



Fire Safety Month

By: Jeremy Olivier, Lofton Safety Services



Fire safety awareness in the workplace and the home should be observed to keep ourselves, our coworkers, and our loved ones safe. Take time this month to have a fire safety talk with your department at work. Review your emergency action plan, communicate supervisory roles, and walk evacuation routes with your team. This will ensure nobody is left behind and all are in tune with their life safety route! It is also a good idea to review emergency procedures at home. Ensure all family members know evacuation routes, locations of any extinguishers, and have emergency contact information on hand. It is also a good time to check home extinguishers to verify they are in proper, working order.

Of course, the best thing you can do to prepare for a fire emergency is to prevent the likelihood of one happening altogether. Below are key components to ensuring your workplace and home are fireproof:

- **Eliminate Clutter.** Exercise good housekeeping. Clutter can easily become a fuel source in the event of a fire, allowing a fire to spread quickly. Clutter can also restrict access to emergency equipment and exit routes.
- **Designate Smoking Areas.** Permit smoking only in designated smoking areas and provide means for extinguishing smoking materials safely.
- **Fire Extinguishers.** Maintain the appropriate type and number of fire extinguishers. Conduct monthly and annual extinguisher inspections to ensure they are in good, working condition. Provide training for employees or instruction to family members on the correct use of fire extinguishers.
- **Chemical Safety.** Use and store chemicals safely. Read hazard warning labels and safety data

sheets to determine flammability and other fire hazards. Ensure your chemical storage areas provide adequate ventilation for the chemicals or other hazardous substances they contain.

- **Waste Control & Storage.** Limit the accumulation of flammable or combustible materials and residues as to prevent the risk for such materials contributing to a fire emergency.
- **Exits.** Ensure emergency exit route diagrams are posted and accessible in all areas of the facility for all employees to easily view. Additionally, ensure means of egress are well-lit with regulated exit signs and free from debris or clutter.
- **Contact Information.** Employees should have access to a list of emergency contact phone numbers in case of emergency. Basics such as the company address, important phone numbers, and building floor plan should be posted on or with the emergency action plan. This is important to a home emergency plan as well.

Remember, it is always better to be proactive rather than reactive, and it is best to alleviate hazards in times of peace, rather than in times of chaos. Utilize the above tips to reduce the risk of catastrophe or at least minimize the damage. The reality is that fire emergencies and disaster situations can strike anyone, anytime, anywhere.

FIRE SAFETY CHECKLIST



Does your property have clear and accessible escape routes?



Is fire fighting equipment available throughout the entire property?



Do you have a fully working, regularly tested fire alarm?



Do you have a set of fire precautions advertised for your employees?



Are your staff regularly trained in fire safety matters?



Are all of your staff taken into consideration in your evacuation plans?



Do you have a sectioned area for smokers on your premises?



Are your fire extinguishers serviced and replaced on a regular basis?



Are all of your electrical systems and appliances maintained and checked regularly?

October 2023

October 9
Columbus Day

October 16
Boss's Day

HAPPY
Boss's
DAY

October 31
Halloween





All Kinds of Workers

By: Glenda Lofton, Ph.D.

When I was teaching second grade at Jefferson Terrace in the 70's, I enlisted the help of my class to assist in writing a poem for a graduate class on supervision. The poem was inspired by the text: *Supervision for Better Schools*, Wiles, 1967. Together, we created a "big book" for teachers. I wrote the descriptions, and my second graders drew the pictures. (I often involved my students in my coursework and asked their advice on what helped them learn, and they loved helping me be a better teacher.) As I re-read the poem, I was reminded that "people are people no matter how small" as Dr. Seuss once said, and that these descriptions apply not only to teachers, but to "all kinds of workers." With that in mind, I made a few revisions to the poem and present the same challenge to you. Think about how we can grow stronger together.

All Kinds of Workers, by Glenda Lofton

There are all kinds of workers. What kind of worker are you? OR - if you're the supervisor or co-worker, what do you do...to help workers like these?

The Lazy Worker

Meet Lazy Mazie as she runs out the door.
She puts in her day, but not one minute more!
New ideas! Who needs more?
Staff meetings and training sessions?
What a bore!
As she gets in her car and is driving away,
One last comment she's heard to say,
"Look there's the car of Miss Goody 'what's her

name,'
Always working overtime—what a goofy dame!
Doesn't she know that our salary's the same?"

The "Colorless" Worker

Here's Miss Muffle. (My second graders gave that name.)
She's not mad, but sad,
And this is about the most cheerful look she's ever had.
Her voice, her actions have little variety.
Yet she's as conscientious as she can be.
Work is serious—no time for wit—
And she lacks friends because of it.



What kind of worker do YOU choose to be?

The Older Worker

Experienced workers are sometimes best,
But here is one who deserves a rest.
She's served her time with laughter and tears.
Just grant her peace these last few years.
If she hasn't learned it by now—
Why it's too late to try.
As for those new-fangled ideas—
"I've watched lots of them die!"

The Undemocratic Worker (not related to politics)

Now meet a most difficult dictator worker.
She will tell you what to do and how to do it, too.
She'll even tell you what to think.

No need for opinions from you!
Teamwork and democratic values and skills?
She doesn't have time for those foolish "frills."

The Worker Who Disagrees

Anything you can do, she can do better.
She can do anything better than you.
Violently or quietly—her resistance still comes through!
Supervisors or coworkers seem to be—
Someone with whom you disagree.

The Failing Worker

Alas and alack, we're sad to say
This worker's a failure in many a way.
Her knowledge and skills are really low.
Without some help, she'll have to go!

The Creative Worker

Her education and experiences have served her well.
Her workplace is not restrictive—it's plain to tell.
To be creative, she doesn't have to stand on her head.
(That's what my second graders said.)
She's never completely satisfied!
There are always things left to be tried!
She strives for perfection—but never gets

there,
And helps others learn because she cares.
She leads by example, and inspires me and you.
She gets the job done and has fun, too!

Over 40 years of research has found that organizations that sustain growth and make significant contributions to others started with the choice of one person, whose moral authority—character and competence—inspired and lifted others. This one person was often not the formal leader but a worker who by changing and motivating himself lifted others. As stated, there are all kinds of workers, but the question is not what kind am I, but...what kind do I choose to be?

Officer Milestones

We are thrilled to congratulate **Michael Jarreau** and **Latoya Bethancourt** on their impressive milestones of 15 and 5 years of service, respectively.

At Lofton, we pride ourselves on being customer-focused and building strong human connections in our local communities, and Michael and Latoya embody these values in every aspect of their work.

Michael has been an invaluable member of our team for 15 years, serving as an honest advisor to countless customers and always going above and beyond to ensure their satisfaction. His dedication to his work and his community is truly inspiring, and we are grateful to have him as a part of our team.

Latoya has been with Lofton for 5 years, and in that time she has become a vital part of our local service efforts. Her commitment to empowering people and building strong connections with our officers has made a lasting impact on all those she has worked with, and we are honored to have her on our team.



Michael Jarreau, 15 Years and Latoya Bethancourt, 5 Years pictured with Matthew Bailey, Director of Security Operations.

We believe that our success is built on the strength of our team, and Michael and Latoya are shining examples of the kind of community builders we strive to be.

We are grateful for their service and look forward to celebrating many more milestones with them in the future.