

AtlantiCare Occupational Medicine

Healthy Tips for Work or Play-April 2008

We Keep Employees Healthy & Working!

Compensation - it's not just about wages

Who's your customer?

What your employer pays you isn't just about the wages you see on your paycheck. Do you know what goes into the total compensation package of an employee? Even though you may pay a share of the premium for health, dental,

Recognition is the greatest motivator.
- Gerard C. Eakedale

or life insurance, your employer probably pays the lion's share. You may also have other benefits such as profit sharing, 401(k) plans with a company contribution, a pension, short-term and long-term disability, supplemental life insurance,

vision insurance, and so on. Your employer may contribute to all or some of these. Your employer also pays social security taxes and Medicare taxes on your behalf. You may receive paid vacation, which is money the employer pays to you even though you are not there and not productive. Obviously, it is to the employer's benefit that you get some time away from work to return refreshed, which is why so many employers offer paid vacation. Sick leave and paid time off plans are not mandated by law, but employers often pay that too. Bonuses and other incentive awards may also be part of your total compensation package. So the next time payday comes around, remember that there is a lot more that goes into your compensation than what's on your paycheck.

You may think that only the employees who deal directly with customers either in person or over the phone are involved with customer service, but that's not the case. *Everyone* is a customer if you think about it. No department is an island. Departments have to work together to get the job done or to get the product out on time. You depend on others to provide a service, materials or information to you so you can do your job. In the same way, others depend on you to provide things *they* need to do *their* jobs. Being responsive to the needs of your coworkers promotes teamwork and helps the organization run smoothly. Just think about it: Have you ever stopped shopping at a particular store or stopped going to a certain restaurant solely because of the poor customer service you received? If you have, then you understand the significant impact that customer service can have on your perception of an organization. Whether the customer is internal or external, customer service alone can make or break an individual's perception of you and your organization.

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How to be successful at work

There are certain do's and don'ts about the workplace that can help you get ahead. Here are just a few:

1. Do dress appropriately. Make sure your clothes are appropriate for the job you have. You don't want to wear your "clubbing clothes" to work unless that's generally acceptable – although in most business environments, it isn't. Don't use what you see on TV as a guide for what's appropriate in the workplace — instead, refer to your company's dress

code. Also, don't wear excessive cologne or perfume (some people are chemically sensitive to strong scents). If you want to go a step further, dress for the job you *want*, not the job you *have*.

2. Do be serious. This not only applies to what you wear, but how you conduct yourself at work. Arrive on time, ready to work. Don't waste time chit-chatting, surfing the internet, or on extended personal phone calls. This doesn't mean you should ignore your coworkers or be unfriendly. It's good to develop positive relationships with your coworkers, as long as

the time spent doing so isn't excessive. If you find yourself having personal conversations with the same coworkers frequently throughout the day, arrange to go out after work for a happy hour or other get-together when you have time to discuss those things, instead of taking up work time.

3. Don't repeat idle gossip. Whatever you hear may not be true, and repeating it makes you look no better than the ones spreading the gossip. If it's a rumor about work, it's also best to keep it to yourself until it's confirmed (or denied).

4. Don't suck up to the boss. No one likes the person who sucks up to the boss to get ahead. It's not guaranteed to work, and all it will do is build resentment with everyone else. The best way to get ahead is to do your job and do it well.

5. Acknowledge your accomplishments, but do so with a humble attitude. No one works in a vacuum, and it's likely that whatever was accomplished was a team effort.

Gardeners are at risk for tetanus

Believe it or not, gardeners are at risk for contracting tetanus. One-third or more of the cases of tetanus that occur each year results from people gardening or doing yard work.

Tetanus, also called "lockjaw" because muscle spasms in the jaw make it hard to open the mouth, is caused by a bacteria that is usually found in dirt and on tools, most often in areas with animal waste. Small cuts and splinters are enough to cause transmission of the bacteria. The deeper and dirtier the wound (like a nail puncture), the more likely tetanus may develop.

While children are commonly immunized, adults may not be, or may neglect getting a booster every ten years. Tetanus symptoms appear slowly and get worse over time. Besides muscle spasms, symptoms may include seizures, difficulty swallowing or breathing, headache, and a stiff neck, back, or shoulders. If untreated, it can be deadly. Symptoms usually appear within 14 days. It is recommended that you get a tetanus shot within 48 hours if you do get a dirty cut or wound and it has been five or more years since your last tetanus shot.

If interested any of the following services, please call Chris Simpkins at 609 677-7204

- Workers Compensation Injury Care
- Physicals, Drug Testing
- WorkRite Injury Prevention Program

