



Training and Supervising Summer Seasonal Employees

Goals For Today's Training

- Pre-employment – background investigations
- Job Description
- Importance of the Frontline Supervisor
 - Coaching, mentoring, Zero-Harm Presence of Safety
 - Effectiveness of Micro-Learning
- Compliance with applicable Federal & State Child Labor Laws
- Protecting Children From Abuse
- Training Resources
- Building a Safe Workspace
- Health and Wellness

Management's Commitment

Pre-Employment

- Finding the right people for the position
- Due diligence – background investigations
- Can they meet the demands of job description

Management's Commitment

JOB DESCRIPTION

- Ensure that they understand their job description
- Title, salary, hours of work, supervisor
- Full description in writing and a verbal briefing of their job duties and responsibilities
- Are they qualified?
- Special Demands

General Duty Clause

(a) Each employer

1. *Shall furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees;*
2. *Shall comply with occupational safety and health standards promulgated under this act*

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

Examples: Job Hazard Assessments

Task	Hazards
Curbside pick-up of residential trash	Heavy & repetitive lifting Riding on rear step of moving truck Operation of compactor blade Heat stress Exposure to sharps
Using gas-powered walk-behind mower	Exposure to automotive fluids Exposure to moving blades Heat Stress Insects & insect borne diseases
Beach badge checker	COVID-19 Handling difficult people Heat stress / de-hydration Reporting hazards & accidents Stinging insects

Job Hazard Assessments

- Review Job Hazard Assessments
- Routine Jobs/Tasks
- Non-routine Jobs/Tasks



Permitted Jobs & Tasks

Task	14-16 yrs. old	16-18 yrs. old	18+ yrs. old
Using powered push mower	NO	Yes	Yes
Using ride-on mower	NO	Yes	Yes
Painting	Yes (on ground)	Can use ladder	Yes
Operating a utility vehicle	NO	NO	Yes
Collecting trash in park / beach	NO	??	Yes
Supervising children 5-12 yrs.	With adult present	Yes	Yes

All permitted tasks require training before doing the job

Workers under 16 years of age may NOT

- Operate powered motors
- Be on any construction
- Work from ladders or scaffolds
- Load or unload trucks or conveyors
- Do any hazardous job



Workers 16-18 Years of age, may NOT

- Operate powered machines that
 - Form metal
 - Shear or grind
 - Cut with guillotine action
- Operate a forklift
- Operate a compactor
- Excavate or pave
- Handle hazardous substances



Minimum Training Requirements

Identify the minimum training requirements for their assignment!

USOSHA/NJPEOSH Training Requirements

Hazard Communication	BBP Exposure Control
Lock Out / Tag Out	Personal Protective Equip
Fire Prevention	Emergency Action Plan

Regulatory Agencies' Training Requirements

MUTCD, DOT & CDL, EPA, etc.

Job/Task Specific Training

Bending, Lifting and Material Handling

Riding the Step

Equipment Operation

Identify Other Training Needs

Departmental and or Municipal Policies and Procedures

- Alcohol and Drugs
- Cellphone (calling, email, texting)
- Harassment
- Motor Vehicles

Safety Tip: MSI Online Video “We Must Respect Each Other in Local Government” and “No Tolerance”

Social Media!

- Posting of information on a social media platform, pictures of minors, comments, on and off duty?
- Facebook, Instagram, Tik-Tok and Twitter

Conduct and Safety

- Important policies to emphasize
 - Law Against Discrimination
 - Sexual Harassment
 - Protection of minors
 - CEPA
 - Blood-borne pathogens training
 - How to contact your supervisor
 - Job specific training / review of equipment manuals
 - Proper PPE, operation, and safety equipment

First Line Supervisors

- First line supervisors need to recognize not only are they the difference makers, they need to know how they make a difference when it comes to safety!
- Skills and actions of an effective safety leader
 - Lead by example:
 - Share safety vision with team members
 - Walks the Talk – knows, enforces, and follows safety standards
 - Proactive checks
 - Leads up
 - Engages and empowers team members
 - See something say something!

