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# Safety Focused



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Presented by

## Mitigating Migraines at Work

Migraines are severe headaches that can cause intense throbbing or pulsing, nausea, and heightened sensitivity to light and sound. A migraine episode can last anywhere from a few hours to a couple of days, and—depending on severity—can interfere with the affected individual's ability to participate in their daily routine or workplace responsibilities.

According to recent data from the World Health Organization, migraines are one of the most prevalent medical conditions in the world. What's worse, migraines are often underdiagnosed and go without proper treatment. Nevertheless, you can limit your likelihood of suffering from a migraine by minimizing common workplace triggers.

Here's what you can do to reduce your risk of experiencing a migraine on the job:

- **Sip smart**—Dehydration can often lead to migraines. As such, it's important to drink plenty of

water throughout the day and limit your intake of caffeinated beverages.

- **Eat healthy**—In addition to staying hydrated, it's vital to eat a balanced diet to help strengthen your body's ability to fight off migraines. Specifically, try to steer clear of foods with excess sugar or salt.
- **Prioritize ergonomics**—Be sure to arrange your workstation in a way that promotes proper ergonomics. Even minor changes—such as adjusting the lighting or setting up your computer screen at an appropriate level—can make your workspace more comfortable and reduce migraine triggers.
- **Keep a steady sleep schedule**—Being overly fatigued can also contribute to migraines. Make sure you are getting enough rest outside of work—aim for between seven and nine hours of sleep each night.

If migraines become a frequent disruption within your workday, be sure to inform your supervisor and consult your doctor for treatment options.



## Cybersecurity Best Practices

As workplace technology continues to evolve and telecommuting becomes a common practice, it's crucial for employees like you to play your part in keeping our organization cyber-secure. After all, a cyber incident could lead to serious ramifications for our business—allowing hackers or cybercriminals to access employees' personal information and other classified company data.

By prioritizing proper cybersecurity measures, you can help protect our workplace from cyber incidents and ensure your own information stays safe as well. Utilize these tips:

- **Pay attention**—First and foremost, be sure to actively participate in all workplace cybersecurity training sessions and familiarize yourself with our applicable policies and procedures. This includes (but is not limited to) setting smart passwords, detecting common signs of phishing attacks and knowing how to safely store workplace devices.
- **Keep your home cyber-secure**—While working remotely, it's important to implement cybersecurity measures comparable to that of the workplace. This includes connecting to a secure Wi-Fi network, conducting regular software updates, enabling firewalls and installing antivirus protection.
- **Browse with caution**—When browsing online, be mindful of cyber threats and scams. Never click on suspicious pop-ups, ads or links, and only use verified, well-known websites. If the website address is labeled as “not secure” or uses an unrecognizable domain, close your browser immediately.
- **Stay organized**—A cluttered workspace and poorly organized digital files can make it difficult to keep track of important information and increase your vulnerability to cyber incidents. Try to clear your workstation of excess papers or garbage, and store important documents in secure locations. Further, save any critical digital files in their appropriate folders or online databases—don't leave your desktop in disarray.
- **Know how to respond**—Despite your best efforts, a cyber incident may still take place. That's why it's vital to be prepared and know how to respond in the event of an incident. Make sure you review our organization's cyber incident response plan regularly and ask questions if you don't understand something.

If you have any further questions regarding workplace cybersecurity, talk to your supervisor and reach out to the IT department, if needed.