

WHAT IS THAT SMELL?

It's been a long hot summer, and the weather is changing, if you haven't noticed. Pretty soon, it will be time to turn on the heaters. As building heaters sit dormant throughout the spring and summer months, dust particles, debris, and dried skin cells collect on the heating coils inside the furnaces. At the start of the cold season, when the furnaces are turned on for the first time, those settled particles burn off and can create a rather unpleasant smell for the first few weeks (The odor may resemble burning hair or fabric).

Here are some things you should know about burning smells when the heat is on:

Clogged Air Filter

⇒ The dust and dirt on a clogged air filter might cause a burning smell from the heat passing through it. We constantly remind you to change your air filters regularly, and this is especially important when using your heater. Replacing your old air filter with a clean, new filter could get rid of that nasty burning smell.

Burning Plastic or Rubber Smell

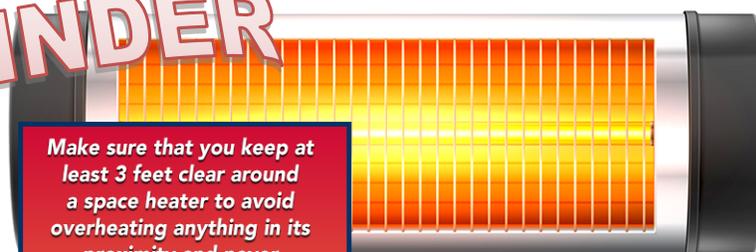
⇒ Another smell coming from your heater could be that of burning plastic or rubber. Usually this means a foreign object such as a toy has found its way into your heating system. A plastic or rubber object burning will give off fumes and can be hazardous to breathe in. If you smell burning plastic or rubber, immediately shut off your furnace or heater and find the object that is burning. And if you can't find the culprit in your heating system, vents or ductwork after a thorough inspection, call us immediately so we can locate the source and eliminate the problem. The smell of burning plastic or rubber is more serious than a misplaced object. It can mean electrical failure, so don't run your heater if you can't find what's causing it to smell.

Proximity

⇒ Anything near your heating unit or vents can cause a burning smell when the heat is on. If you haven't used your heater in a while, it's possible you may have placed flammable objects where they don't belong. Whether it's fabrics, plastics or any other flammable material, check to make sure they're not in close proximity to your heating unit or register vents. In other words, make sure there is plenty of distance between objects that can burn and the heating elements that can burn them.

REMINDER

Make sure that you keep at least 3 feet clear around a space heater to avoid overheating anything in its proximity and never leave a space heater unattended.



PROPER LIFTING

January 2024



According to the **Bureau of Labor Statistics (BLS)**, back injuries account for one of every five injuries and illnesses in the workplace. **Eighty percent** of these injuries occur to the lower back and are associated with manual materials handling tasks. Lifting-related injuries include sprains, strains, neural related, neuromuscular related injuries and/or bone related injuries. These injuries can affect any part of the body, but the majority occur to the lower back.

Back strain is probably the one most common type of injury. A back strain usually results from over-stretching certain muscles. Another type of injury that can result from lifting incorrectly is a hernia, both injuries can be extremely painful. Both are usually the result of incorrect body mechanics and/or extreme exertion. The good thing is that all injuries that may result because of incorrect lifting are 100% preventable.

Safe lifting plays a major part in your effort to maintain a healthy back and prevent injury to it. Even though there doesn't seem to be just one right method to lift an object, there are lifting techniques that can reduce the strain on your lower back. Correct lifting techniques involve several common steps. They are:

- Size up the load. Look it over, decide if you can handle it alone or if you will need help. When in doubt, ask for help. Moving an object that is too heavy for one person to lift safely is not worth strained and sore back muscles.
- Size up the area. Check the surroundings in which you will be handling the object. Make sure the area is clear of obstructions if you must carry the object any distance.
- Get a good grip, you support and move the object. Your grip must be firm and sure.
- Position your feet to set a good foundation. Good foot position allows you to keep your balance and use your powerful leg muscles. The larger muscles of your legs are much more powerful and durable than your relatively weaker back muscles. Let your leg muscles do most of the work -- they can handle it.
- Keep the load close to your body. Think of your arms and the load as a pry bar. The further the load is from your body, the longer the bar and the more force it will place on your back. By keeping the load close to your body, you reduce the amount of stress placed on your lower back.
- Avoid twisting your upper body. Twisting compounds the stresses and forces of lifting and carrying an object. It affects your center of balance. Once you have established a good foundation with your feet, use them to change direction. This technique is especially important when moving an object a short distance, like from the floor to a conveyor line.
- Practice team lifting. Teamwork is critical when someone is helping you lift and carry a load. Both of you should discuss and decide, in advance, how you're going to handle the load. Decide and check your route—make sure there are no obstructions. Lifting, carrying, and lowering should be done in unison. Communicate with your lifting partner; let him or her know what's happening. If you feel that your grip is slipping, warn your partner. Don't let the load drop suddenly without warning your partner.

