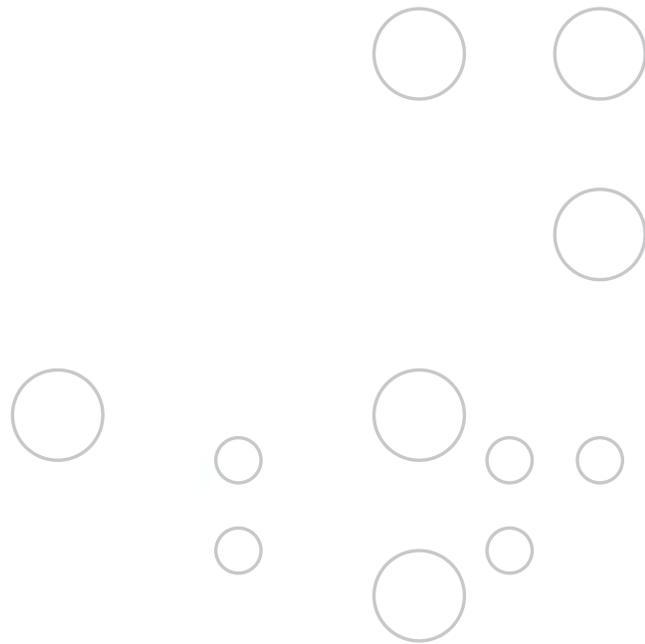


KEEP YOUR STAFF **WELL** AT WORK



THE WELLNESS SOLUTIONS YOU NEED
TO BOOST YOUR OFFICE HEALTH & SAFETY



GRAND&TOY[®]
Performance Enhancing Offices[™]

HEALTHY WORK TIPS & PRODUCTS THAT ARE FIT TO BE TRIED

A HEALTHY STAFF MEANS A HEALTHIER BOTTOM LINE

Did you know that 15 million Canadians spend half their waking hours at work?

Workplace wellness programs can:

- Improve productivity
- Boost morale
- Reduce employee stress
- Lower absenteeism
- Help you save on health care costs

In a study by Dr. Roy Shephard, workplace wellness programs saved Canadian companies a total of \$500 to \$700 per employee per year.

You don't have to be a huge company to reap huge benefits. Even small changes can bring big rewards.

Wellness programs can focus on any or all of these things:

- Nutrition and healthy eating
- Physical fitness
- Ergonomics
- Workplace safety
- Disease prevention
- First aid and CPR

- 1 > Air Purification System - FPR30CX
- 2 > Hand Sanitizer with Pump - 41465
- 3 > Eco Mist Glass Cleaner - 65040
- 4 > Chix Cloth Towels - 85060
- 5 > Air Freshener Dispenser - 3613010
- 6 > Windex - 0152170
- 7 > Bathroom Dispenser Towels - WW405306
- 8 > Anti-Bacterial Lotion Soap - 09759
- 9 > Hand Sanitizer Dispenser - 41410600
- 10 > Visitor's Safety Glasses - 2231650
- 11 > Foam Ear Plugs - 1100

References:
www.hc-sc.gc.ca
www.naturalhealthcare.ca

DO YOU REALLY KNOW WHAT'S ON THE OTHER END OF THAT PHONE?

At this moment, your keyboard, phone and mouse are communicating more than ideas—they're running rampant with cold and flu bugs.

Eliminate those beasties with:

- Antimicrobial cloths and cleaner or disinfecting wipes like Kimwipes
- Air dusters are also great for blasting nasty bits out of your keyboard

The average desk has hundreds more bacteria per square inch than a toilet seat.

WASHED YOUR HANDS LATELY?

Always keep hand sanitizer handy. It's proven to do a better job in half the time than soap and water for killing germs you can pick up by touching the fax machine, copier, water cooler, or shared office supplies.

Hand sanitizer tip

Choose one with at least 60% alcohol content, but no more than 70%. At 70%, alcohol kills bacteria and viruses by denaturing the proteins that allow them to reproduce. At over 70%, the alcohol simply dehydrates the germs. As soon as moisture returns, they're revived and spring back into action to multiply.

REMEMBER IT'S NOT WHAT YOU WASH... IT'S HOW YOU WASH!

Did you know the vast majority of germs and illnesses (even in hospitals), are spread by improper hand washing?

