



## A Good Night's Sleep Starts When You Wake Up

Did you know that a good night's sleep starts with what you do during the day? You're affecting your sleep that night from the moment you wake up.

The National Sleep Foundation's [2022 Sleep in America poll](#) shows that Americans' daily routines create some less-than-ideal conditions for a good night's sleep. As it turns out, many Americans can do a better job at the good daytime behaviors that help improve our sleep.

The good news is we all have the potential to improve our sleep – just by taking some small steps during our day. Making changes to your daily habits not only sets the stage for better sleep but also leads to lower stress levels and better overall health.

Here's how some simple changes to your daily routine can help you.

### Get Some Sun

The right exposure plays a big part in helping manage your circadian rhythms, the natural process behind staying awake and falling asleep. It's also a super-influential factor for your overall sleep health.

So, it makes sense that bright, natural light during the day, especially in the morning, helps you feel awake and energized, while dim light in the evening, especially before bed, helps you wind down and fall asleep. According to the National Sleep Foundation survey, people who spent a moderate amount of time outdoors (3-5 hours per day) reported the highest sleep health.

However, nearly half of Americans say they're not exposed to bright light indoors in the morning and afternoon.

If you're not getting much exposure to natural light, step outside for at least an hour each morning or afternoon and see the positive difference a little sunlight can make in your sleep health. Get some bonus sunshine by having your morning coffee outside or taking your dog for an extra walk (they need vitamin D too!)



## Get Up and Get Moving

Making regular exercise part of your daily routine keeps you feeling energized during the day and can reduce daytime sleepiness. While daily physical activity has widespread health benefits and promotes deeper sleep at night, not everyone is getting their sweat on long enough to feel positive effects.

Many Americans are sedentary for much of the day – with more than a third falling short of CDC recommendations for 2.5 hours of moderate or vigorous activity each week, like brisk walking, jogging, or running.



If you're parked behind a desk most of the day, even some light physical activity can improve your sleep health. Ride your bike to work if you can, or use your work breaks to take brisk walks outside. Skip the elevator and walk up and down your building's stairs. Consider getting up a little earlier and making a 30-minute workout part of your pre-work routine. Regular exercise, even a little here and there, can help you fall asleep faster. This can result in a deeper, more satisfying night of sleep.

## Mealtime Consistency is Key

Eating your meals at a consistent time each day creates another important element of your daily routine that positively affects your sleep cycle.

While routinely eating meals on a regular schedule contributes to better [quality sleep](#), 4 in 10 Americans polled say that their meals aren't part of a regular, daily routine. Irregular mealtimes or skipped meals can negatively affect your ability to maintain sleep and wake schedules, especially if meals are eaten too close to bedtime.

Plan on eating meals at the same time every day and be sure to have your last meal at least 2-3 hours before bedtime to allow your food to fully digest before you turn in for the night. We've all experienced that haunting restlessness that can come from hitting the pillow soon after a meal.

## Cut Back on Caffeine – or Skip it Altogether

The less caffeinated you are during the day, the more likely you'll sleep well at night.

Grabbing a cup of coffee might seem like an easy fix after a night of tossing and turning, but the caffeine you're drinking to perk up may be winding down your sleep time.





## Why Time Off is Good for Your Health

For many, working without taking time off has become all too routine. You may have even used one or all these excuses before.

- “I don’t want my work to pile up.”
- “I don’t want to be seen as replaceable.”
- “I can’t afford to take time off.”

These excuses are all too common -- especially in the United States, where hundreds of millions of vacation days go unused each year. But here’s the thing: vacation is good for your health, productivity, and performance. And don’t think you have to spend a bunch of money if you don’t want to; *staycations* are often just as beneficial as trips away from home.

Everyone has an important role to play at the City and we can’t function without one another. But being indispensable can create a poor work environment for yourself and others. It means you are the only resource for certain questions and tasks, turning you into a bottleneck rather than an asset.

Plan time off throughout the year so that stepping away for a short time leads to limited stoppages while you’re on vacation. Creating a “standard operating guide” for critical tasks so your coworkers can fill in if needed, and giving your supervisor ample notice are two ways you can plan for vacation time.

Even leadership agrees: 91 percent of business leaders believe their employees return recharged and ready to work more effectively. There are numerous other benefits too.

In addition to helping rejuvenate employees mentally and physically, taking time away from the office also stimulates employee motivation and encourages cross-training by allowing different workers to gain experience and

### Create Lasting Memories:

Some of our most vivid memories from years past are of the vacations we took with our family and friends.

-  **62%** of adults' earliest memories are from a family vacation when they were 5 to 10 years old.
-  **76%** of parents feel family vacations are worth the time and money.
-  **79%** of employees feel that taking time off strengthens bonds with family and friends.




practice handling new responsibilities. Vacation leave time fosters a safe workplace – It's well-known that tired, burned-out employees make more mistakes. And finally, vacation leave helps with recruiting and attracting top talent.

The next time you're thinking of stepping away from the office and using that well-earned vacation, do it. It will benefit your health, your community, the economy, and your family.

