

# Network to Work – Participant Guide

## November 2023

### Workplace & Email Safety, Additional Training Opportunities

Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter

Network to Work Lessons & Materials  
are on the Participant Portal at:  
**A4td.org / a4tdtraining**

#### Meeting Ground Rules:

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

#### Introductions:

- Tell us your **name** and **job goal**.
- Share one thing you are grateful for

#### BINGO Activity

We are going to watch four fun videos on workplace safety. We tried to find entertaining videos, and bingo-fied it. Circle the items you catch on your card. YELL out BINGO when you think you have 5 in a row across, diagonal, or up & down.

Notes: \_\_\_\_\_

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## Resource Review

Please see the safety resources in this packet:

Pages 4-8 ..... Safety First Resource Guide

Page 9 ..... Workplace Email Security

Notes: \_\_\_\_\_

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## Additional Job Training Now Available!

Please see the flyer on page 10

**Video:**

Notes: \_\_\_\_\_

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## Celebrations

### Housekeeping

Our Next Meeting is December \_\_\_\_\_, 2023 at \_\_\_\_\_

\_\_\_\_\_

A4TD offices are closed Friday, Nov 10 for Veteran's Day, Thursday, Nov 23 and Friday, Nov 24, 2023 for Thanksgiving and Monday, December 25, 2023 and Monday, January 1st, 2023

### **Time Sheet Reminders:**

1. In the “# of Hours at Host agency” column, enter 4 hours less than your regular schedule
2. In the “# of hours at Offsite Training” column, enter four hours
3. In the “Explanation of offsite training activities” column, write “Network To Work”
4. If taking a class write “Company or Instructor” providing the class AND “Title of Class”

\*You cannot train more than 8 hours on any day, including a network to work day

\*Always remember to print your name and host agency at the top of your timesheet

- Don't forget to total hours worked and carry it over to the “Total” column
- Don't forget dates & signatures!

### **The SCSEP Program Works if YOU work the Program!**

- You've agreed to register with the American Job Center & have an up-to-date resume – you must use OneStop to job search (in addition to local job boards, indeed, and glassdoor)

<https://www.careeronestop.org/JobSearch/job-search.aspx>

- Always notify your CMPA or RC if you are asked to train more or different hours by your host agency!
- Please check that your W-2 and Direct Deposit are up-to-date. We re-verify eligibility each year.

**Please share your experience with others – See Flyer on last page!**

# SAFETY FIRST RESOURCE GUIDE

## 20 most important safety rules in the workplace from Indeed.com



### 1. Follow the dress code

It is important to dress according to the workplace dress code. This may prohibit jewelry or open-toe shoes, for example. Often a workplace may require employees to wear specific footwear and long sleeves and pants in order to protect against common workplace accidents. Dress codes can promote professionalism and also help keep employees safe.



### 2. Wear safety gear

Safety gear is necessary in labs, around machinery and on construction sites, for example. Companies include safety gear in the dress code when it is necessary for your job. Safety gear is a precaution against hazardous materials and potentially dangerous working conditions.



### 3. Maintain personal hygiene

Maintain your personal hygiene, such as cleanliness, to help prevent illness at work. Good hygiene can also help promote health and self-esteem, which reduces risks.



### 4. Take responsibility for your personal safety

To take responsibility for your personal safety means ensuring that you follow safety procedures. If employees rely on themselves to keep the workplace safe, this can create a safe environment for all. Responsibility also prevents negligence, which can limit on-the-job accidents.



## 5. Maintain a clean workspace

It is important to keep your desk or other personal workspaces clean. Be sure to put away supplies when they are not in use. Gathering necessary materials before starting a task can help keep a clean workspace. Maintaining your work area promotes organization and attentiveness, both aspects of promoting safety in the workplace.



## 6. Follow work procedures

A company creates work procedures to help comply with safety protocols and best practices, so if you follow work procedures, safety standards are likely met. It is important to follow procedures even if you think performing a task differently might save time. Often there'll be an employee handbook or safety station where the company provides their work procedures.



## 7. Learn how to act in an emergency

Learn emergency protocols including where to go in case of a fire or during a natural disaster such as a tornado. Much like work procedures, companies design emergency protocols with strong consideration for safety regulations. Knowing where to go or how to behave during an emergency protects you as well as your coworkers.