Safety Culture

- What do most employees want from their supervisor?
 - Respect and direction
 - Coach, train and lead personnel, establish a culture of safety!
 - Actions and attitudes matter!



First Line Supervisors

Actively Listens and Uses 3-Way Communication

- Allows employee to discuss with supervisor his/her safety concerns
- First Line Supervisor acknowledges the employee by repeating critical information to the employee and asks for clarification
- Employee confirms to supervisor the message was correctly understood!

Develops team members via teaching, coaching and feedback!



Recognizes team members for a Job Well Done!

Recognize the Challenges

- According to NIOSH statistics workers between the ages of 16 and 25 tend to be more risk tolerant
 - 360 workers under the age of 24 died from work related injuries
 - Incidence rate for non-fatal injuries 99.3 per 10,000 employees for workers between the ages of 20 and 24
 - Injuries treated in emergency departments was 1.25 times greater for workers between the ages of 15 and 19 than the rate for workers ages 25 and older
- We must be proactive
 - Training, coaching, guidance
 - Maintaining a safe work environment

Recognize the Challenges

- Why?
 - Limited or no prior work experience
 - Lack safety training
 - Get distracted easily
 - Unable to understand the consequences
 - Afraid to ask questions
 - Make assumptions to their detriment
 - Have a lack of career ambition

<http://www.kpa.io/blog/>

National Institute of Occupational Safety and Health (NIOSH)

In House Training

- Most effective training – Blended Model!
 - Lead by example, they see what you are doing!
 - Online Method - paying attention or ignoring the online videos or the instructor
 - On-site Method – (Toolbox Safety Talks) engaged in the classroom activity and presenting the information professionally - allows the instructor to provide hands on training, which provides feedback and creates confidence in their ability to perform the task
 - Micro learning works! (On the Job) Delivering bite sized learning content when learners need it, the result is maximum retention and behavioral change

Protecting Children

- Commitment – responsibility of management and all supervisory personnel!
 - Governmental official, employee or volunteer has a legal requirement to report suspected child abuse
 - New Jersey Law provides that: “Any person having reasonable cause to believe that a child is being subjected to abuse shall report this immediately.”
 - Failure to report is a misdemeanor and can expose you to a lawsuit for damages
 - Persons who make reports in good faith are afforded immunity to any criminal or civil liability that may result

Ten Actions All Local Governments Must Take to Protect Children:

Summary of Actions – Visit NJMEL Protecting Children [Resource Guide](#)

1. Background Checks of all prospective employees and volunteers
2. Training for all officials, employees and volunteers....
3. Written Protocols
4. Policy on releasing the children
5. Medical Treatment Authorization Forms
6. Policy on transporting minors
7. Strong Policies forbidding staff and volunteers from meeting children alone and in private
8. Guidelines that restrict images being taken of children as part of an activity from being shared on social media or any other platform without the expressed written consent from parents or guardians
9. Anti-hazing and bullying policies
10. Procedures for the monitoring of bathroom facilities

Resources to Train Summer Employees



SUMMER SEASONAL EMPLOYEE ORIENTATION

PRE-LEARNING ASSIGNMENT GUIDE



When hiring summer seasonal employees, many of whom may be younger in age, it is important to make safety training a priority. Younger employees are among the most frequently injured on the job, and there may be Child Labor Laws that New Jersey public employers will need to follow.

Summer Seasonal Employee Safety Orientation is a blended learning experience that includes both MSI NOW on-demand classes and a MSI LIVE class taught by instructors in real-time.

