

A Guide for Working with

# Newspaper Distribution



# Staying healthy



For a sustainable work life, it is important to stay healthy and injury-free. The best way to do that is to eat a varied diet, sleep 7–8 hours per day and avoid too much stress. You need to move, but you also need time to rest. All of this helps to create a healthy work life.

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# Stress

Stress itself is not a bad thing. Quite the opposite. It sharpens our senses and prepares the body for activity.

Stress was very important for survival long ago, when people hunted water buffalo or had to fight tigers. The problem is that today, the brain cannot tell the difference between tigers and a distribution deadline. We react the same way to both situations.

Short periods of stress are not dangerous, but if we are too stressed for a long time, we can become sick. That is why we must give our bodies time to recover.

**Remember:**  
Pause and think about how you are working. What things are you stressed while doing?

## The risks of stress

When stressed, we risk forgetting to work in a way that will keep our body healthy. We lift in a way that hurts our body or walk and run a little faster. Maybe we skip the last step of the staircase, which could lead to falling and hurting ourselves. All of the stress we are exposed to during the day increases the risk of injuring our body.



Work slower and give yourself time and the opportunity to do things right!

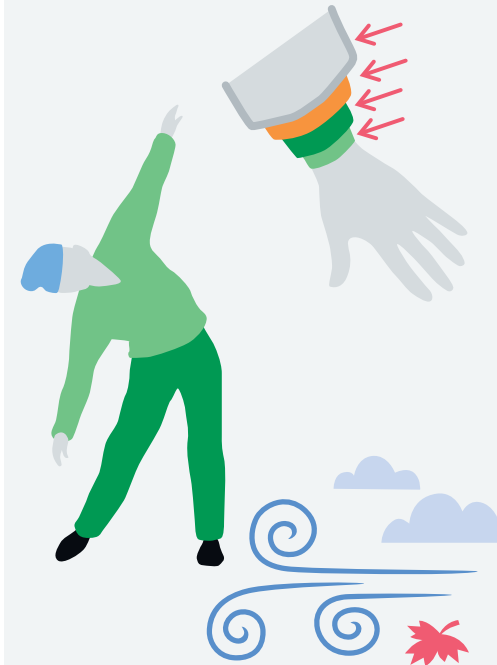
# Working in the cold

If you work in the cold, it is important to stay warm. When we are cold, we become tense. We shrug our shoulders toward our ears and breathe faster. Our bodies become stressed.

Three things affect how cold we think it is: air temperature, humidity and wind. To work in the cold we need clothing that

keeps us warm, we need to move, and we need to make sure we are not out in the cold for too long.

## TIPS



- **Clothing** – wear several loose layers of warm clothing. If they are too tight, it is harder for blood to circulate and to move around. Keep your ears, hands, face and feet warm. Bring something warm to drink with you.
- **Get moving** – movement increases our blood circulation. That makes it easier to stay warm. If you sit still for longer than half an hour – take a short break for movement.
- **Effect of wind** – when it is windy, it feels colder than it actually is. For example, if the wind is blowing at 25 km/hour, and it is -5 outside, it will feel like -12. That's twice as cold! Make sure that your outerwear is windproof.

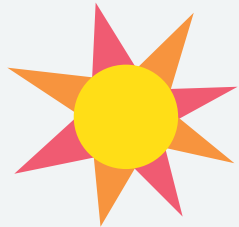
# Working at night

People are made to be awake during the day.  
Working at night upsets our natural daily rhythm.

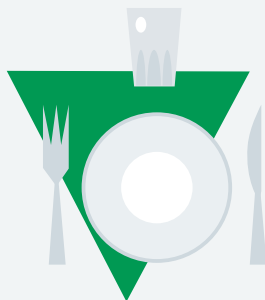
Some people handle this well, others worse. But for everyone, working at night means making a major adjustment.

The most important things to remember are to eat well, get enough sleep and get daylight.

## TIPS



**1. Daylight** – Make sure to get outside during the day as much as possible. It is good for our immune system and hormone regulation. If we get too little daylight for a long time, we can become depressed. You need at least 20 minutes of daylight each day.



