



Forbes Human Resources, LLC CONSULTING & WORKPLACE TRAINING

Autumn Greetings!

Oh the sights and sounds of Autumn! Leaves rustling in the wind and little goblins and ghouls running down the street! Take a stroll through a pumpkin patch and enjoy all the things this season of harvest has to offer!

I also want to wish you and your family a Happy and Healthy Thanksgiving! Lastly, thank you to all of our current and past servicemen and servicewomen this Veteran's Day. Thank you for your service!

Have a safe and happy fall season!
Joanna Forbes, MS, SHRM-CP
Owner/Chief Consultant
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Fall Workshop

Are you new to Human Resources? Does your current role include HR responsibilities but HR isn't your background? Are you a small business owner that would like some help?

This workshop will be a broad overview of common Human Resources topics including but not limited to:

- Labor laws
- Wage & Hour practices
- Employment Forms
- FMLA/Leave of Absence practices
- Corrective Action

And much more!

Lunch 'n Learn ~ HR 101

Thursday, November 8, 2018

12:00 PM to 1:00 PM

Boardman Park - Georgeanna Parker Center
375 Boardman Poland Rd, Boardman, OH



For more information or to register, please visit
<https://www.forbeshumanresources.com/events>

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Employees Need to Protect Themselves During Flu Season

Flu season is upon us! That means that staff should be taking precautions to limit the spreading of germs around the workplace. Here are some basic tips as recommended by OSHA.

Get vaccinated! Vaccination is the most important way to prevent the spread of the flu.

Stay at home if you are sick. The CDC recommends that workers who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends (100 degrees or lower), without the use of medication. Not everyone who has the flu will have a fever. Other symptoms could include a runny nose, body aches, headache, tiredness, diarrhea, or vomiting.

Wash your hands frequently with soap and water for 20 seconds; use an alcohol-based hand rub if soap and water are not available.

Keep frequently touched common surfaces (e.g., telephones, computer equipment, etc.) clean. Try not to use a coworker's phone, desk, office, computer,



Avoid shaking hands or coming in close contact with coworkers and others who may be ill.

Exercise and eat a healthy diet. Get plenty of rest, exercise, and relaxation.

Speak with your doctor and find out if you are in a high risk category for seasonal flu (e.g., elderly, pregnant women, small children, persons with asthma, etc.). Participate in any training offered by your employer. Make sure that you understand how to stay healthy at work.



Avoid touching your nose, mouth, and eyes. Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve.

or other work tools and equipment. If you must use a coworker's equipment, consider cleaning it first with a disinfectant.

For more information, please visit <https://www.osha.gov/dts/guidance/flu/index.html>

Fire Prevention Week 2018 is October 7–13

The National Fire Protection Association has announced the theme for its Fire Prevention Week 2018 Campaign: *“Look. Listen. Learn. Be aware. Fire can happen anywhere.”*

The NFPA aims to raise awareness of “three basic but essential steps to take to reduce the likelihood of a fire.”

LOOK for possible fire hazards in your home and workplace and eliminate them.

LISTEN for your office and home’s smoke alarms.

LEARN two ways out of each room of your home or office if possible. Exits should be easy to access and free of clutter. After leaving your home or office, go to the meeting spot which should be established by your family or workplace fire plan.

The NFPA provides resources for the public to use to educate others about fire safety.



Continue to practice your workplace fire drills and evacuation procedures.

For more information, visit <https://www.nfpa.org/fpw>



The DOL Celebrates *National Disability Employment Awareness Month*

October is National Disability Employment Awareness Month (NDEAM). The Department of Labor will recommit to ensuring all Americans can access good, safe, family-sustaining jobs. This year's NDEAM theme, America's Workforce: Empowering All, recognizes the importance of ensuring all Americans can participate in our nation's vibrant workforce.

Americans want to work and the opportunity to work must be open to all.

The U.S. Department of Labor's Office of Disability Employment Policy (ODEP), works each day to bring more Americans with disabilities into the workforce. ODEP provides tools for job

creators to establish more apprenticeship programs.



Through the Employer Assistance and Resource Network on Disability Inclusion, they help employers recruit and retain Americans with disabilities. The Job Accommodation Network provides employers

with guidance on workplace accommodation. Last week, they announced \$19 million in grants to help those who become ill or injured remain at, or return to, work.

Americans with disabilities are seeing more opportunity to work. Since November 2016, the number of Americans with disabilities working reached its highest level on record, and the unemployment rate for this part of the workforce fell to its lowest point ever. This is good news for job seekers and job creators, because the skills,

talent, and hard work of Americans with disabilities strengthens our workforce as well as our national economy.

NDEAM is a time to emphasize the importance of ensuring all Americans, including Americans with disabilities, can put their skills and talents to work. It is an opportunity for our nation's job creators to enhance their commitment to a workplace that ensures America's workforce empowers all.

Please visit the NDEAM website <https://www.dol.gov/odep/topics/ndeam/> for more information.

Do You or Your Employees Drive During the Work Day?

Now is the time to remind them of any policies and procedures for accidents while on the job.

Autumn marks the beginning of deer breeding season and they will be more active in areas near the road. If you grew up in this area, you are already quite familiar with the importance of keeping your eyes out for the deer!

Read these reminders about staying safe during this season:

Deer are most active during sunset and sunrise so be extra watchful when driving near the woods.

If you see a deer ahead of you, know others may follow!

Don't swerve to miss a deer, it could also change directions and move right back in front of you.

Studies have found deer whistles to be ineffective—don't rely on them.

Pay attention to "deer crossing" signs—they are there for a reason. Reduce your



speed in those areas. Be careful on the roads this season!

For more information, please visit [Cars US News Deer Safety](#).





Upcoming Holidays and Appreciation Days:

- October 1-5—Customer Service Workers Week
- October 7-13—Fire Prevention Week
- October 21-27—Pharmacy Week
- October 31—Halloween
- November 3—Change Your Clocks Back
- November 11—Veterans Day
- November 22—Thanksgiving



Happy Thanksgiving



Healthy Recipes ~ Spiced Pumpkin Soup

INGREDIENTS

- 2 tbsp. margarine
- 1 medium carrot
- 1 medium onion
- clove garlic
- 2 tsp. ground cumin
- ½ tsp. ground cinnamon
- 1 carton chicken or vegetable broth
- 1 can pure pumpkin
- 1 can carrot juice
- ½ c. pumpkin seeds



DIRECTIONS

1. In 4-quart saucepan, melt margarine over medium heat. Add carrot and onion, and cook 8 to 10 minutes or until soft, stirring frequently. Add garlic, cumin, and cinnamon, and cook 1 minute, stirring.
2. Add broth, pumpkin, and carrot juice to saucepan, stirring to combine. Cover saucepan and heat to boiling over high heat. Reduce heat to low; simmer, covered, 15 minutes to blend flavors.
3. Stir soup just before serving. Pass pumpkin seeds to sprinkle over soup.

Tips & Techniques

If you can't find roasted pumpkin seeds in your supermarket, roast them yourself: In 10-inch skillet, toast pumpkin seeds over medium heat until lightly browned.