Summer Seasonal Employee Safety Orientation

Employers assign employees to complete the required pre-learning classes, and those they recommend from the lists below, prior to taking the MSI LIVE Classes

- **REQUIRED: Pre-learning Classes**
 - Building a Safe Workplace: Anti-Harassment & Discrimination
 - Fire Safety
 - Hazard Communication
 - Protecting Children from Abuse – Employees & Volunteers

Summer Seasonal Employee Safety Orientation

RECOMMENDED: Pre-Learning Classes (check all that apply)

- ☐ Avoid Back Pain
- ☐ Bloodborne Pathogens
(required if the employee collects trash, works in parks, provides first aid, or could otherwise come in contacts with blood, bodily fluids, or used syringes)
- ☐ Smart Moves to Avoid Falling
- ☐ Survival Driving – Emergencies and Natural Disasters
- ☐ Survival Driving – Urban Driving
- ☐ We Must Respect Each Other in Local Government
- ☐ New Employee Safety Presentation Part I & II
- ☐ Crush Zone
- ☐ Camp Counsellor Classes
 - ☐ Aquatic Safety
 - ☐ Bullying Prevention Camp
 - ☐ Child Sexual Abuse Prevention at Camp
 - ☐ Playground Safety
 - ☐ The Professional Lifeguard
 - ☐ Trip and Transportation Safety

MEL Safety Institute (MSI)

The MEL Safety Institute offers three specific training platforms.

- MSI LIVE

- Real-time instructor led classes and webinars design to meet OSHA/PEOSH training requirements.

- MSI NOW

- On-demand streaming videos and online classes that can be viewed 24/7 by our members.

- MSI DVD

- DVD library of over 1,000 safety trainings.

Accessing the MEL Safety Institute

There are two ways to access the MEL Safety Institute

1. Atlantic JIF website (www.acmjif.org)

- Click the “Training” tab.

2. NJ MEL website (www.njmel.org)

- Click the “MEL Safety Institute” tab.

Accessing the MEL Safety Institutes MSI NOW Classes

- If you have previously taken MSI classes, enter your username and password.
- If you do not know your username/password, check with your Training Administrator or call the MSI Help Line at (866) 661-5120
- If you are new, click **New User Registration**. Complete the fields and you will receive an email with your username and password.

2. On the Home page, click **MSI NOW** at the bottom right.

3. MSI NOW courses appear on the left side of the screen.

4. Click the course title you would like to complete.

5. Click **Enroll**.

6. Click the **My Training** tab on the top blue tool bar.

7. Click the program name to launch the course.

8. Upon completion of the course and questions navigate to the **Student Center** tab to print your Certificate of Completion.

- Learning Transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

Safety Resources

- Safety Bulletins/Briefings
- Video Safety Briefings
- Facility Hazard Identification Inspections
- Job Hazard Assessments /Job Safety Observations
- Supervisor Investigation Reports

COVID-19 Safety Protocols

- Atlantic County Municipal Joint Insurance Fund
 - <https://acmjif.org/safety-director-bulletins-by-category/>
- NJMEL UPDATES
 - <https://njmel.org/covid-19-updates>
 - Resources on this web page:
 - CDC NEWS & RESOURCES
 - NJ COVID-19 HUB
 - CONNER STRONG RESOURCES
 - Links to the State of New Jersey
 - Office of the Governor: Mandates & Announcements
 - NJ COVID-19 Information HUB
 - And more!

OSHA's Young Workers Home Page

Young Workers
You have rights!

young workers

employers

parents and
educators

Home

Real Stories

Hazards

Resources

Contact Us



Check out OSHA's
**Fall Prevention
Campaign!**



Check out OSHA's
**Campaign to
Prevent Heat
Illness in Outdoor
Workers**

Safe Work for Young Workers

Safe work is rewarding work. Your employer has the responsibility to provide a safe workplace. Employers must follow all OSHA safety and health standards to prevent you from being injured or becoming ill on the job. If you are under age 18, there may be limits on the hours you work, the jobs you do and the equipment you use. Learn about the **federal** and **state** wage and hour child labor laws that apply to you.

