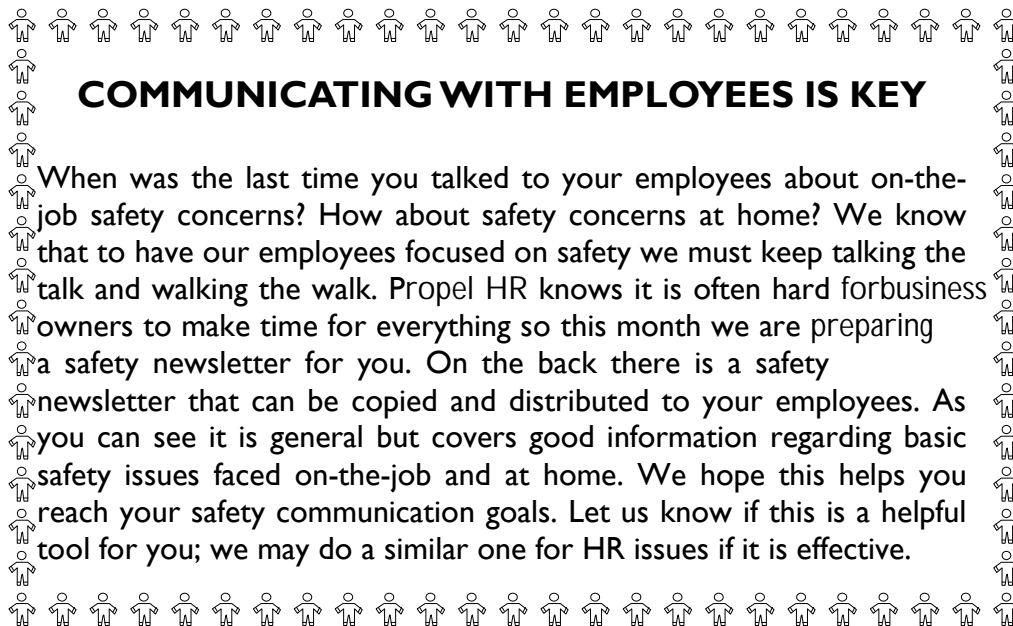




Propel HR

**SAFETY
UPDATE**

MAY 2005



COMMUNICATING WITH EMPLOYEES IS KEY

When was the last time you talked to your employees about on-the-job safety concerns? How about safety concerns at home? We know that to have our employees focused on safety we must keep talking the talk and walking the walk. Propel HR knows it is often hard for business owners to make time for everything so this month we are preparing a safety newsletter for you. On the back there is a safety newsletter that can be copied and distributed to your employees. As you can see it is general but covers good information regarding basic safety issues faced on-the-job and at home. We hope this helps you reach your safety communication goals. Let us know if this is a helpful tool for you; we may do a similar one for HR issues if it is effective.

THE FACTS ON FACTA

The Fair and Accurate Credit Transactions Act (FACTA) was signed by President Bush on Dec. 4, 2003. Many of its provisions are being phased in and regulations are still being written for some. Here are highlights:

- Every consumer can get one free copy of his or her credit report each year at www.annualcreditreport.com or by calling 877-322-8228. Effective nationwide on Sept. 1, 2005.
- Merchants must leave off all but the last five digits of a credit card number on electronically printed store receipts. Effective nationwide in December, 2006.
- Employers must destroy information derived from a consumer credit report before discarding it. Effective on June 1, 2005.
- Consumers who suspect identity theft need to notify only one of the three credit-reporting services to set off a nationwide fraud alert. Currently in effect.
- Mortgage lenders must provide the credit score they use to determine a loan's interest rate, whether the loan is approved or denied. Currently in effect.

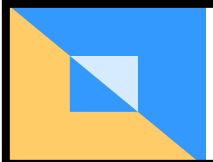
When business owners dispose of old employee files or information that is no longer needed on their employees, shredding is the only option. Treating this information confidentially when it is in the office (under lock and key) is also the best way to ensure privacy. Propel HR practices the same safety methods to protect employee information in our location. If you have any questions or concerns regarding things you can do to avoid identity theft please call us to discuss.

Safety Training had more impact....

One company discovered a new way to present some of the same old safety information. The manager looked for “experts” in the workplace to share the training load. He had a volunteer fireman that could talk about fire safety and realized one of his experienced machine operators knew more about lockout/tagout than the Safety Manager. People appreciated hearing things from a new point of view. There was another benefit, too: The training was more credible because it was coming from someone with extensive experience. What “experts” do you have who could share their knowledge and expertise to benefit your employees?



Want more information about the items contained in this newsletter? Call us at 800-446-6567 or 864-271-7611.



SAFETY MATTERS AT WORK AND AT HOME !

Here are a few reminders and tips that safety is an issue not only for our workplace, but our home and places of recreation as well! Take a moment to read this newsletter then share it with those who matter most to you!

SAFE LIFTING

Back strain and back injury cause serious pain and disability. The back supports the entire body. One wrong move or repeated stress on weak back muscles can cause pain and injury. Personal habits can make back injury more likely. You are more likely to have a back injury if you are in poor physical condition, overweight, under stress, have poor posture, or overexert yourself. Regular exercise can strengthen back and stomach muscles. Avoid lifting manually if possible. Test the weight and stability of the object you want to move by lifting one corner slightly. If it is too heavy for safe manual lifting use hand trucks, dollies or forklifts. Plan and prepare before you lift. When you do lift, do it correctly so that your legs do the work—not your back!

“Nothing could be finer...”



Actually, something could! South Carolina is in the top 10 ranking for most deadly states based on driving fatalities. GA and NC make the top 20.

Drive Safely — Watch out for others!

HORSEPLAY IS NO LAUGHING MATTER

Horseplay and fooling around are the opposite of safe, responsible work. According to the dictionary:

- 1) *Horseplay* means rough fun.
 - 2) *Fooling around* means doing foolish, useless things.
- Horseplay is usually a friendly physical way to let off steam, however, most accidents are caused by unsafe acts and horseplay itself is an unsafe act. Avoid this temptation because the risks far outweigh the temporary thrills.



Boating Safety

It's the time of year when many of us hear the call of fishing, camping and boating at area lakes. Usually we are only focused on “fun” when enjoying recreation time, however, one oversight or short cut can cause our day to go from “fun-filled” to “tragic” in an instant. Here are some quick suggestions:

- Before leaving to go to the lake, have adults and kids try on their life jackets. Look for broken buckles or torn fabric and ensure you have the right sizes. Many kids outgrow their jackets from the previous year and the time to know this is BEFORE you hit the water!
- Take a Safe Boating Course (it may reduce boat insurance premiums).
- Examine all fishing tackle and associated gear. All safety equipment should be checked to make sure it is in serviceable condition.
- Restock sunscreen, lip protection and lotions. Some products become ineffective after sitting for a season.
- Use the web! If you are not sure of the carriage requirements for your boat, visit www.uscgboating.org. For current weather conditions, forecasts and water warnings visit www.nws.noaa.gov.

KNOW BEFORE YOU GO!