Fortunately, this is an easy fix:

Keep your washroom(s) well stocked with disposable paper towels:

- Much more sanitary than a loop of linen towels or air hand dryers where germs from previous users can lurk and multiply
- Paper towels are more likely to be used than air hand-dryers (be sure to have waste receptacles for used ones)
- Recycled paper towels are an eco-friendly choice

Use dispensers of liquid soap rather than bar soap:

- Antibacterial soaps are very effective, but only if hands are already free of visible dirt, grease, etc.

Wash your hands using a mix of hot and cold water:

- Warm water is much more effective at removing bacteria than cold water

Most importantly... keep a clean washroom:

- Keep faucets and basins clean, and counters clutter-free. If they aren't, people may believe that it's cleaner to avoid washing their hands than to touch these dirty-looking surfaces

CLEANLINESS EXTENDS BEYOND THE BATHROOM

Washrooms are one thing—but don't forget to make hand sanitizers and tissues available in lunchrooms/caferterias, boardrooms and reception areas too.

Looking for eco-friendly cleaning products? Try our all-natural Eco Mist cleaners. They're tough on dirt, gentle on the Earth.

Check out grandandtoy.com for our full line of janitorial and sanitation supplies.



PREVENTION IS THE BEST MEDICINE

There's more to workplace safety than hard hats and steel-toed shoes. Dangers lurk in every work environment, even offices. However being aware of what to look for is your best defense against potential office hazards.

Walk around your office and be on the lookout for the following:

- Over-loaded filing cabinets
- Poorly lit storerooms and stairwells
- Heavy items on too-high shelves
- Frayed electrical cords
- Torn carpet and loose tiles

Be proactive to avoid injuries:

- Prepare and practise an evacuation plan, don't wait for an emergency
- Test smoke detectors/replace batteries regularly
- Keep fire extinguishers handy, especially in kitchens/cafeterias
- Stock protective gear (safety goggles, ear plugs, rubber gloves)
- Sponsor and encourage employees to take First Aid and CPR courses



LET US HELP YOU TAKE STOCK OF OFFICE WELLNESS

Grand & Toy can help you encourage employees to take responsibility for their well being by providing the information and products you need to help everyone be well at work.

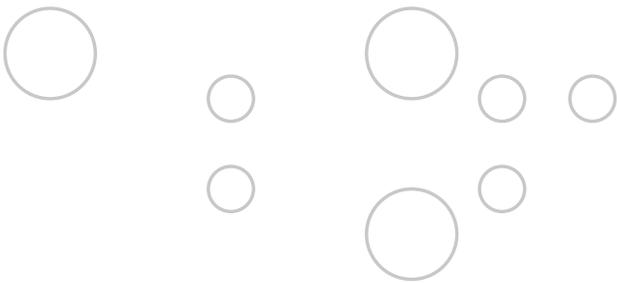
EMPLOYEE WELLNESS IS AN INVESTMENT IN YOUR COMPANY'S
FUTURE THAT CAN YIELD A HEALTHY RETURN.

For more information contact your
Grand & Toy Account Manager at
1.866.391.8111

Or visit us online:

GRANDANDTOY.COM

DELIVER THE GOODS EACH AND EVERY TIME



WE'VE GOT IT ALL TO HELP YOU GET
YOUR MAILROOM SHIP SHAPE...



GRAND&TOY
Performance Enhancing Offices™

ADDRESS ALL YOUR MAILING & SHIPPING NEEDS CARE OF: GRAND & TOY

SHIP MORE. PAY LESS. WE CAN SHOW YOU HOW!

Soaring gas prices are adding fuel surcharges to your shipping costs. There's never been a better time to make sure you're getting the most out of your mailroom.

By maximizing mailroom efficiency, you can minimize your internal costs and better absorb the external charges you simply can't control.

Grand & Toy can help you regain control with a wide range of cost-effective mailing and shipping solutions including:

- A complete selection of mailroom supplies
- Eco and employee-friendly shipping products
- Helpful tips to save you time and money
- Real solutions for every size of business

Whether you're a small business or major corporation, we've got mailroom solutions for every office.

IT PAYS TO LITERALLY PUSH THE ENVELOPE

One of the easiest ways to reduce your mailing and shipping costs is to choose a box or envelope that is just big enough to protect the contents without adding unnecessary bulk space. All that extra air can also add up to unnecessary postage/shipping costs.