You Have Rights at Work

You have the right to:

- Work in a safe place.
- Receive safety and health training in a language that you understand.
- Ask questions if you don't understand instructions or if something seems unsafe.
- Use and be trained on required safety gear, such as hard hats, goggles and ear plugs.
- Exercise your workplace safety rights without retaliation or discrimination.
- **File a confidential complaint** with OSHA if you believe there is a serious hazard or that your employer is not following OSHA standards.



Your Employer Has Responsibilities

Your employer must:

- Provide a workplace free from serious recognized hazards and follow all OSHA safety and health standards.
- Provide training about workplace hazards and required safety gear.*
- Tell you where to get answers to your safety or health questions.
- Tell you what to do if you get hurt on the job.

**Employers must pay for most types of safety gear.*



Ways to Stay Safe on the Job

To help protect yourself, you can:

- Report unsafe conditions to a shift/team leader or supervisor.
- Wear any safety gear required to do your job.
- Follow the safety rules.
- Ask questions.
- Ask for help if needed.



United States Department of Labor

- Occupational Safety & Health Administration
 - Protecting Temporary Workers
 - Employer Responsibilities to Protect Temporary Workers
 - Joint Responsibilities
 - Both Host Employers and Staffing Agencies Have Roles
-

Click on the Highlights Link below to gain access to this webpage

[Highlights](#)

CDC – NIOSH Young Worker Page

The National Institute for Occupational Safety and Health (NIOSH)

Workplace Safety & Health Topics



🏠 Workplace Safety & Health Topics

Young Worker Safety and Health

Projects

Resources +

Talking Safety Curriculum

[Research from NIOSH](#) illustrates

<https://www.cdc.gov/niosh/topics/youth/default.html>

Promoting productive workplaces through safety and health research / **NIOSH**

YOUNG WORKER SAFETY AND HEALTH

[Español \(Spanish\)](#)



Young workers have high rates of job-related injury. These injuries are often the result of the many hazards present in the places they typically work, such as sharp knives and slippery floors in restaurants. Limited or no prior work experience and a lack of safety training also contribute to high injury rates. Middle and high school workers may be at increased risk for injury since they may not have the strength or

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In The Workplace

What is Sexual Harassment?

Any unwelcome verbal, visual, or physical conduct in the workplace. This may include conduct of a sexual nature or conduct based on someone's sex or sexual orientation. The conduct is severe or pervasive and affects working conditions or creates a hostile work environment.

- ❖ Unwelcome sexual advances
- ❖ Requests for sexual favors
- ❖ Verbal or physical conduct of a sexual nature connected to decisions about employment (Quid Pro Quo)
- ❖ An intimidating, hostile or offensive work environment

Important Facts about Sexual Harassment:

- ❖ It generally occurs when there is a disparity of power
- ❖ It can occur between the same gender
- ❖ It does not have to be intentional
- ❖ Men can be sexually harassed
- ❖ Offenders can be supervisors, Co-workers or non-employees



Definition Breakdown:

Conduct “of a Sexual Nature”:

- ❖ Verbal/Written: Comments about clothing, personal behavior, or a person’s body; sexual or sex-based jokes; requesting sexual favors or sexual innuendoes; telling rumors about a person’s personal or sexual life; threatening a person, sending emails or text messages of a sexual nature.
- ❖ Physical: Assault; impeding or blocking movement; inappropriate touching of a person or a person’s clothing; kissing, hugging, patting, stroking.
- ❖ Nonverbal: Looking up and down a person’s body; derogatory gestures or facial expressions of a sexual nature; following a person.
- ❖ Visual: Posters, drawings, pictures, screensavers, emails or texts of a sexual nature.



Conduct “of a Non-Sexual Nature”:

- ❖ Non-sexual conduct may also be sexual harassment if you are harassed because you are female, rather than male, or because you are male, rather than female.
- ❖ For example, it may be sexual harassment if you are a woman working as a carpenter on an all-male job, and you are the only one whose tools are frequently hidden by your male co-workers.

