Safety FOCUSED

The Importance of Hand Washing
Studies show that not everyone washes his or her hands after using the toilet.

Surfing Safely on Public Wi-Fi
Learn how to surf safely on public Wi-Fi.

A monthly safety newsletter from

The Importance of Hand Washing

In today's busy world it is not always possible, let alone convenient, for people to wash their hands as often as needed. But despite people having access to a sink, soap and water, studies have reported some startling findings: Many people aren't washing their hands as often as they should—or sometimes even at all.

In a 2012 UK-wide study, 99 per cent of people interviewed at motorway service station toilets claimed to have washed their hands after using the toilet. However, electronic recording devices revealed that only 64 per cent of women and 32 per cent of men interviewed actually did.

Other surveys from the Queen Mary University of London indicate that about 70 per cent of people in the United Kingdom do not wash their hands properly after using the toilet.

Hand washing is one of the best ways to avoid getting sick and spreading illness to your co-workers. It only takes one person neglecting to wash his or her hands to infect an entire workplace.

Studies suggest that you should wash your hands periodically throughout the day, especially if you frequent public areas. But there are some times when you should ALWAYS wash your hands:

- Before and after you prepare food

- Before you eat

- After using the toilet

- After coughing or sneezing

- After touching your mouth, eyes, ears or nose

- After touching items that are used frequently (such as door knobs, light switches, lift buttons, etc.)

Remember that water simply rinses dirt and germs away; soap is what actually prevents germs from sticking to your skin. For best results, wet your hands with clean running water and apply soap. Rub your hands together, lathering and scrubbing all surfaces for at least 20 seconds. Then rinse your hands well under running water and dry them using a paper towel or air dryer.

When you can't get to a sink, use an alcohol-based hand sanitizer. While soap and water are ideal when your hands are visibly dirty, hand sanitizers are fast-acting and can significantly reduce the number of germs on your skin.

Always remember—just because you can't see germs doesn't mean they are not there.

Ninety-nine per cent of adults say they always wash their hands with soap after using public toilets, but according to studies, a much smaller percentage actually do.

Crendon Insurance Brokers

Surfing Safely on Public Wi-Fi

Computers, tablets, mobile phones and other personal devices are vulnerable machines. Access to the Internet connects these systems and their users to vast amounts of information—but it also increases their cyber risks. Each day, new threats emerge. Surfing on the Internet is what makes you and your information most vulnerable, so how do you keep yourself safe?

It's especially important to keep yourself safe when using public Wi-Fi, because the network may not be as protected as it is at work or at home. If you have to meet a client in a public place and are accessing personal information from your computer, that information is extremely susceptible to theft.

When connecting to a Wi-Fi network at a public place like a park, a coffee shop or a restaurant, there are things you need to do to protect yourself from some virtual risks.

- Ensure that you are connected to the correct network. Sometimes cyber thieves will make duplicate Wi-Fi hotspots with names very

similar to the real one in the hope that unsuspecting users will accidentally connect to the bogus hotspot.

- Always choose to surf the HTTPS option of a website over the HTTP one—remember that the S in HTTPS means it's more secure.

- Avoid shopping online and do not go on personal banking websites when in a public place.

- Do not use your work email when you are using public Wi-Fi. Instead, use a secondary email. This makes it harder for hackers to reach personal information you may have stored in your primary or work email account.

The decisions you make while surfing the Web can affect the entire company. Letting your guard down for only a minute can give a cyber thief access to all of the sensitive information on your work network in addition to your personal data.

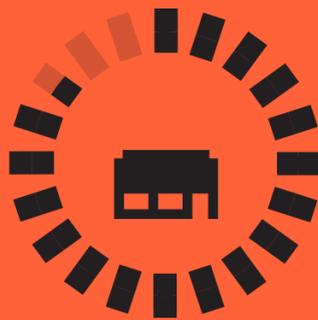Protect our company and yourself—remember to surf safe!

Safety in NUMBERS 1 2³
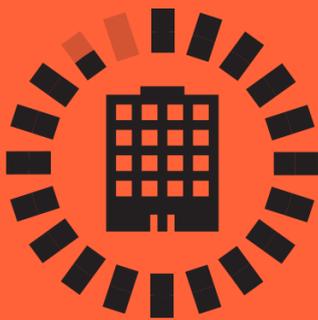
93 per cent
of large corporations reported **a cyber breach** in 2013.

87 per cent
of small businesses reported a **cyber breach** in 2013.

Source: www.gov.uk

Real-life Case Study

An administrative assistant in Aberdeen was using his work tablet to access public Wi-Fi while commuting to work. He did this during almost every work commute. But this day was different.

A cyber thief was able to exploit the highly insecure public Wi-Fi and gain access to the assistant's tablet. Not only did the thief capture the assistant's personal information, including Internet banking passwords, he also compromised the assistant's work network and stole valuable documents.

For months the assistant had to contend with fraudulent credit card purchases and a dramatic plunge in his credit score. Worse, his employer faced hefty fines for lax cyber security. All this stemmed from one unsecured Internet connection during a routine commute.

Avoid a similar fate by keeping your devices safe and only connecting to secure networks.