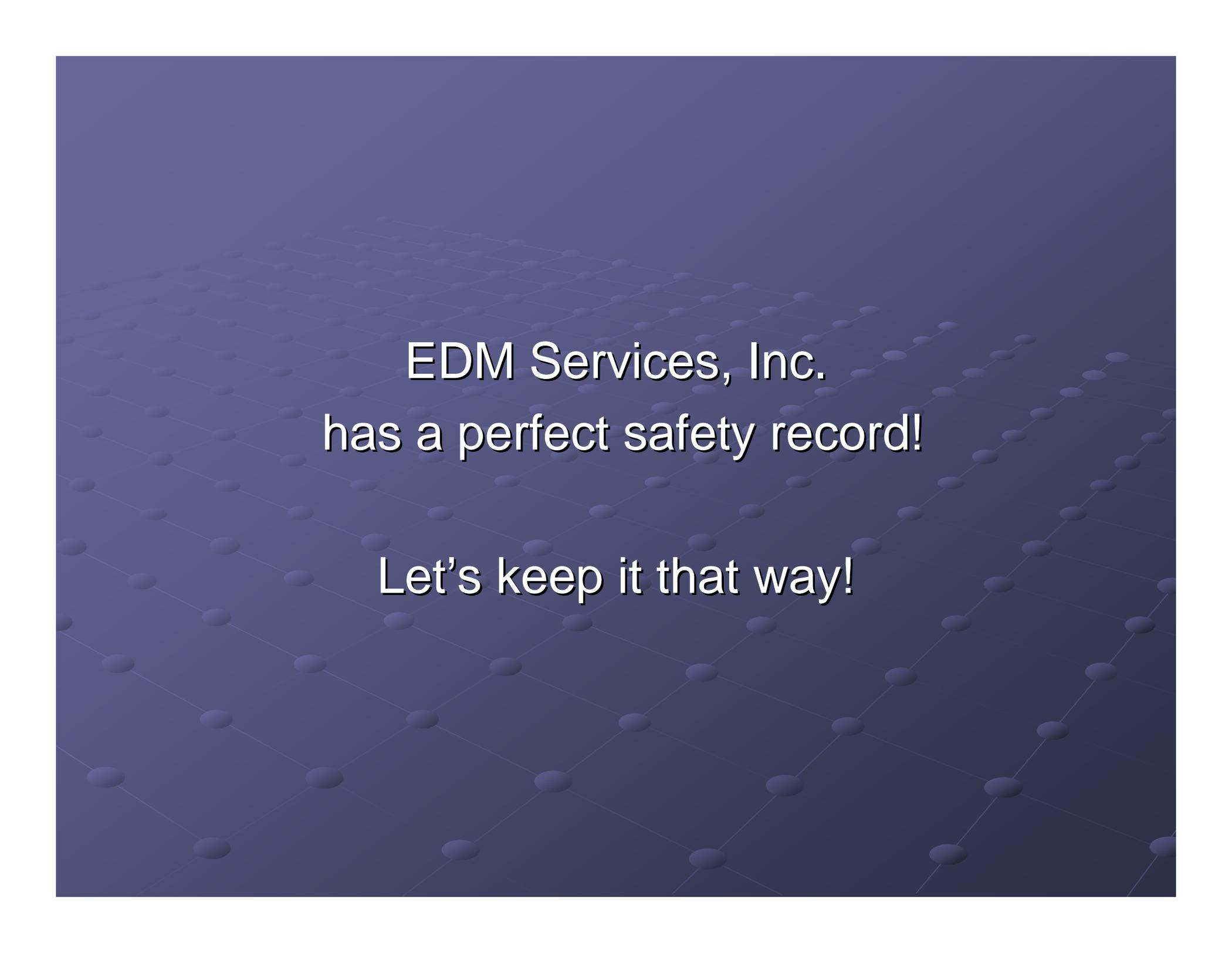
- Trips, slips and falls are the leading cause of injury around the office.
- Make sure boxes are not placed in aisle ways along the floor. Place them under desks or on top of cabinets if possible.
- Clean up spills on slippery surfaces immediately. Kitchen and bathroom floors are slippery when wet!
- Housekeeping will be here nightly to help keep our office clean & safe from clutter.
- Clean out the refrigerator daily & wipe down any spills. Expired foods can make you sick and cause horrible smells. This is not housekeeping's job!
- If lights are out in your area please notify Debbie. Poor lighting in areas can be hard on eyes and make it easy to miss tripping hazards on the floors.
- Close filing cabinet drawers to avoid spills.



Company Vehicle Safety

- Company vehicles must be checked out from Debbie and used for Business purposes only. Our insurance does not cover vehicle use for personal matters.
- If there are any vehicle maintenance issues that you experience while driving one of the company vehicles, please make Debbie aware ASAP so we can get it fixed.
- Cell phones may be used in the vehicles along with a hands free device when driving. The Chevrolet truck has built in blue tooth capabilities the FJ Cruiser does not. Please do not text while driving it is against the law!!!
- We have two brand new vehicles so lets do our best to keep them clean and in great shape.





