



December 2010

WORKPLACE AND HOME SAFETY MERRY CHRISTMAS AND HAPPY NEW YEAR!

BGL MANAGEMENT WOULD LIKE TO WISH ALL BGL AND SWAIN EMPLOYEES A SAFE AND HAPPY HOLIDAY SEASON. SPEND THIS SEASON WITH YOUR FAMILIES AND LOVED ONES, BE SAFE, STAY WARM, REST UP AND GET READY FOR ANOTHER BUSY AND FUN YEAR.



IT'S HERE, that cold weather that we were all asking for in August. Here are some important tips to remember with Michigan winters:

- Leave 15 minutes earlier to allow for the bad roads
- When approaching a school bus, stay back and remember that there are children near by and they too can slip and fall, (underneath the bus or another car)
- Allow all windows to defrost so that you have good vision.
- This is the time for gloves, hats, boots, warm socks and clothes.
- Have in the vehicle – battery charger, bag of salt, ice scraper, emergency kit, and blanket.
- Remember that snow melts and the floors are going to be wet and slippery, take the time to wipe your feet and be cautious of the slippery floors and icy walk ways.
- Fires are all to common in the winter months- check your furnace filters, be extra careful with the wood stoves, turn Xmas lights off when going to bed or leaving the home.
- Save the celebrating for at home – Don't drink and drive, have a safe and happy holiday, and if you do drink- have a designated driver or call for a cab.
- **Most of all** – never text and drive, accidents happen so fast and they could change your life forever. ALWAYS pull off the road to text and use the phone.

Holiday Hours

Offices will be closed:

December 24th
December 27th
December 31st

Please join us to celebrate the Holidays and another great year of service!

Soaring Eagle Casino
Conference Center
Tuesday, December 21st 2010
Cocktails at 6:00pm
Dinner following

HAPPY BIRTHDAY!!
December Birthdays- 31st Josh Brewer

January Birthdays- 23rd Billy Wolfgang
26th Monica Blake

February Birthdays- 23rd Shirley Koons

March Birthdays - 1st Steve Southwick
2nd Daniel Geister
26th Joe Pruden

Happy Retirement To:

Marcella Sharrar!

Thank you for your years of service and best wishes!



Bonehead Award

Know your equipment and vehicle limitations. Let your vehicle and equipment warm up before operating.

Home Emergency Supplies

Winter has arrived and you should stockpile the following supplies in the event a winter storm or power outage prevents you from leaving your home.

- Flashlights and extra batteries
- Battery-operated radio and extra batteries
- Emergency non-perishable foods that do not require refrigeration
- Non-electric can opener
- Bottled water
- One week supply of essential medicines
- Extra blankets and sleeping bags
- First aid kit and manual
- Fire extinguisher
- Emergency heating equipment, used properly

Winterize Your Home

Take the time now to get your home ready for the winter season by following these tips:

1. Have your heating system checked by a professional annually. This will ensure that your system is working safely and efficiently which, in turn, will save you money. If you heat by wood, clean your fireplace or stove. Have your chimney flue checked for any buildup of creosote and then cleaned to lessen the risk of fire.
2. Make sure your home is properly insulated. If necessary, insulate walls and attic. This will help you to conserve energy and reduce your homes power demands for heat.
3. Caulk and weather-strip doors and windowsills to keep cold air out.
4. Install storm windows or cover windows with plastic from the inside. This will provide an extra layer of insulation, keeping more cold air out.
5. Inspect and flush your water heater.
6. Clean gutters. Leaves and other debris will hamper drainage.
7. Replace batteries of smoke, heat and carbon monoxide detectors. If you did not do it when you set the clocks back, do it now.

To Keep Pipes From Freezing:

- Wrap pipes in insulation or layers of old newspapers
- Cover the newspapers with plastic to keep out moisture
- Let faucets drip a little to avoid freezing
- Know how to shut off water valves

Winterize Your Vehicle

Preparing your vehicle for the winter season now will help ensure your vehicle is in good working order when you need it most.

1. Have a mechanic check the following items on your vehicle:
 - Battery
 - Wipers and windshield washer fluid
 - Antifreeze
 - Ignition system
 - Thermostat
 - Lights
 - Exhaust system
 - Flashing hazard lights
 - Heater
 - Brakes
 - Defroster
 - Oil level
2. Install good winter tires. Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. You may also want to carry a set of tire chains in your vehicle for heavy snow conditions.
3. Keep a windshield scraper and small broom for ice and snow removal and maintain at least a half tank of gas throughout the winter season.
4. Finally, plan long trips carefully. Listen to the local media report or call law enforcement agencies for the latest road conditions.

Trapped in a Car

What would you do if a blizzard trapped you on the road? Here are some tips to follow:

1. Stay in your car and wait for help to find you.
2. Run your engine for short periods of time to stay warm. Keep your down-wind window open and make sure your exhaust pipe is clear of snow.
3. Turn on the dome light at night when you are running the engine to signal rescuers.
4. Hang a brightly colored piece of cloth or piece of clothing from your car.
5. Exercise from time to time by vigorously moving arms, legs, fingers and toes to keep blood circulating and to keep warm.