



Toolbox Talk

Cold and Flu in the Workplace

Introduction

Safety is important to us at Programmed – We have a commitment to caring for our employees so that they will return home at the end of the day to their family and friends in the same condition that they started with us in the morning. You have a responsibility to follow Programmed and our client's safety requirements.

Flu versus the Common Cold

It is important that Programmed employees are aware of the symptoms associated with the cold and flu. The cold and flu have different symptoms and will vary in severity.

Flu symptoms develop one to three days after infection and include:

- High Fever
- Sore Throat
- Weakness
- Headaches
- Muscle/joint pains
- Non productive cough
- Chills & Sweating
- Lethargic

A common cold is usually not as bad as the flu. Cold symptoms can include:

- Cold symptoms last 1-2 days while the flu can last up to a week.
- The flu causes a high fever. A cold sometimes causes a mild fever.
- Muscular pains and shivering attacks occur with the flu but not with a cold.
- Colds cause a runny nose, while the flu usually starts with a dry sensation in the nose and throat.

Safety Hot Tips

- If you get sick stay at home if you can
- Remain hydrated and drink lots of fluids, preferably between 9-13 cups per day.
- Avoid exposure to dust, alcohol, fumes and tobacco smoke as much as possible
- Older and “at risk” groups should be immunized every year against the flu. Speak to your GP for further advice.



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Cold and Flu Prevention in the Workplace

Many easy preventative measures can be put in place to stop the spread of infection of cold and flu in the workplace.

Some handy tips include:

- Wash your hands for at least 15-20 seconds with soap or sanitise with alcohol-gel (i.e. Aquim Gel).
- Remember to wash your hands;
 - after going to the toilet
 - before/after preparing food
 - before/after handling animals
 - when you have been around someone who is coughing or has a cold.
- Hands should be dried with an air dryer or paper towel.
- Avoid touching your face, eyes or rubbing your nose.
- Don't share personal items like towels, razors, clothing and food.
- Wash out your water bottle daily.
- Avoid close contact with anyone who has a cold or flu.
- Sneeze or cough into a tissue and not your hand. Ensure the tissue is disposed of and not re-used.
- Stay home when you are sick. You will help prevent others from catching your illness.

What to do?

If symptoms persist please see a doctor. Advise your Programmed representative that you are unfit for work and time off can be arranged on your behalf.