EDM Services, Inc.
has a perfect safety record!

Let's keep it that way!

H1N1 Swine Flu

The H1N1 viral strain implicated in the 2009 flu pandemic among humans often is called "swine flu" because initial testing showed many of the genes in the virus were similar to influenza viruses normally occurring in North American swine. But further research has shown that the outbreak is due to a new strain of H1N1 not previously reported in pigs.

Spread of H1N1 (swine) flu can occur in two ways:

- Through contact with infected pigs or environments contaminated with swine flu viruses.
- Through contact with a person with H1N1 (swine) flu. Spread of H1N1 (swine) flu has been documented to spread mainly person-to-person through coughing or sneezing of infected people.

People with H1N1 (swine) influenza virus infection should be considered potentially contagious as long as they are symptomatic and possible for up to 7 days following illness onset. Children, especially younger children, might potentially be contagious for longer periods.

Protect Yourself By:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you get sick with influenza, CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

H1N1 Swine Flu cont...

Signs & Symptoms

- The symptoms of H1N1 (swine) flu in people are similar to the symptoms of regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue, diarrhea and vomiting. Like seasonal flu, H1N1 (swine) flu may cause a worsening of underlying chronic medical conditions.

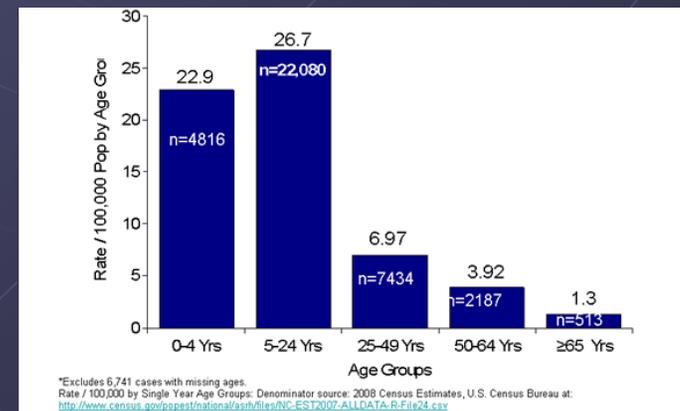
In children emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Severe or persistent vomiting
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough

In adults, emergency warning signs that need urgent medical attention include:

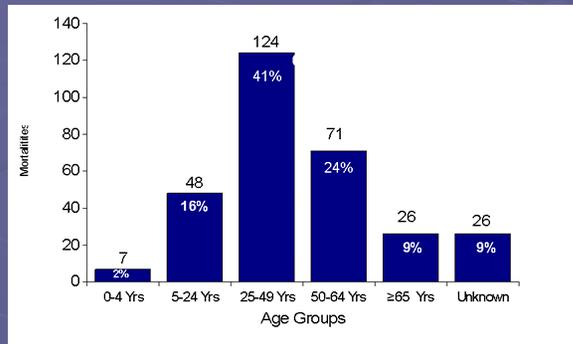
- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

Swine Flu Cases By Age



H1N1 Swine Flu cont...

Death by Age Group in US



Vaccination

Vaccines are available for different kinds of Swine Flu. Although the current trivalent influenza vaccine is unlikely to provide protection against the new 2009 H1N1 strain, vaccines against the new strain are being developed and could be ready as early as November 2009

If a person becomes sick with swine flu, antiviral drugs can make the illness milder and make the patient feel better faster. They may also prevent serious flu complications. For treatment, antiviral drugs work best if started soon after getting sick (within 2 days of symptoms). Beside antivirals, supportive care at home or in hospital, focuses on controlling fevers, relieving pain and maintaining fluid balance, as well as identifying and treating any secondary infections or other medical problems.

The U.S. Centers for Disease Control and Prevention recommends the use of Tamiflu or Relenza for the treatment and/or prevention of infection with swine influenza viruses; however, the majority of people infected with the virus make a full recovery without requiring medical attention or antiviral drugs.

Just the Facts

- 45 million doses of the new H1N1 vaccine will be on hand in mid-October. They are predicting everyone will need at least 2 shots.
- There are 5 companies who make the swine flu vaccine for the U.S.
- Officials are predicting that the virus will infect 30%-50% of the U.S. population, put 1.8 million into the hospital and kill between 30,000-90,000 people.
- Most at risk people are:
 - People with diabetes
 - Pregnant women
 - Children under 5
 - People with chronic kidney, heart or liver disease
 - People with asthma
 - People with suppressed immune systems
- 62% of swine flu patients were between the ages of 5 to 24.
- As of July there have been 94,512 cases and 429 deaths.
- History shows this happening in 1918 with a mild spring outbreak followed by two deadly waves the following year.
- The disease is not spread by food.
- The virus can live 2 hours on surfaces and a person is contagious for up to 7 days.
- Hand washing is the best prevention.