**Sources:**

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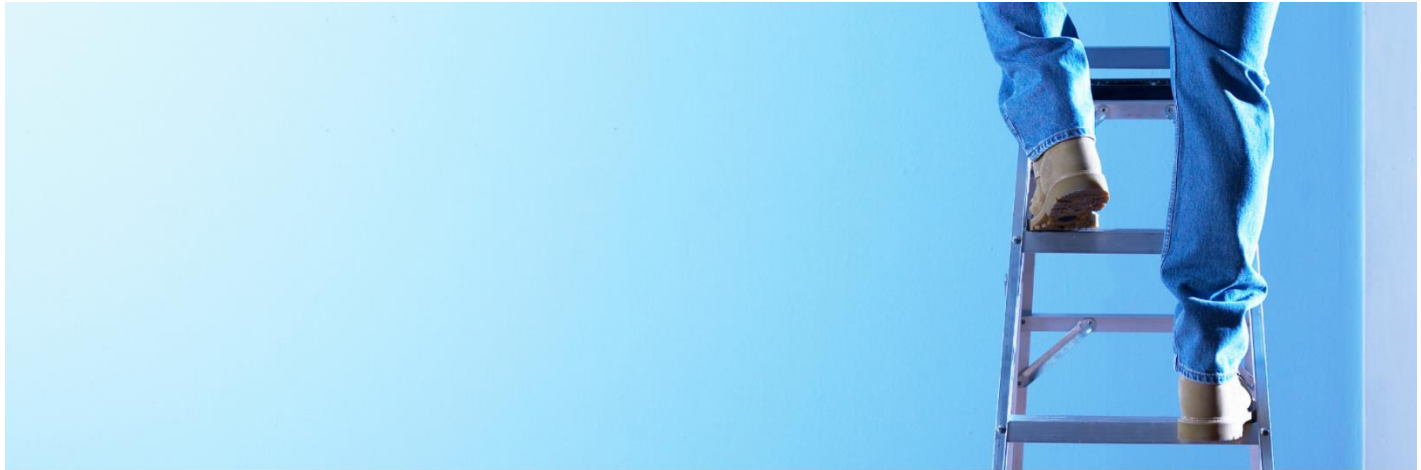
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## 10 Safety Rules for Working with Ladders

Ladders are great pieces of equipment most people have at home or in the workplace. However, falls from portable ladders, including step ladders, are one of the leading causes of occupational injuries and fatalities.

Regardless of the ladder type (step, straight, combination, or extension), it is important to read and follow all labels and instructions on the ladder.

In addition, the following 10 precautions should be taken to protect yourself against deadly falls and other unforeseen accidents:

### 1. Choose the right ladder

Different types of ladders have different uses and load ratings. When choosing the most suitable ladder for the job, it is important to consider the weight of the person climbing the ladder plus the weight of the tools, materials, and equipment. Below are five categories of ladders with their duty rating, weight capacity, and typical color:

**The American National Standards Institute (ANSI) has five categories of Ladder Duty Ratings**

DUTY TYPE	CAPACITY	COLOR (typically)
Type III (Light Duty)	200 pounds	RED
Type II (Medium Duty)	225 pounds	GREEN
Type I (Heavy Duty)	250 pounds	BLUE
Type IA (Extra Heavy Duty)	300 pounds	ORANGE
Type IAA (Extra Heavy Duty)	375 pounds	YELLOW

### 2. Check for damage or safety issues before each use

Over time a ladder may acquire issues that may lead to it being unreliable. At work, a competent person is assigned to visually inspect ladders for defects periodically (at least every six months), with a ladder inspection checklist.

Below are some defects you should look out for:

- Structural damage, split/bent side rails, broken or loose rungs, steps, rails, or braces. Other than that, loose screws, bolts, hinges, and other hardware parts
- Grease, dirt, or other contaminants that can result in slips, or falls.
- Paint or stickers that might hide defects (Warning or safety labels not included)

If a ladder has been identified with defects, it needs to be taken out of service with a “Do Not Use” tag until it is repaired or replaced.

### 3. Understanding physical limitations

A person using a ladder should be physically capable of safely ascending and descending the ladder without feeling dizzy, disoriented, significant loss of grip strength, or any other physical condition that puts them at an increased risk of falling.

### 4. Set up the ladder on a flat and stable surface

Ladders should be placed on a firm, level, and stable surface. The surface should be able to support the weight of the ladder, user, and additional weight from tools and materials. In any cases where the ground is soft, devices such as leg levelers, anti-slip gutter guards, wide boards, or stabilizers should be used.

### 5. Set up in a safe place

Being mindful of the surroundings is important when setting up a ladder. The surrounding area should be uncluttered and free of obstructions. If a ladder needs to be set up in a driveway or passageway, barriers and signage, or a person preventing access should be present.

### 6. Never lean or reach away from the ladder

Keep your body centered between the rails of the ladder. Leaning and reaching when on the ladder makes it unstable and puts the person on the ladder at risk of falling. To prevent falls caused by leaning and reaching, descend and move the ladder.

### 7. Always maintain three points of contact

When climbing or descending the ladder always maintain three points of contact. The three points of contact refer to two hands and one foot, or two feet and one hand. Never work from the top two steps on a ladder.

### 8. Only take small items up or down a ladder

Always consider the load limits of the ladder being used. Carrying anything larger or heavier than what the ladder can take will make it unstable. Wear a tool belt to carry tools and supplies, so you have both hands free when climbing up and down.

### 9. Apply the 1:4 Rule

When using leaning ladders like an extension ladder, the position of the ladder should be angled at a ratio of 1:4, with the base of the ladder being one foot away from the structure for every four feet of ladder height. The leaning ladder should extend three feet beyond the top dismantling surface and be secured to prevent movement outward or sideways.

### 10. Climb down cautiously

Remain facing the ladder while maintaining the three points of contact when descending the ladder. Always descend cautiously and avoid any sudden movements.

Knowing basic ladder safety is vital to protecting yourself against deadly falls and other unforeseen accidents. Using this checklist can help remind your team to follow basic safety procedures. Perform pre-work safety meetings and job-site inspections to ensure that proper ladder setup and climbing methods are used. Above all, improve your workplace safety by watching out for one another, so everyone can go home safely.