**2. Food** – Try to eat at regular times. Your metabolism is used to sleeping at night and being awake during the day. Eat a proper dinner in the evening and a good breakfast in the morning and stick to snacks if you eat at night. Choose low-calorie, low-sugar foods.



**3. Sleep** – Sleep is essential and if you work at night you have to find ways to get sleep. We need 7–8 hours of sleep per day. It is fine to split up when you sleep, but sleep for at least four hours in a row at least once a day.

## Remember:

One of the first signs that you are getting too little sleep is feeling tired, irritated, sad or depressed. How do you feel? Are you getting enough sleep? Is it high-quality? What things are you stressed while doing?

If you drive different kinds of vehicles at work, it is important to be well rested so that you don't have an accident and injure yourself or others.

will have a harder time problem-solving. You may also feel sick to your stomach, slow and tired.

If you are tired it will be harder to concentrate, you will be easily irritated, and you

If you sleep too little for a long time, it increases the risk of depression, heart disease, obesity, diabetes and **other diseases**.

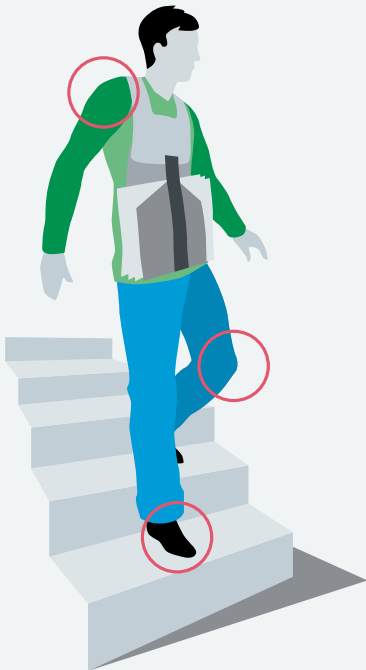


# Common places for pain and why

Our bodies are made to move, but they also need variety. This means our muscles and joints feel best when we do different movements.

If we constantly move the same way, we develop pain. If we continue to burden our joints and muscles despite pain, in the end we will develop injuries that may take a long time to heal.

## TIPS

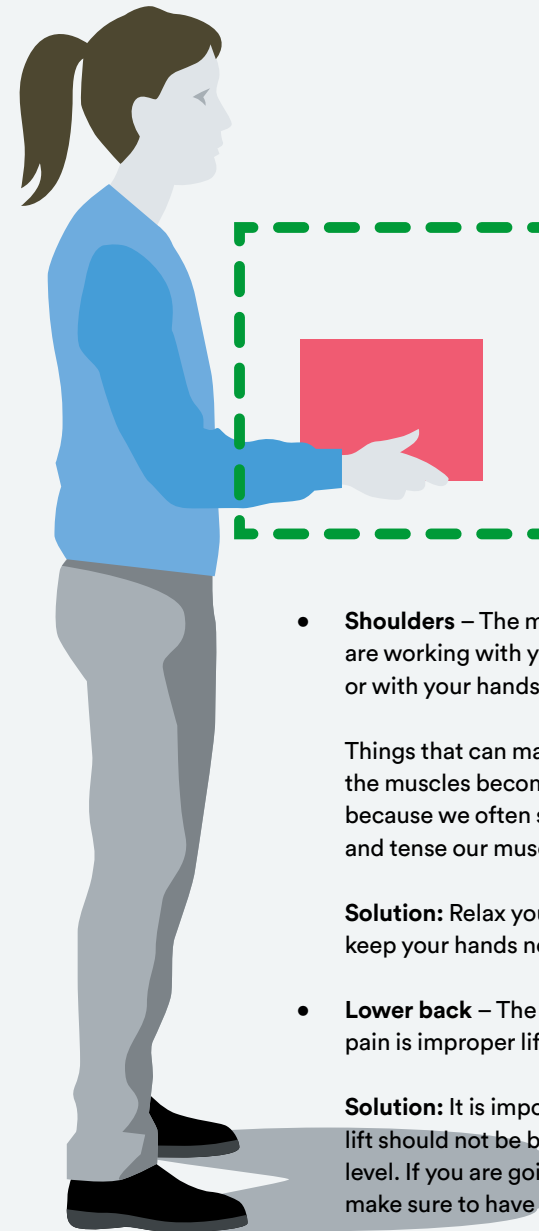


- Feet** – Painful feet or soles of the feet is usually due to overload, for example walking on hard surfaces too much.

