



**90,90,90 Rule / OSHA 300 Log / Update EAP
/ Serious Injury Notification / RIVCO –Replay**



How to Administer Epinephrine (Auto-Injector or Nasal Spray)

Anaphylaxis can happen fast—within minutes of exposure to an allergen—and every second counts. Epinephrine is the first-line treatment and can be life-saving when given quickly. Whether you carry an auto-injector (EpiPen®, Auvi-Q®, etc.) or a nasal spray (Neffy®), knowing the steps can make all the difference.

Here’s a clear, step-by-step guide to both methods.

Recognize the Emergency

Look for signs of severe allergic reaction:

- Difficulty breathing or wheezing
- Swelling of lips, tongue, or throat
- Hives or widespread rash
- Vomiting, dizziness, or fainting
- Feeling of impending doom

If any of these occur and the person has a known allergy or an epinephrine device, act immediately.

Auto-Injector (EpiPen®, Auvi-Q®, etc.)

Step-by-Step

Remove the safety cap

Hold the device firmly and pull off the blue (or other colored) safety cap.

Place the tip against the outer thigh

Press the orange tip firmly against the middle of the outer thigh (through clothing if necessary). Do not inject into a vein or into the buttocks.

Inject

Push the device straight into the thigh until you hear a “click.” Hold it in place for 3 full seconds (count: 1-2-3).

Remove and massage

Pull the device straight out and gently massage the injection site for 10 seconds.



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Call 911 immediately

Even if the person feels better, they need professional medical care. Anaphylaxis can return (biphasic reaction).

Second dose if needed

If symptoms persist after 5–15 minutes, give a second dose if another device is available.

Nasal Spray (Neffy®) – Step-by-Step

Remove the cap

Gently pull off the protective cap.

Insert the nozzle into one nostril

Place the tip just inside one nostril (doesn't need to go deep).

Press the pump

Press the bottom firmly to spray the dose. You'll hear a click.

Breathe gently through the nose

Have the person breathe normally through the nose for a few seconds. Do not blow their nose right away.



Call 911 immediately

Same as above—professional follow-up is essential.

Second dose if needed

A second dose can be given in the other nostril if symptoms don't improve within 5–15 minutes.

Quick Tips for Everyone

- Always check expiration dates on epinephrine devices.
- Keep them at room temperature (avoid freezing or extreme heat).
- Train family members, teachers, coworkers, and caregivers.
- After using epinephrine, the person should still go to the emergency room—even if they feel better.

Remember: You can't overdose on epinephrine in a true anaphylactic emergency. The risk of not giving it is much greater than the risk of giving it.

Preparedness matters—your timely action has the power to save a life.

Stay safe and stay tuned for next month's topic!

Reporting Serious Work-Related Injuries, or Fatalities to Cal/OSHA

Despite our best efforts to prevent them, serious work-related injuries, illnesses, or fatalities can occasionally occur. When they do, California law requires prompt reporting to the Division of Occupational Safety and Health (Cal/OSHA) to ensure proper investigation and compliance.

The County of Riverside's Human Resources Safety Division assesses whether an incident meets reporting criteria and handles submissions to Cal/OSHA. If a serious incident occurs at your worksite, **immediately notify County Safety at (951) 955-3520**. Failure to report within required timelines can result in a minimum civil penalty of \$5,000.

Current Requirements (as of December 2025)

California Code of Regulations, Title 8, **Section 342 (a)** requires employers to report any serious injury, illness, or death of an employee occurring in a place of employment or in connection with any employment.

Reports must be made **immediately**—defined as **as soon as practically possible, but no later than 8 hours** after the employer (a manager or supervisor) knows or, with diligent inquiry, should have known of the incident. In exigent circumstances, the timeframe may extend to 24 hours.

Reports can be submitted by telephone (preferred) to the nearest Cal/OSHA District Office or through any specified online mechanism established by the Division.

Definition of Serious Injury or Illness

Per Title 8, **Section 330(h)**:

A serious injury or illness is 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**
- Involves amputation, loss of an eye, **OR**
- Causes any serious degree of permanent disfigurement.

Exclusions: Injuries, illnesses, or deaths caused by a Penal Code violation (except Penal Code Section 385) or accidents on a public street or highway (unless in a construction zone).

Key Reminders

- The 8-hour clock starts when a management or supervisory-level employee becomes aware (or should become aware) of the incident.
- Provide as much available information as possible during the report (e.g., employee details, incident description, location, and time).
- This reporting requirement is separate from workers' compensation claims or internal incident reporting.

For the latest Cal/OSHA district office contacts or online reporting options, visit www.dir.ca.gov/dosh or contact County Safety.

Stay vigilant—timely reporting protects employees!

