

# Matrix MESSENGER

FACILITY MAINTENANCE NEWS



Volume 2

December 2009

Number 11

## In This Issue

### Kudos

4 Million Safe Work Hours at Novelis

### Tips from HR

Health and Nutrition in the Office

### Better/Faster

Keep Your Brain in Top Condition

### Grins and Giggles

Holiday Humor

### To Your Health

Sleep Peacefully

### Fast facts

Santa by Another Name

A sense of humor... is needed armor. Joy in one's heart and some laughter on one's lips is a sign that the person down deep has a pretty good grasp of life.  
-Hugh Sidey



### HR Q&A

Do you have a question about a personnel policy, benefit, or the company? Just submit your question to: [hr@cleanforhealth.com](mailto:hr@cleanforhealth.com)

Lynn Domboski, Our Director of Human Resources, will be delighted to help by answering your question. Plus, if the answer to your question is published in our next newsletter we will pay you \$10.00.

We are committed to helping you by keeping the communication lines open.



## Safety Don't Let Decorations Spark A Tragedy

The December holidays are a time of celebration and joy. A fire can ruin everything though, with tragic consequences.

Keep your family, friends, and home safe during the holidays by watching out for these sources of danger:

- **Live trees.** A fresh tree is less of a fire hazard. Pick one that's green, with needles that are difficult to pull off and don't break when you bend them. The trunk should still be sticky with resin. Tap the trunk on the ground to see how many needles fall off. If you see a lot, keep looking.
- **Artificial Trees.** Check to be sure they're marked "fire resistant." Place your tree-live or artificial-clear of traffic in your house, and a safe distance from heaters, radiators, and the fireplace.
- **Lights.** Take a look at light strings before hanging them on your tree. Look for frayed wiring, broken sockets, or loose connections. When hanging lights outdoors, make sure they're certified for outdoor use. Don't plug more than three standard strings of lights into a single extension cord. Check the wires regularly, and if they feel warm, turn them off and replace the string. Remember to turn all holiday lights off before going to bed or leaving the house.
- **Candles.** Don't place lighted candles on your tree, nor close to it. Place them in spots where they won't be knocked or blown over. Be sure to use holders that are nonflammable. If children are participating in any candle-lighting ceremonies in your home, supervise them closely.
- **Smoke alarms.** Test your home's smoke alarms, and replace batteries as needed.



## Tips from HR

## Encourage Health And Nutrition Among Your Workforce

Workplaces can be a breeding ground for bad health, from junk food in vending machines to the lazy habits of cubicle-bound workers. There are ways you can foster a health-conscious environment:

- **Encourage workers to get outside.** Urge employees to get out of the workplace during their lunch hour or break time and go for a walk, or provide a treadmill in an unoccupied area. Use it yourself to set an example. This will not only promote good health, but workers will feel more energized and productivity will increase.
- **Eating at your desk** prevents you from getting up and out of your office. You need to get the heart pumping and the blood flowing again, and lunch is an important time to do that. If you're sitting at your desk eating, you lose that opportunity.
- **Add fresh fruits** to the usual offerings of cake and ice cream during birthday parties. Serve nutritious snacks, such as vegetables and low-fat dip, instead of doughnuts at staff meetings.



## Novelis Oswego Works

Matrix employees at Novelis Oswego Works celebrated "4" Million Safe Work Hours during the month of November. Congratulations on consistently performing at a level that prevents accidents and hazards. **Great Job!**



## To Your Health Go To Sleep Peacefully With These Tips:

A good night's sleep is vital to good health: Without it, fatigue and loss of concentration can lead to accidents. Experts say lack of sleep may also contribute to health problems such as heart disease, diabetes, and obesity. To get your 40 winks, follow this advice:

- **Keep a regular schedule.** Going to bed and getting up at roughly the same time every day makes falling asleep easier. Drink a glass of milk or herb tea, read something relaxing, or listen to quiet music.
- **Exercise.** Regular aerobic exercise reduces stress and helps your body relax when it needs to. Just don't do a workout before you go to bed. Exercise at least 4-5 hours before bedtime for the best effects.
- **Limit your eating and drinking.** You don't want to go to bed hungry, but avoid large meals right before getting into your PJs. Watch your intake of stimulants like caffeine or nicotine, both of which can keep you awake. Alcohol may knock you out, but it disrupts the body's normal sleep patterns. Drinking too much water can rouse you to go to the bathroom in the middle of the night, and going back to sleep may be difficult.
- **Don't force it.** If you don't feel yourself dropping off after 15 or 20 minutes, don't lie there worrying. Get up, go to another room, and read or listen to gentle music until you feel drowsy.
- **Keep your bedroom comfortable.** Create a dark, cool environment for sleeping. Make sure your mattress and pillow aren't causing problems. If you work at home, don't locate your office in the bedroom—the presence of work related stimuli may feed stress and anxiety.
- **Limit daytime naps.** If you really can't keep your eyes open during the day, take a quick nap of 30 minutes or so, but don't sleep for hours. Long naps can interfere with your ability to sleep at night.
- **Sleep facing north.** Some people contend that sleeping with your head pointed north aligns your body with the Earth's magnetic field and makes sleep come more easily.



## Keep Your Brain in Top Condition

Like any other part of your body, your brain needs exercise to stay healthy. Mental exercises will help your mind stay sharp. Incorporate these strategies into your life:

- **Mix up your routine.** When you take the same route to work every day, or fix the same sandwich for your lunch, your mind stops stretching itself. Look for different activities that force you to think actively about what you're doing.
- **Stay mentally active.** Take a class, learn a new language, or read something challenging in a book group.
- **Reduce your stress.** Easier said than done for many of us, but meditation, yoga, and getting plenty of sleep can relieve pressure that interferes with the ability to form fresh memories.
- **Socialize.** Don't let yourself get isolated. Talking to people and making new friends will stimulate your brain and give you more opportunities to learn and grow.
- **Test yourself.** Make up a few mental exercises. For example, try to identify the coins in your pocket, or the keys you carry, by touch instead of sight.



## Fast Facts

### Santa by Another Name

Santa has been a fixture of Christmas for centuries, but he goes under many different names.

Here's what the jolly old elf is called around the world:

**Brazil:** Papai Noel

**Italy:** Babbo

**Russia:** Ded Moroz

**China:** Shengdan Laoren

**Netherlands:** Sinterklaas

**Sweden:** Jultomten

**Hungary:** Mikulas

**Turkey:** Noel Baba



## Grins & Giggles

There once was a czar in Russia whose name was Rudolph the Great. He was standing in his house one day with his wife. He looked out the window and saw something happening. He says to his wife, "Look honey. It's raining." She, being the obstinate type, responded, "I don't think so, dear. I think it's snowing." But Rudolph knew better. So he says to his wife, "Let's step outside and we'll find out." Lo and behold, they step outside and discover it was in fact rain. And Rudolph turns to his wife and replies, "I knew it was raining. Rudolph the Red knows rain, dear!"



Christmas is not as much about opening our presents as opening our hearts.

-Janice Maeditere

Isn't it funny that at Christmas something in you gets so lonely for—I don't know what exactly, but it's something that you don't mind so much not having at other times.



**Shellville**  
FACILITY SERVICES  
A DIVISION OF MATRIX

780 Fifth Avenue Suite 115  
King of Prussia, PA 19406  
610.584.0888 Fax 610.584.0896  
www.shellville.com



Integrated Facility Management

19 Avenue D  
Johnson City, NY 13790  
800.338.5603 Fax 607.644.1081  
www.cleanforhealth.com

©2009, Matrix LLC