## 8. Report accidents if they occur

Report accidents to the managers or other personnel when they occur. If you injure yourself or cause an accident, be sure to report it and follow procedure immediately to help reduce the risks of further harm or endangering coworkers. This helps to get proper treatment for your injury and addresses the possible causes of the incident to prevent it from happening again. It is important to follow company policy and report even minor incidents. Your employer may require a written report of the incident as well.



## 9. Report unsafe conditions

If you observe an unsafe practice or condition such as faulty equipment, it is helpful to report this so that personnel can address the situation and make corrections to prevent an incident. Unsafe conditions pose a threat to your coworkers and to you, so reporting a potentially dangerous situation is in the best interest of all employees. Consider marking any unsafe condition to protect others who may encounter it while you go to report it.



## 10. Lift objects carefully

Professionals advise lifting by squatting and using your knees when picking items up instead of bending at your waist because this can cause strain on your back and may result in injury. Use equipment if necessary or ask for help in lifting heavy items. Back pain is a common workplace injury that you can avoid with proper posture and using caution in actions that you often repeat at work, such as carrying materials.



## 11. Operate machinery that you are familiar with

Only operate machinery that employers authorize you to use. Some types of workplace equipment, such as forklifts, require training. Training can prevent misuse and provide proper safety knowledge and skill for machines. It is important to become familiar with all equipment that is in regular use at work.



Creator: Leo Reynolds

## 12. Use break times

Taking breaks can maximize employee attentiveness because they are well-rested. Breaks provide other benefits, such as time to relax and reduce stress. During breaks, you may need to sit or stretch to maintain personal safety and prevent muscle injury.



## 13. Stay in your work zone

While working, try to stay in your designated work area. This allows you to be familiar with your surroundings and increases the likelihood that you understand the rules of conduct in the area. If you visit another working area, try to find a professional who can help you navigate the area so you are confident in your surroundings.



## 14. Stay alert and attentive

Being alert and attentive to your surroundings in a work environment helps identify risks. It is important to limit distractions as well and ensure you focus on tasks at work. Taking care to be mentally present while working helps you actively follow procedures and practice caution.



## 15. Keep exits clear

Try to keep walkways clear and take care not to block exits. This prevents falls and helps people leave the room or building safely and quickly in the event of an emergency. In small spaces keeping walkways clear can be difficult but it may be useful to practice a walk-through to ensure that employees can maneuver safely around equipment.



## 16. Ask for help

If you require assistance, ask for help. This greatly reduces the risk of having an accident and helps foster a safe work environment by setting an example. Refer to company protocol when performing tasks or operating equipment, and if protocol suggests doing a task with another employee, do not attempt the task alone.



## 17. Use caution signs

Use caution signs when applicable. For example, wet floor signs prevent slips on a floor after you mop or after a spill. Areas at work may require barriers or signs when equipment such as forklifts are in use. Another example is road signs to notify drivers of workers or highway cleanup crews. It is important to place caution signs while working and read and obey caution signs placed by others.



## 18. Use proper equipment

Use the equipment a procedure recommends to help prevent an accident. Companies usually provide equipment to limit strain on employees and to comply with safety regulations. It is also important to learn how to operate any equipment that is available before using it for work.



## 19. Eat in designated areas

Employers sometimes restrict food and drink to specific areas at work to prevent spills, contamination and unsafe conditions. Having liquids around machines risks spills that can cause malfunctions, and eating where you work can cause contamination and possibly result in illness. If your workplace requests employees eat in a certain place or restrict food and drinks in a work environment, it is important to observe this rule.