SLC - SAFETY CHECK



The 90-90-90 Rule

90° at the HIPS

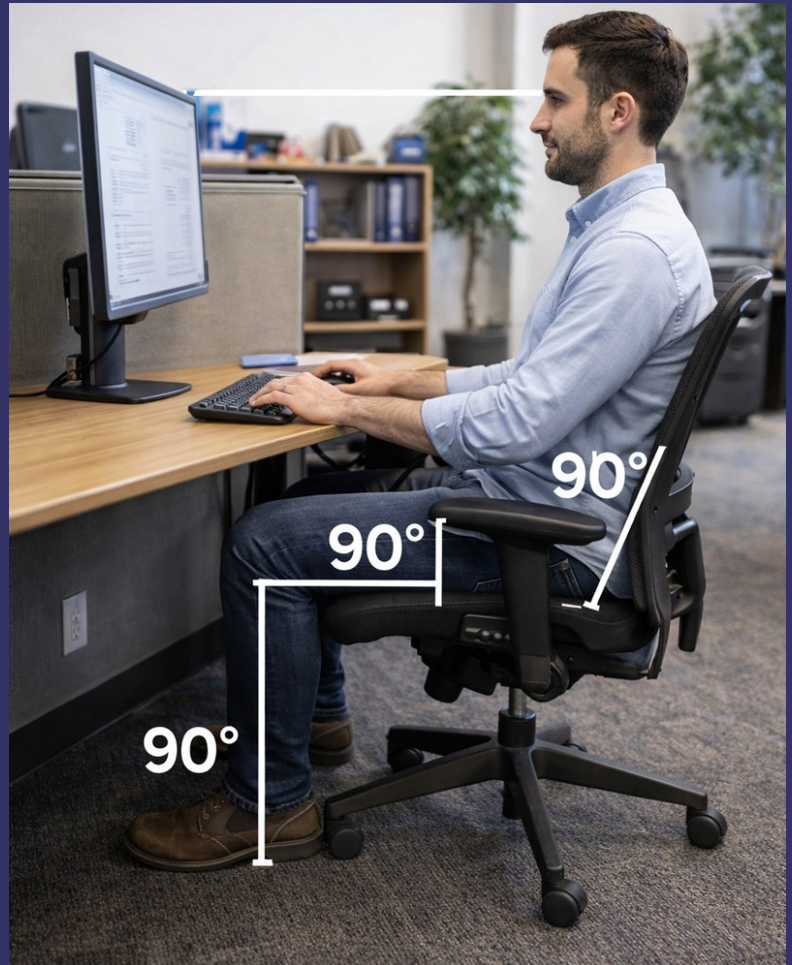
Sit so your torso and thighs form a right angle. This keeps your spine neutral and reduces lower-back stress.

90° at the KNEES

Knees bent at a right angle with feet flat on the floor. This improves circulation and reduces pressure on the legs.

90° at the ELBOWS

Keep elbows at a right angle with forearms level to the keyboard. This prevents shoulder elevation and wrist strain.



Why It Matters

- Reduces musculoskeletal strain
- Supports neutral posture
- Improves comfort and productivity
- Helps prevent repetitive-motion injuries





Reminder for Employers: Ensure Your OSHA 300 Logs are Posted!

As the year draws to a close, it's crucial for employers to remember their responsibility to maintain a safe and transparent work environment. One essential requirement is the posting of the OSHA 300 Logs, which record workplace injuries and illnesses.

What is the OSHA 300 Log?

The OSHA 300 Log, officially known as the "Log of Work-Related Injuries and Illnesses," is a record-keeping form required by the Occupational Safety and Health Administration (OSHA). This log is designed to track and document any work-related injuries and illnesses that occur within a workplace. It provides valuable insights into workplace safety trends and helps identify areas that may need improvement.

Why is it Important to Post the OSHA 300 Log?

Posting the OSHA 300 Log is not just a regulatory requirement; it serves several important purposes:

- **Transparency:** It informs employees about the safety performance of their workplace, fostering a culture of openness and trust.
- **Awareness:** It raises awareness among employees about common injuries and illnesses, promoting a proactive approach to safety.
- **Compliance:** It ensures that employers are in compliance with OSHA regulations, avoiding potential fines and penalties.

When and Where Should the OSHA 300 Log be Posted?

Employers are required to post the OSHA 300A Summary of Work-Related Injuries and Illnesses from February 1st to April 30th of each year. The summary should be posted in a conspicuous location where employees can easily see it, such as break rooms, bulletin boards, or common areas.