Conduct that is “Severe or Pervasive”:

- ❖ The conduct of the harasser must be either severe or pervasive to be classified as sexual harassment.
- ❖ Although a single unwanted request for a date or one sexually suggestive comment might offend you and/or be inappropriate, it may not be sexual harassment. However, a number of relatively minor separate incidents may add up to sexual harassment if the incidents affect your work environment.



Types of Sexual Harassment:

- ❖ Quid Pro Quo (“This for That”) – a person in a position of authority, typically a supervisor, demands sexual favors as a condition to getting or keeping a job benefit.



- ❖ Hostile Work Environment

- Verbal, physical or visual forms of harassment that are sexual in nature, a “sufficiently severe persistent, or pervasive” and unwelcome to fall under the category of Hostile Environment Sexual Harassment.
- A single, severe incident, such as a sexual assault could create a hostile environment. More commonly, a “hostile environment” is created by a series of incidents.



Examples of Sexual Harassment:

- ❖ Demanding sexual favors in exchange for a promotion or raise.
- ❖ Touching or any other bodily contact such as scratching or patting a coworker's back, grabbing an employee around the waist, or interfering with an employee's ability to move.
- ❖ Unwanted jokes, gestures, offensive words on clothing, and unwelcome comments and witty responses.
- ❖ Disciplining or firing a subordinate who ends a romantic relationship.
- ❖ Repeated requests for dates that are turned down or unwanted flirting.
- ❖ Transmitting or posting emails, texts, or pictures of a sexual or other harassment-related nature.
- ❖ Displaying sexually suggestive objects, pictures, or posters.
- ❖ Playing sexually suggestive music.



Liability!!!

- ❖ Employer: Under the New Jersey Law Against Discrimination (NJLAD) and other federal statutes, the employer has a responsibility to prevent, investigate and properly address sexual harassment complaints. If an employee has been subjected to harassment, the individual harasser, the supervisor(s) and the employer may be responsible to compensate the employee for economic damages and for their pain and suffering.
- ❖ Individual: The individual may be charged with assault. The personal impact may affect their career, family, personal relationships and public perceptions.



What can the employer do to prevent Sexual Harassment?

- ❖ Recognize it.
- ❖ Be familiar with the Municipality's policies (Personnel Policies and Procedures Manual and Employee Handbook).
- ❖ Don't be afraid to ask for help if you're not sure.
- ❖ Do all you can to aid investigations.
- ❖ Do not suggest that the employee not report it.
- ❖ Provide sexual harassment prevention training to all employees.





Why is the employer responsible?

- ❖ To comply with federal and state laws including Title VII of the Civil Rights Act.
- ❖ To avoid lawsuits and potential liability.
- ❖ To be more efficient and productive.
- ❖ Because we care about our employees and we want our organizations to be great places to work.



Who is affected?

- ❖ Sexual Harassment affects and harms us all.
- ❖ The most important part of your organizational values is or should be to ensure that all employees are treated with respect and dignity.
- ❖ Engaging in, condoning or not reporting sexual harassment directly conflicts with those values.



How do we combat sexual harassment?

- ❖ The most effective tool against sexual harassment is prevention. Application forms for employment should contain abuse prevention language and detail your policies and procedures regarding sexual harassment.
- ❖ Harassment will not go away if ignored.
- ❖ You must establish a “zero tolerance” policy which means that no infraction goes unreported.
- ❖ If left unaddressed, the harassment will become more pervasive and severe and will become more difficult to remedy.
- ❖ Employees must be encouraged to report, and all staff should be trained to notify a supervisor when they observe any type of violation. Create a workplace for employees that is safe to report issues. There are no repercussions if they report.



**KEEP
CALM
AND**

**Notify Your
Supervisor**

Supervisor Responsibility / Complaint Procedures:

- ❖ Investigate the complaint in a prompt, impartial, and confidential manner.
 - Immediately notify organizational manager and legal counsel.
- ❖ At the conclusion of the investigation, the employee will be notified of the findings and conclusions.

