

# Safety First

Presented by: DON Services

FEBRUARY 2022

## SAFETY COMMITTEE:

- Lori Daytner
- Chris Little
- Tinna Miller
- Danielle Marsh
- Patrick McGuire
- Walt Heaney
- Therece Roskey
- Rhonda Pager
- Amy Jones
- Ashley Stevenson
- Amanda McCoy
- Kevin Huwe
- Dawn Dutchko
- Neal Jones
- Amy Jones

## Communication In the Workplace

Communication in the workplace is critical. Not only do you need to pay attention to what you say verbally, but it's also important to consider the messages you're sending to others through your body language. You can use your body language to support or negate certain assumptions. I believe this is especially important in the workplace because perception sometimes is reality. For example, if colleagues perceive you as not adding value because your body language or tone implies you're indifferent to your role, they might look for behaviors to support those inferences. Being aware of body language do's and don'ts can help you to be seen in a more favorable light.

### **Be present and resist distractions.**

Don't be distracted when you are having a conversation. For example, avoid checking your phone or laptop. No matter your workload and the sense of urgency you feel, these actions make you appear unengaged. If you want to take notes on your computer or phone while someone is speaking, let them know you are going to do so.

### **If you have any safety questions or concerns:**

- Contact your Coordinator immediately with any questions or concerns:

New Castle Office: **724-652-5144**

Donora Office: **724-856-4978**

Penn Hills Office: **724-856-4211**

Greensburg Office: **724-936-3900**

You can reach out to the Safety Committee directly at:  
**[donsafety@donservices.org](mailto:donsafety@donservices.org)**

Chair of the Safety Committee - Lori Daytner  
Secretary—Chris Little

# The Safety Committee's Health and Safety Tips

- **Strong eye contact:** This is your primary tool for establishing nonverbal connections with others, as eye contact conveys interest, involvement and emotions. People often attribute trustworthiness to those who speak while maintaining eye contact.
- **Appropriate facial expressions:** You can show you're paying attention to your colleagues while listening by holding a slight smile, nodding occasionally and maintaining good eye contact.
- **A confident handshake:** In business, the handshake is the only appropriate expression of touch, so it is imperative to have a good one.
- **Purposeful gestures:** Hand gestures punctuate the spoken word and add meaning. Avoid distracting mannerisms such as finger-pointing, fidgeting, tapping, playing with hair, wringing hands and twisting a ring

**Commanding posture and presence:** This is reflected in the way a person sits and stands, as it creates a dynamic presence and an attitude of leadership. Employees convey messages by their sitting posture, whether they are leaning back comfortably in their chair or sitting rigidly on the edge of their seat. When standing, be sure to stand up tall and straight to send a message of self-assurance, authority and energy.

## POSITIVE BODY LANGUAGE

-  Enthusiasm to contribute
-  Confidence in our abilities
-  Comfortable in taking on challenges
-  Passionate to drive results
-  Present to recognise future demands

## NEGATIVE BODY LANGUAGE

-  Resistant to contribute
-  Doubtful of our abilities
-  Uneasiness to take on challenges
-  Indifferent and uncaring attitude
-  Disconnected from reality to handle future potential