

LOCAL 2505 INSTANT NEWS

OFFICERS:

District Vice Presidents:

Ylita R. Edd, President
 Bob Smith, Executive Vice President
 Marie Penington, Secretary/Treasurer

Ardmore - Pat Coffeen
 Enid - Janet Harris
 Lawton - Gayle Riddle
 McAlester - Twanna R. Johnson

Moore - Magda Mashburn
 Muskogee - vacant
 Oklahoma City - Paul Coffey
 Tulsa - Derek Stovall

99-1

June 13, 1999

Editor - Marie Penington

Following are the results of the ballots cast for the officers of your Local:

President:	Ylita R. Edd	67
	Mary de Julis	15
Executive Vice President:	Bob Smith	55
	Brenda J Groves	14
	Derek Stovall	13
Secretary/Treasurer:	Marie Penington	65
	Mary Ann Goeller	16
VP Ardmore District	Pat Coffeen	57
	R. G. Albreski	13
VP Enid District	Jan Harris	by acclimation
VP Tulsa District	Derek Stovall	by acclimation
VP McAlester District	Twanna R. Johnson	by acclimation
VP Moore District	Magda Mashburn	by acclimation
VP Oklahoma City District	Paul Coffey	by acclimation
VP Lawton District	Gayle Riddle	by acclimation
VP Muskogee	no candidate	

*"The Union is its membership!
 It represents the interest of all members and employees.
 It is a democratic organization.
 It can accomplish its mission but only through
 The actions of its representatives."*

Dear Sisters and Brothers:

I want to thank each and everyone for your support throughout this election. The future of our Local is in our hands.

- Let's work to build our membership!
- Let's work to form a true partnership with ourselves and management!
- Let's work to make this Local the best Local ever!

United we stand, divided we fall!

Fraternally yours,

Ylita R. Edd
 President

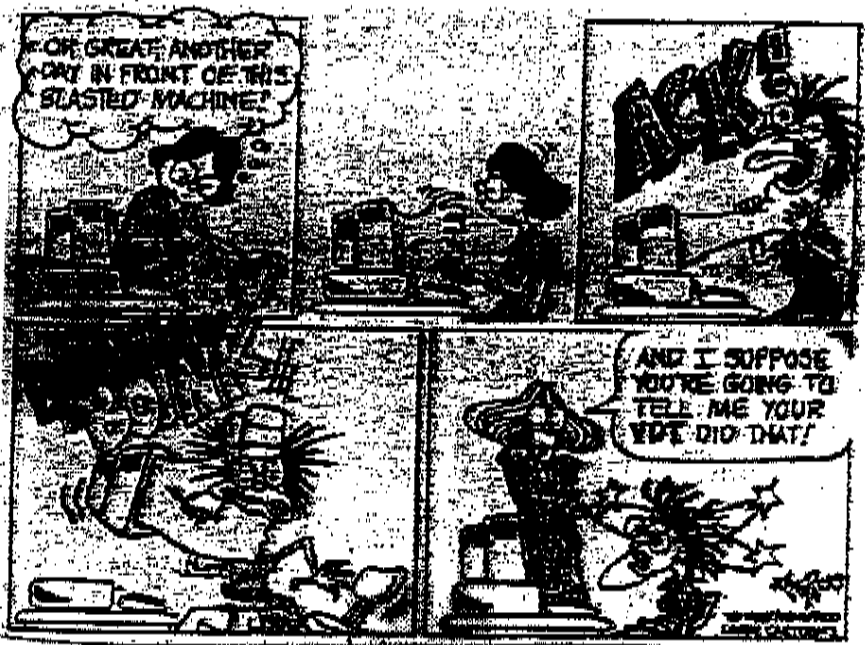
PREVENTING RSIs

PREVENTING RSIs

The following is reprinted from A Health and Safety Newsletter for Office Workers put out by The Labor Coalition (Midstate Center Labor Council, AFL-CIO).