NEED IMPORTANT DOCUMENTS TO ARRIVE IN PRISTINE CONDITION?

If you need to ship something that needs a little more breathing room, we suggest using expansion and catalogue envelopes. They save you time because they're faster to prep for—and they save you money because, well, they cost less to send!

GOT A LOT OF UNIQUE ITEMS ON THE MAILING LIST?

Grand & Toy carries specialized envelopes for every application:

- Mailing tubes for blueprints and posters
- Mailers specifically designed for photos and electronic media
- Security envelopes for sensitive information like tax returns and legal documents
- Grey-lined envelopes that eliminate read-through
- Double-window envelopes that spare you the time/expense of affixing both address and return labels

Plus we even offer tear-resistant and sturdy Tyvek, poly and heavy mailing envelopes. These materials not only protect your contents and privacy, they help to secure your professional image.

LOOKING FOR HEALTHY ECO MAILING OPTIONS?

Check out our full selection of recycled and reusable envelopes—we've got the right size for every application.

We even have anti-microbial #10 and inter-office envelopes that guard against the growth of bacteria, mildew, fungus and odour for a healthier office environment.

There's no need for employees to lick envelopes shut. If you use traditional envelopes, provide moisteners. Better yet, help curb the spread of illness with self-sealing envelopes!



THINK OUTSIDE AND INSIDE THE BOX

There's going to be times when envelopes just won't do the trick. So here are some tricks to help you save on sending parcels and packages:

CHOOSE THE RIGHT BOX:

- Should be strong enough to protect the contents, large enough to leave some space for packing material
- Reusing old boxes can save you money—just be sure they're in mint mailing condition, with no cracks or weak spots
- Use only corrugated cardboard boxes—gift boxes, shoe boxes, etc. won't stand up to machine handling
- Remember to remove or mask any old shipping labels

PROTECT THE CONTENTS:

- Bubble wrap, plastic foam peanuts or even plain air-popped popcorn is all great for providing padded protection
- Go green and recycle shredded paper as packing material
- If you're shipping electronic components, prevent damaging static build-up with electrostatic discharge bags
- Remove any batteries and wrap them separately
- After packing, give the box a gentle shake—if nothing moves, it's ready to be sealed



SEAL THE DEAL TIGHT:

- Always seal your packages with proper packaging tape... never use cellophane or masking tape
- Canada Post recommends sealing all seams securely with 2" packaging tape as open areas could snag on machinery and damage contents
- Buy tape rolls in bulk to save money and get a packaging tape dispenser to speed up the job and save you time

PAY ATTENTION TO THE ADDRESS:

- Double-check the address as misdirected mail costs time, money and can potentially damage customer relationships
- Be sure to put the recipient's as well and your office's return address on only one side of the package, to avoid confusion
- Don't forget all the pertinent details, including suite or floor number, postal/zip code, etc.
- Put your return address label inside the box, for extra ID



BE READY TO MAIL ANYTHING, ANYWHERE

Here are three simple ways to help you maximize mailroom efficiency:

1 BE WELL EQUIPPED:

- Paper trimmers, folding machines, up-to-date postal scales—even letter openers and scissors will all help make the whole process of sending and receiving more efficient for mailroom staff

2 ORGANIZE A SHIPPING ROUTINE:

- Document all the steps it takes to mail and ship items from your office—be sure to include the supplies necessary for each step
- Next, look for steps you can eliminate. Spending too much time handwriting labels? Try double-window envelopes
- Once you've streamlined the process, create an operations manual for mailroom staff that doubles as a quick-check supply list

3 BUY IN BULK:

- Buy supplies you know you're going to need in bulk—like packing tape, envelopes and boxes

Ask a Grand & Toy representative today about how you can consolidate your office supply spend to save even more time and money!



NEED YOUR SHIPMENTS TO REALLY GO THE DISTANCE?

Grand & Toy now offers affordable shipping solutions to over 220 countries around the world through our partnership with DHL Express! Plus G&T account holders receive preferred shipping rates. For details and shipping locations go to:

grandandtoy.com/DHLshipping



For more information contact your Grand & Toy Account Manager at

1.866.391.8111

Or visit us online:

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