CLASS	STORAGE	HAZARD	PPPE
<b>Flammable</b>	Upright Storage	Spills, Everts and Burn Hazards	[PPE icons]
<b>Controlled</b>	Store Away From Flammable and Health Hazards	Explosive Toxic Damage on Contact	[PPE icons]
<b>Reactive</b>	Store Away From Corrosives, Health Hazards and Flammable Materials	Reacts Violently with Air, Water and Other Substances	[PPE icons]
<b>Health Hazard</b>	Secure Storage in Well Ventilated Enclosure	Toxic if Inhaled, Ingested or Absorbed Through the Skin	[PPE icons]
<b>Non-Hazardous</b>	Secure Storage in Well Ventilated Enclosure	Pressure, No More Than a Standard Hazard	[PPE icons]
<b>Particularly Hazardous Substances</b>	See legend for Storage	See legend for Storage	[PPE icons]

## 20. Follow safety guides

Follow all safety guides put in place to protect you and your coworkers. Companies design safety rules to prevent incidents. Sometimes rules result from a previous accident which is why it is important to report your injuries as well as unsafe conditions. If you do not understand why a safety rule exists, you can ask your employer for clarification.



# WORKPLACE EMAIL SECURITY

## RESOURCE GUIDE



1. **Use a Work Email for Work:** Keep personal and work emails separate to minimize the risk of exposing confidential information.
2. **Use Strong Passwords:** Make sure that your email account is protected by a strong, unique password. Use a combination of letters, numbers, and special characters. Keep your password secure – do not share or write on a post-it.
3. **Don't click on links or attachments:** Be extra careful when opening email attachments or clicking on links. Be sure you know the sender's identity by checking for unusual email addresses or domain names.
4. **Don't respond to odd requests:** Reputable companies and individuals will NEVER ask you to share personal or financial details by email. Ignore these requests and report as spam.
5. **Use BCC for Mass Emails:** When sending emails to a large group of recipients, use the "BCC" (Blind Carbon Copy) field to protect everyone's email addresses.
6. **Avoid Public Wi-Fi:** Refrain from accessing your work email on public Wi-Fi networks, as they are often less secure. Use a virtual private network (VPN) if necessary.
7. **Keep Software Updated:** Regularly update your email client and operating system to patch security vulnerabilities.



ADVANCING WORKFORCE  
DEVELOPMENT FOR  
NATURE WORKERS  
SINCE 1983



# job goal!

Community Service  
Host Agency Training

## Specialized Offsite Training



Funding for classes NOW  
Talk to your  
RC & CMPA today!

- 1
  - Personal Care Aid Certification
  - Phlebotomy Credential
  - Pharmacy Tech Credential
  - Certified Nursing Assistant Credential
 Health Care
- 2
  - ServSafe Food Handler or Managerial Certification
 Food Service
- 3
  - Customer Service Certification
 Customer Service
- 4
  - Administrative Assistant Certification
 Admin Assistant
- 5
  - Child Development Associate Certification
 Childcare

**All Training Tracks**



**Digital Literacy**

**A4TD Computer Mentors**  
One-on-one chromebook basics with a live A4TD participant-mentor

**GetSetUp**  
Online Platform with live instructor options as well as recorded classes with chat support.

**Tech4Tomorrow**  
Online real-time classes with live instructor.

**KLS**  
Independent online study with webinar support

**Local Classes**  
Tuition Support May Be Available  
Please talk to your RC

To Watch an Introduction Video: [https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L\\_846C](https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L_846C)

## Stay Connected:

Go to A4TD.org and click on this symbol  Sign in as a4tdtraining (all lowercase, all one word)

## Follow and Like A4TD on Facebook & LinkedIn



## SCSEP Orientation

# Are you a job seeker age 55+? We are looking for you!

The Senior Community Service Employment Program (SCSEP) provides **part time paid jobs training** at local nonprofits that helps people gain unsubsidized employment.

We will answer questions and  
help you complete an application on the spot!

## All are welcome

Last Wednesday of each month at 9am (November 29, 2023)

The Zoom Meeting ID is 895 3712 4962

[www.a4td.org](http://www.a4td.org) / [info@a4td.org](mailto:info@a4td.org)

Can't make it? Contact us to learn more!

[www.a4td.org](http://www.a4td.org) / [info@a4td.org](mailto:info@a4td.org) LOCAL PHONE # / 800.439.3307

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## Further Reading:

<https://www.indeed.com/career-advice/career-development/safety-rules-workplace>

<https://blog.mdaemon.com/email-safety-tips-for-end-users>

<https://www.aarp.org/money/scams-fraud/info-2019/phishing.html>

<https://www.aarp.org/research/topics/economics/info-2022/workforce-trends-older-adults-workplace-wellness.html>