Employee Policy & Procedure Manuals:



- ❖ All officials, employees and volunteers shall sign and date an acknowledgment form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, as well as all other Policy and Procedure Manuals and Employee Handbooks issued to them by the Employer. If a revision to a policy is made, an additional acknowledgment should be signed.

Specific Policies that Require Attention

1.) Employee Dating Policy

(as contained in the MEL Recommended Personnel Policies and Procedures Manual):



Relationship between Coworkers:

- ❖ Clear Boundaries – personal exchanges should be limited so productivity is maintained, and co-workers are not made to feel uncomfortable.
- ❖ Physical Conduct is prohibited on Employer premises.
- ❖ Disciplinary action may be taken for any of these violations.

Relationship between supervisor and subordinate:

- ❖ Must be disclosed to the supervisor's immediate supervisor of the Department Head. Thereafter, the employer must determine if a conflict exists.
- ❖ The employer must evaluate whether the employees can work together wherein one does not influence the other.
- ❖ An employee may need to be transferred to another position or department.

2.) Policy for the Protection and Safe Treatment of Minors:

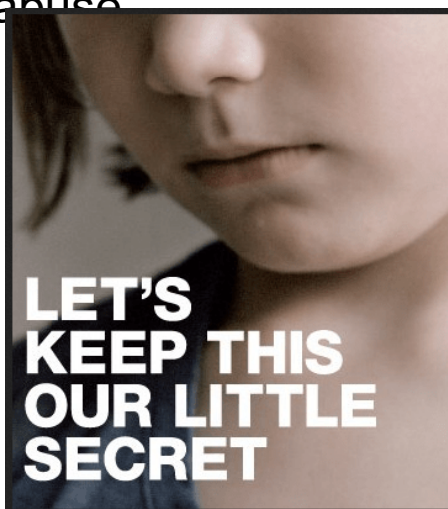


Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone “under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor.” The abuse (physical, emotional or sexual) or neglect may be in the form of the following:

- ❖ Inflicts or allows physical injury to be inflicted.
- ❖ Inflicts or allows emotional abuse that harms a child’s feelings or self-worth or emotional well-being.
- ❖ Fails to provide proper supervision or adequate food, clothing, shelter, etc.
- ❖ Commits or allows sexual abuse to be committed.

Sexual Abuse/"Grooming":

The term "Grooming" is a behavioral pattern associated with the sexual abuse of minors. It is a pattern used to build a relationship, trust and an emotional connection with a minor so they can manipulate, exploit and abuse them. A molester may begin "grooming" a minor and gaining their trust by spending more time with them and keeping secrets with one another. Sexual contact may be made, and thereafter, the minor may be threatened about reporting the abuse. The minor may often feel as if the abuse is their fault. Minors should not be disbelieved because they waited to report the abuse.



New Jersey Law also states that "an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Employer".

Important Safeguards

Municipal Officials of the Municipality are required to:

❖ Complete the training course adopted by the Municipality which should include:

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being able to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Employer adhere to all policies and procedures as adopted.

❖ Meet annually with all Department Heads to review all policies and procedures related to Harassment in the Workplace with particular emphasis on the “Policy Addressing Sexual Abuse of Minors”, and to verify that the administration is adhering to this policy.

❖ Conduct random and unannounced visits to the program/worksites to observe the setup of the programs and the conduct of the employees.



Developing or Maintaining a Culture:

❖ Empower and Inform Employees

- Employees should know and comply with organizational policies and procedures.
- Employees should know how and to whom to report incidents they experience directly, indirectly involved in or witnesses.
- Employees should cooperate with investigations.
- Employees should support victims of harassment.
- Create and/or reinforce the message.
- Seek input from key employees.
- Consider forming a committee, team or group consisting of various departmental employees, genders, ages and responsibilities within the organization.

