

HAPPY MOTHER'S DAY



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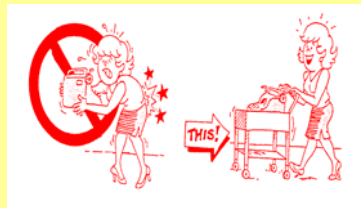


SAFETY

Strains and Overexertion

Although a typical office job may not involve lifting large or especially heavy objects, it's important to follow the principles of safe lifting. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on your back, neck, and shoulders if you use your body incorrectly when you lift them. Backs are especially vulnerable; most back injuries result from improper lifting. Before you pick up a carton or load, ask yourself these questions:

- Is this too heavy for me to lift and carry alone?
- How high do I have to lift it?
- How far do I have to carry it?
- Am I trying to impress anyone by lifting this?



If you feel that the lift is beyond your ability, contact your supervisor or ask another employee to assist you.



Safe Lifting Steps

Take a balanced stance, feet placed shoulder-width apart. When lifting something from the floor, squat close to the load.

Keep your back in its neutral or straight position. Tuck in your chin so your head and neck continue the straight back line.

Grip the object with your whole hand, rather than only with your fingers. Draw the object close to you, holding your elbows close to your body to keep the load and your body weight centered.

Lift by straightening your legs. Let your leg muscles, not your back muscles, do the work. Tighten your stomach muscles to help support your back. Maintain your neutral back position as you lift.

Never twist when lifting. When you must turn with a load, turn your whole body, feet first.

Never carry a load that blocks your vision.

To set something down, use the same body mechanics designed for lifting.



Lifting from A Seated Position

Bending from a seated position and coming back up places tremendous strain on your back. Also, your chair could be unstable and slip out from under you. Instead, stand and move your chair out of the way. Squat and stand whenever you have to retrieve something from the floor.



*CINCO
DE
MAYO*

*HAPPY
MOTHERS DAY*

**Memorial
Day**



Want a day off work?

So you want a day off. Let's take a look at what you are asking for. There are 365 days per year available for work. There are 52 weeks per year in which you already have 2 days off per week, leaving 261 days available for work. Since you spend 16 hours each day away from work, you have used up 170 days, leaving only 91 days available. You spend 30 minutes each day on coffee break which counts for 23 days each year, leaving only 68 days available. With a 1 hour lunch each day, you used up another 46 days, leaving only 22 days available for work. You normally spend 2 days per year on sick leave. This leaves you only 20 days per year available for work. We are off 5 holidays per year, so your available working time is down to 15 days. We generously give 14 days vacation per year which leaves only 1 day available for work and I'll be darned if you are going to take that day off!





The employee hotline is available 24/7. All matters received on the hotline will be handled in the strictest of confidence.

employeehotline@lhenderson.com

Please join me in welcoming the newest additions to the LHC family!

Dept.	Name	Date
01	Jack Tombalakian	04/18/06
80	Thanhlan Nguyen	04/10/06
80	Ruthie M. Oliver-Blair	04/03/06
80	Margarita Nosiette	04/03/06
80	Shierley Price	04/19/06

*Perfect Attendance
Winners!!*

Congratulations to all our employees who had perfect attendance during the month of March! Each individual will receive a coupon redeemable for gifts at the company store. They are eligible for a drawing for one of the three \$100 cash awards.

The winners of the April 2006 cash awards are:

**Morrece Gardner
Jamal Williams
Jason Blout**

Are your perfect attendance coupons piling high on your desk? We've got the solution for you.

www.lhenderson.com/prizes.htm

Please visit our online brochure to view the many different items to redeem those coupons! *Original* coupons need to be sent with your request for prizes. Don't have any perfect attendance coupons? Ask your supervisor or human resources on how to receive these coupons.