Computers injure more workers in the U.S. than any other tool. Three key elements to preventing these repetitive strain injuries related to computer are: a proper work station with proper equipment, to minimize poor posture and awkward movement; the use of proper work techniques (e.g. typing correctly); and good job design which minimizes repetitive work and stress.

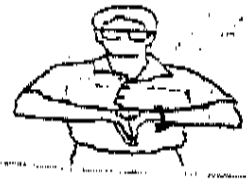
Good job design involves doing a variety of tasks and taking frequent breaks. An "active break" - when you stop keyboarding to do other things - should be taken at least every 30 minutes. You can also take "microbreaks" while sitting at your desk, say a 1-minute break every 15 minutes, or a 10-second break every 3 minutes.



Use these breaks to move around and to stretch. Stretching reduces muscle strain, improves circulation, reduces discomfort and delays fatigue. Stretching, moreover, is simple to do, can be done at any time and periodically during the day, and requires no special equipment.

The nine stretches that follow have been taken from a recent book by Bob Anderson, Stretching at Your Computer or Desk (Shelter Publication, \$9.95). They are meant to help prevent repetitive strain injuries. They are only a few of many stretching exercises you can do. Experiment to find the best stretches for our particular needs and areas of tension. These stretches are for people who are not already injured. If you are already injured, stretching may also be useful in helping you get better. Always consult your doctor or health care provider first, thought, so you don't aggravate your injury.

Stretches for: *Wrists, forearms and hand*



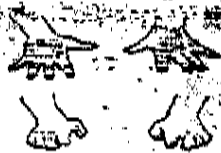
- Place your hands palm-to-palm in front of you, fingers pointing up
- Rotate palms around until they face more or less downward (see figure)
- Keep elbows up and even
- Hold 5-8 seconds

Wrists and lower arms

- With arms extended, palms down, bend your wrists and raise your fingertips
- Hold 10 seconds
- Now bend your wrists in the opposite direction, fingers pointing downward
- Hold 10 seconds



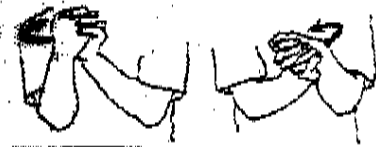
Hands, fingers and wrists



- Separate and straighten your fingers until the tension of a stretch is felt
- Hold 10 seconds
- Relax, then bend fingers at the knuckles and hold 10 seconds
- Repeat the first stretch once more

Wrists

- Interlace your fingers in front of you
- Rotate your hands and wrists clockwise 10 times
- Repeat counterclockwise 10 times



Better Circulation

- Shake your arms and at your sides 10-12 seconds
- Keep your jaw relaxed and let shoulders hang downward as you shake out the tension



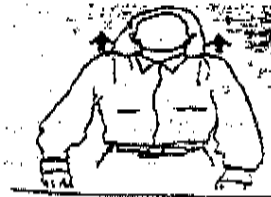
Sides of Neck

- Sit or stand with your arms hanging loosely at your sides
- Turn your head to one side, then to the other
- Hold 5 seconds, each side



Shoulders and Neck

- Raise the top of your shoulders until you feel a slight tension in your neck and shoulders
- Hold this 3-5 seconds, then gently relax your shoulders downward into normal position
- Think "shoulders hang, Shoulders down"



Shoulders, Chest and Upper Back:

- With fingers interlaced behind your head, keep your elbows straight out to the side with your upper body erect. Now pull your shoulder blades toward each other to create a feeling of tension through your upper back and shoulder blades
- Hold 5 seconds, then relax



Chest and Back

- Place hands just above the back of your hips, elbows back
- Gently press forward
- Slightly lift your breast bone upward as you hold the stretch
- Hold 10-15 seconds
- Breathe easily
- Note: This stretch can also be done sitting



STAND AND STRETCH "EXERCISE MOMENT" FOR SEATED WORKERS

Tips from Kaiser Occupational Health

Why: Our body is a living machine that needs fuel, lubrication and rest for all the "parts" (our muscles, bones, and nerves) to work properly. Any repeated activity (typing, writing, small parts assembly, crafts,) can cause muscle tightening and fatigue. These gentle exercises will give your body a break, relax tight muscles, and help bring food (blood and oxygen) to the tissues that need it most—your hands!