SERIOUS INJURY OR ILLNESS NOTIFICATION

January 2024

**What is a Serious Injury or Illness?**

Title 8 section 330 of the California Code of Regulations defines a serious injury or illness as: “Serious injury or illness” means any injury or illness occurring in a place of employment or in connection

with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.

According to the California Safety and Health Regulations: The provisions of section 342 “reporting Work-Connected Fatalities and Serious Injuries” apply. Paragraph (a) states the following:

“Every employer shall report immediately to the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. The report shall be made by the telephone or through a specified online mechanism established by the Division for this purpose. Until the division has made such a mechanism available, the report may be made by telephone or email.”

“Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.”

What does this mean and how does it apply to you?

Every Department where an injury or illness has occurred must, as soon as practical report the incident to the HR-Safety Loss Control Division. The report must be made when there is reasonable anticipation that the employee may be hospitalized for a period longer than 8 hours. Once HR-Safety has received your report, we will gather as much specific information as is available and make a formal report to Cal/OSHA. Failure by the department to report the fatality and or injury or illness in a timely manner may, in all likelihood result in a Cal/OSHA citation of **\$5,000 minimum**. Because of this, it is important to quickly and accurately report all serious injuries or illnesses to the HR– Safety Loss Control Division to ensure proper reporting within the allotted time frame.

If in doubt, always call the **Safety Loss Control Office at (951) 355-3520**

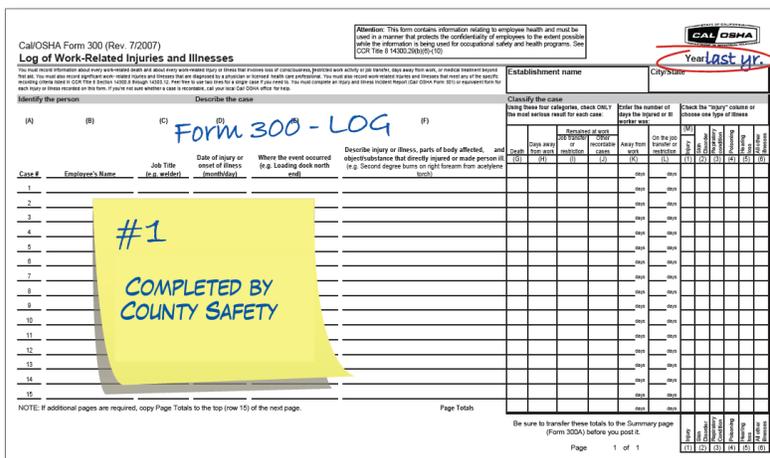
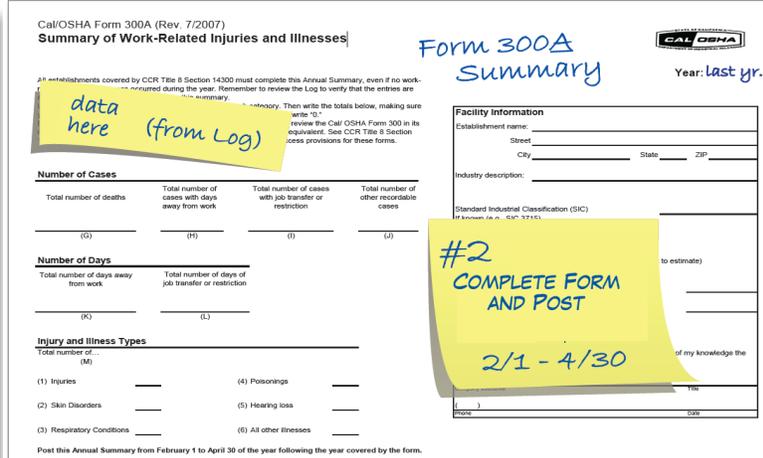
WORK SAFE STAY SAFE

It is that time of the year again!

Beginning February 1 and through April 30, 2023, all Riverside County Facilities are required to post the Cal/OSHA Form 300A annual summary log of injuries and illnesses which occurred in 2022. Even if there were no recordable injuries or illnesses during the year, facilities are required to post the summary with (0) zero values appearing in the total line.

Cal/OSHA requires employers to record certain injuries, maintain records, post summaries, and make these records available to Cal/OSHA during an inspection. The Form 300A Summary of Work-Related Injuries and Illnesses must be posted from February 1st - April 30th.

The Log of Work-Related Injuries and Illnesses (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened. The Summary — a separate form (Form 300A) — shows the totals for the year in each category. Please post the Summary in a visible location from February 1st– April 30th so that your employees are aware of the injuries and illnesses occurring in their workplace.

Frequently Asked Questions:

Where do I post the Form 300A?

Post in each establishment in a conspicuous place, where notices to employees are usually posted. Please make sure only the 300A Summary (right) is posted, the 300 Log contains confidential employee information

How long do I keep these Forms?

Keep the Form 300 Log, the Form 300A Summary and the Form 300 Log for **Five years**

We had no recordable injuries - do we need to post the 300A Form?

Yes. Complete the facility information (right side of form) and fill in the injury data with zeros.

Where can I find out more?

Your Department assigned Safety Coordinator/Safety Loss Control Office.