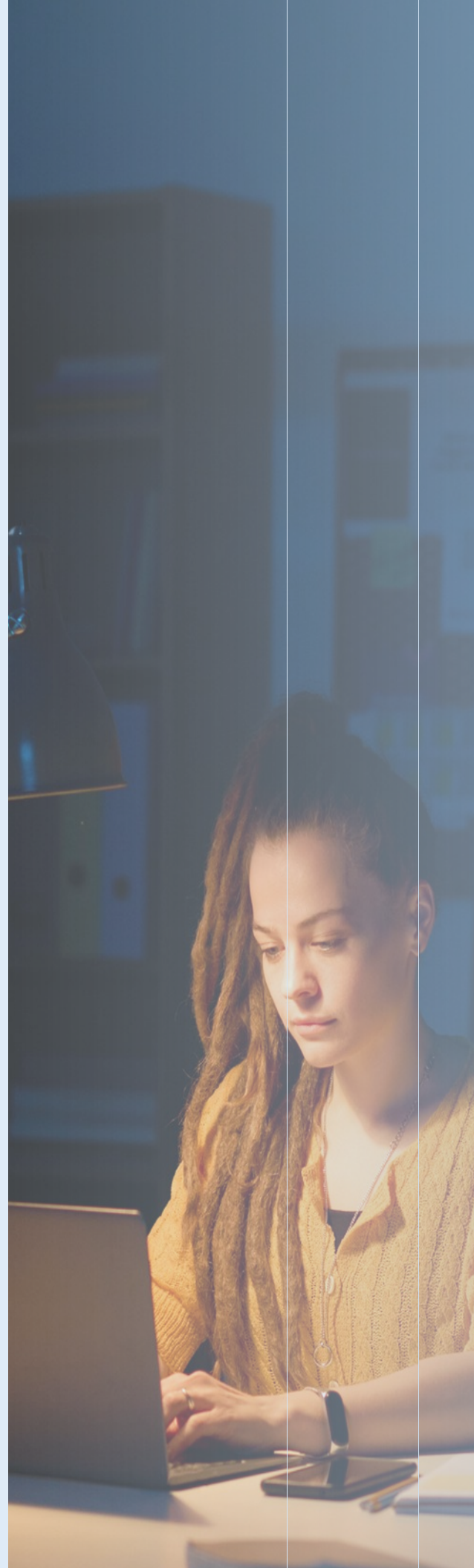
Tips for Employers:

- **Review and Verify:** Before posting the log, review it carefully to ensure all entries are accurate and complete.
- **Educate Employees:** Take the time to explain the purpose of the OSHA 300 Log to your employees and encourage them to report any work-related injuries or illnesses.
- **Maintain Records:** Keep a copy of the OSHA 300 Log on file for at least five years, as required by OSHA regulations.
- **Stay Updated:** Keep abreast of any changes to OSHA's record-keeping requirements and ensure your practices are up-to-date.

Final Thoughts

Posting the OSHA 300 Logs is a vital step in promoting workplace safety and transparency. By complying with this requirement, employers not only adhere to regulations but also demonstrate their commitment to the well-being of their employees. Let's prioritize safety and make our workplaces safer for everyone.

Remember, safety is everyone's responsibility. Post your OSHA 300 Logs and take a step toward a safer workplace today!



Emergency Action Plan

Stay Prepared

What is an Emergency Action Plan?

An Emergency Action Plan, frequently referred to as an EAP, is a site specific, written document outlining procedures for employees and employers to follow during workplace emergencies (like fires, natural disasters, medical issues) to ensure safety, protect lives, and minimize damage by detailing roles, evacuation routes, reporting, and communication.



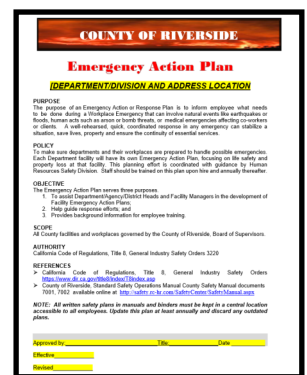
What should be on my EAP?

Cal-OSHA section [§3220](#), requires at a minimum, all Emergency Action Plans to have the following elements:

- 1) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- 2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- 3) Procedures to account for all employees after emergency evacuation has been completed;
- 4) Procedures to be followed by employees performing rescue or medical duties;
- 5) The preferred means of reporting fires and other emergencies; and
- 6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

DID YOU KNOW?

The County of Riverside Safety Loss Control Division has developed a template for departments to utilize when developing or updating their EAP. For additional information or assistance, please contact your assigned Safety Loss Control Coordinator.



Common Mistakes

Updating Annually. While it is important to review the content of your EAP annually, it should actually be reviewed and updated when ever there are changes to your department. This ensures information is accurate in case of a real emergency.

No Training or Practice. Having an EAP is great, but how effective is it if your team isn't trained? Make sure your team is aware of the content of your EAP and notified of any changes made. An excellent way to help employees stay ready is by participating in evacuation drills and assigning roles.

Remember: *Safety isn't luck—it's readiness practiced every day!*