Developing or Maintaining a Culture continued:

❖ Empower and Inform Employees

- Obtain buy-in: Every employee should have a clear understanding of how the issue of sexual harassment will be prioritized, what their specific role in implementing policy will be, and how the organization will support them.
- Reinforce the message: Reinforce the message through organizational communications such as newsletters, staff meetings and trainings. Be accessible and prepared to answer questions, give directions and provide leadership.
- Keep the pulse: Fear of retaliation often prevents employees from reporting incidents. Regular check-ins, evaluations from reporting incidents. Regular check-ins, evaluations and anonymous culture surveys if done correctly are effective ways to gather important feedback.
- THIS MESSAGE MUST COME FROM THE TOP!
- It must be clear that the organization is committed to the well-being of its employees and their well-being.
- Must be sincere.
- Lead by example.
- Build relationships.



sted in the



*"Sexual Harassment
is never pretty."*

*"Stop it, before it
gets ugly."*



QUESTIO
NS or
COMMENT
S?

HYDRATION

FACTORS CONTRIBUTING TO DEHYDRATION:

- Vigorous exercise & activity ●
- Being in the sun & heat for extended periods of time ●
- Excessive sweat ●

HOW MUCH WATER?



- Drink a glass of water with & between each meal
- Drink water before, during & after exercise/activity
- Drink water if you're feeling hungry

BEST HYDRATION OPTIONS:

- Plain water
- Coconut water
- Water infused with muddled fruit
- Water with electrolyte tablets (Nuun, Ultima Replenisher)

Jordin Simone

ACM JIF Wellness Director

NUTRITION FOR ACTIVE ADULTS

CARBOHYDRATES: Main fuel source

PROTEINS: Responsible for muscle growth & recovery

FATS: Helps maintain energy balance, regulate hormones & restore muscle tissue



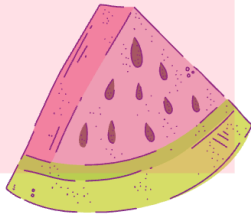
Jordan Simone
ACM JIF Wellness Director

NUTRITION

FOR ACTIVE ADULTS & ATHLETES

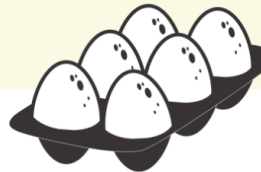
CARBOHYDRATES

- All vegetables
- Whole fruits
- Legumes
- Nuts/Seeds
- Whole grains



PROTEINS

- White-meat poultry
- Seafood
- Eggs
- Cheese & yogurt
- Beans
- Nuts & nut-butters



FATS

- Avocado
- Eggs
- Flaxseeds
- Nuts, seeds & nut-butters
- Edamame
- Fatty fish (salmon, mackeral, fresh tuna)



Jordan Simone

ACM JIF Wellness Director

SUN SAFETY



CLOTHING

Loose fitting, breathable garments made of light-colored fabrics. More coverage is better.



Jordan Simone

ACM JIF Wellness Director

SUNSCREEN

SPF 30 or greater, applied every 2 hours & immediately after excessive sweating.



SUNGLASSES

Sunglasses that have UVA/UVB protection or more preferably, polarized.



HAT

Wide-brimmed hat that offers increased shade to your neck and shoulders.



SHADE

Find shade during the day to take breaks from the sun.



BODY MECHANICS

FACTORS CONTRIBUTING TO WORK-RELATED INJURIES:

- Organization (pace, intensity, workload, stress, breaks, etc.)
- Tasks, tools & equipment (awkward/forced postures, poorly designed workspace)
- Environment (temperature, noise, vibrations)
- Characteristics of the worker (age, physicality, loss of flexibility, poor posture, absence of training)



Jordin Simone

ACM JIF Wellness Director

INJURY PREVENTION:

- **MAINTAIN NEUTRAL SPINE**
- **VARIETY OF TASKS**
- **AVOID TWISTING MOTIONS**
- **WHEN LIFTING/CARRYING, KEEP LOADS CLOSE TO THE BODY**
- **STRETCH & MAINTAIN REASONABLE LEVEL OF FITNESS**
- **DO NOT PULL WHEN YOU CAN PUSH SOMETHING**



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