When: For best results do each exercise 2-5 times every 20-30 minutes while you are working.

How: Do each exercise slowly and smoothly; never bounce or jerk. Hold each stretch 5 seconds, take a breath, and then stretch a little farther. Hold 5 more seconds before returning to the start position. If the exercise hurts, you are stretching too far. Go back to the point where you don't feel any pain.

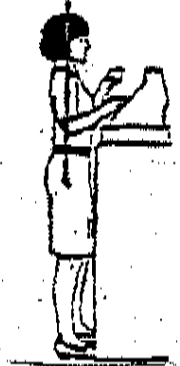
STAND

Look straight ahead and bend backwards.



THINK TALL

Sitting or standing, stretch tall, like you have a cable attached to the top of your head pulling you up.



TIP

Sit tall, tip head to one side, then switch sides.



CIRCLE

Move shoulders in all directions.



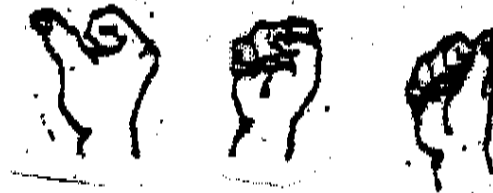
SQUEEZE

Hands up, sit tall, move elbows down and back (elbows to pockets)



SPREAD

form a "hook" form a round fist form a flat fist



WIGGLE

Rest arms at sides. Wiggle your fingers, wrists, and shoulders.

WAVE

Let arm rest at your side with palms facing forward. Grasp your right arm below the elbow with the left hand and hold it firmly next to your right side. Keeping your fingers straight, bend your right wrist gently backward. Repeat on the other side.

CONTACT YOUR UNION REPRESENTATIVE WHEN:

1. Your supervisor schedules a meeting with you and informs you the purpose is to develop a performance assistance plan.
2. Your supervisor schedules a meeting with you and you "reasonable" fear disciplinary action.

3. *You are informed of a PEP (Performance Enhancement Plan).*
4. *You receive a rating you disagree with.*
5. *You receive an AWOL charge or leave restrictions.*
6. *Your supervisor makes disparaging remarks about you.*
7. *Your supervisor makes ANY racist or sexist remarks.*
8. *You receive a reprimand, termination, or downgrade proposal.*
9. *You witness any situation or action that is unfair or unsafe.*
10. *Your management starts discussing conditions of work with you, without Union Rep in attendance.*
11. *You are in doubt.*

Editor's note:

As promised this is the first newsletter of our new term. I plan to have one out each month, or more often if information needs to be sent out to you the members.

We are now in the age of computers and I know that many of you have e-mail addresses at your homes. Since this is the fastest means of communication now available I would like all of you who have e-mail address at your homes to e-mail that address to me at mpenington@aol.com. This address will be used for the purpose of mailing future issues of the newsletter to you and will not be given out to any person. When I send the newsletter out by e-mail I will send it blind cc's, so that your e-mail address will remain confidential.

I hope to have at least one person in each office with an e-mail address who will volunteer to get the newsletter to the remaining members in their office who do not have e-mail. I will be working on that as I receive e-mail addresses from you.

By using e-mail we can get information out faster to the members and at a great savings to the Local. So send me those e-mail addresses now. Do not send an agency address as this newsletter does not qualify as material that can be sent on the agency e-mail.

Let's strive to work together and make this your newsletter. If you have article that you wish to share with your fellow members in this newsletter send it to me e-mail, or fax it to me at 405-969-2063 or snail mail it to me at 115 Cimarron Rd., Crescent OK 73028.

Marie Penington
Secretary/Treasurer and Newspaper Editor