**Solution:** Slow down your work tempo. Get better shoes and/or insoles. If new shoes, soles, and a slower pace do not help, you should have your feet looked at by an expert.
- Knees** – Pain around the kneecap and the back of the knee is usually due to overload. For example when you jump or walk up and down stairs.

**Solution:** Slow down your work tempo and avoid high jumps and running on stairs. If the pain lasts for several weeks, you should have your knee looked at by an expert.

## TIPS, CONTINUE



- Shoulders** – The most common causes of shoulder pain are working with your hands at or above shoulder level, or with your hands held far from your body.

Things that can make pain worse include cold, because the muscles become cold and tense, as well as stress, because we often shrug our shoulders toward our ears and tense our muscles even more.

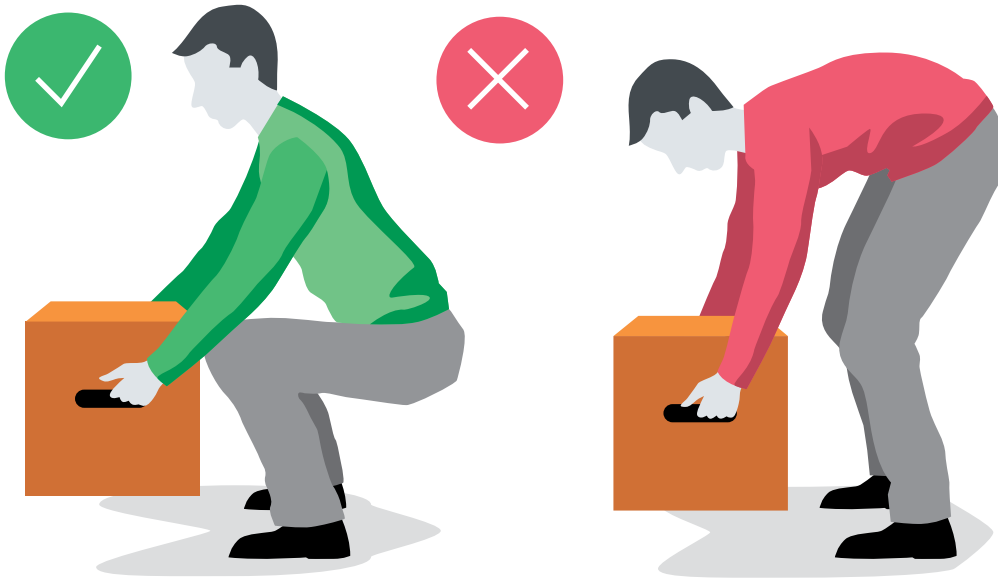
**Solution:** Relax your shoulders when you work, and keep your hands near your body.
- Lower back** – The most common cause of lower back pain is improper lifting and sitting still too much.

**Solution:** It is important to lift properly. The items you lift should not be below knee level or above shoulder level. If you are going to sort parcels, mail or similar, make sure to have a good worktable.

**Give yourself  
time to do it right.**

### How to lift things

Stress to get the work done is one of the absolute most common causes of injury. Take it easy and think about what you are doing!



## Risk assessment

Your employer is responsible for checking the work environment for employees and assessing what risks are part of the regular work environment.

This should always be in **conjunction with a safety representative**, in writing, and followed up regularly. One example of when a risk assessment should be carried out is when new equipment has been purchased.

### Responsible for reporting

As an employee you must tell your employer about problems and deficiencies that arise at work. To do this, your employer must have a reporting system. Without your reports, it is difficult for your employer to correct problems and deficiencies. Your employer must inform you about the system and tell you how to handle incidents, accidents and deviations.

Always write incident reports when something unexpected has happened that could lead to sickness or an accident.

### Incident

An incident is an undesired event or situation that could lead to sickness or an accident. An example of an incident could be slipping on a patch of ice but neither falling nor hurting yourself.

### Accident

An accident is an undesired event or situation that causes sickness or injury. An example of an accident could be slipping on a patch of ice, falling, and hurting yourself.

### Deviations

A deviation is something out of the ordinary at work.



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