

SAFETY MATTERS

Safety and Loss Control Resource



- Workplace Violence Reminder
- Biohazard Safety
- Earthquake Preparedness
- Forklift Safety
- Heat Illness
- Office Ergonomics

Workplace Violence (SB553) Annual Mandatory Training

REMINDER!!

As part of our commitment to workplace safety and compliance with Senate Bill 553 (SB 553), all employees are required to complete the Annual Workplace Violence Prevention Training.

- This training is designed to ensure a safe and secure work environment for everyone by providing critical information on recognizing, preventing, and responding to workplace violence.
- **This training must be completed annually, based on the last time you successfully completed it.**
- Failure to complete this training by the deadline may result in non-compliance with company policies and state regulations.

Field Employees

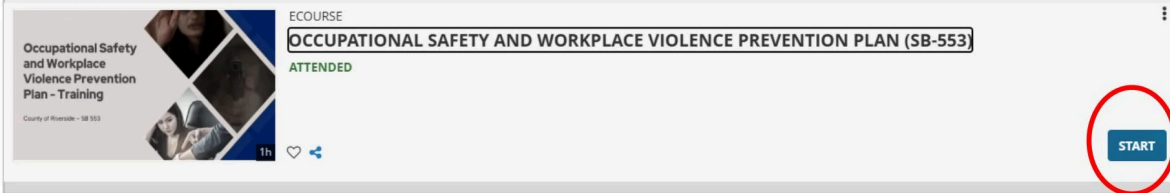
If you do not have access to a computer, please contact your Office Administrator to coordinate an in-person training session with your department's Safety Coordinator.

RIVCO BOS POL. C-27

Additionally, please reference or review **Board of Supervisors Policy C-27** for specific requirements, responsibilities, and additional information regarding workplace violence prevention.

TRAINING DETAILS

1. Log on to RIVCO Talent
2. Search "SB553" course, select the class below ▼



**Failing to comply with
SB 553 Training can result in fines as high as \$25,000**

BIOHAZARD: SAFETY

STATISTICS

Understanding the impact of biohazards in the workplace:

- ⇒ According to the Occupational Safety and Health Administration (OSHA), over 5.6 million workers in healthcare and other industries are at risk of exposure to bloodborne pathogens.
- ⇒ The CDC estimates that approximately 385,000 needlestick and sharps-related injuries occur annually among U.S. healthcare workers.
- ⇒ Studies show that proper PPE use reduces the risk of exposure by 70% or more.

WHAT IS BIOHAZARD?

The Centers for Disease Control and Prevention (CDC) defines a biohazard as any biological substance that poses a threat to human health. Biohazards can include bacteria, viruses, fungi, parasites, and biological toxins that can cause disease or adverse health effects.

- ◆ Common workplace biohazards include:
 - ◆ Bloodborne pathogens (HIV, Hepatitis B and C)
 - ◆ Airborne infectious agents (Tuberculosis, COVID-19, Influenza)
 - ◆ Mold and fungi spores
 - ◆ Bodily fluids and contaminated sharps
 - ◆ Animal waste or decomposing organic matter

STANDARD PRECAUTIONS

1. Hand hygiene
2. Use personal protective equipment (PPE)



Gloves



Gowns



Masks



Eye protection



Face shields

“SAFETY ISN’T JUST A SLOGAN, IT’S A WAY OF LIFE “

REPORTING & RESPONSE

(If you suspect biohazard exposure):

- Report Immediately to your supervisor and complete an incident report.
- Seek Medical Attention if necessary.
- Follow Post-Exposure Protocols as outlined in workplace safety policies.
- Review and Implement Preventive Measures to reduce future risks.



Earthquakes strike without warning and can range in severity, making them unpredictable and potentially dangerous. Given that all County facilities are in earthquake-prone areas, preparation is key to minimizing risks and ensuring safety. The impact of an earthquake will depend on several factors, including proximity to the epicenter, soil conditions, building structure, and most importantly, how well we prepare.

Before the Earthquake: Plan and Practice

- Familiarize yourself with your Department Emergency Response Plan and the Riverside County Multi-Hazard Functional Plan (MHFP).
- Assess your work area: Identify and eliminate potential hazards, like unsecured furniture, loose objects and fragile items on high shelves.
- Identify Safe Locations: Under sturdy tables, desks or against inside walls. Outside safe locations include open areas away from buildings, trees, light poles, and overhead wires.
- Practice: Conduct a drill with your Dept. and also take part in the Great California Shakeout earthquake drill held annually on the third Thursday of October.

During the Earthquake: STAY CALM, DROP, COVER, AND HOLD ON

- If Indoors: Stay inside! Avoid using elevators. Take cover under a desk or sturdy furniture. Stay away from windows and doorways! If a protected space is unavailable, protect your head and neck with both arms.
- If Outdoors: Move to an open area, away from buildings, trees, walls, and powerlines.
- If Driving: Pull over safely, avoiding overpasses and powerlines. Remain inside your vehicle until the shaking stops.



PREPAREDNESS AND RESPONSE

After the Earthquake: Assess and Respond

- Stay Calm and Follow Emergency Plans
- Care for Injuries: Check for injuries among employees and clients. Provide First Aid if needed. Do not move seriously injured individuals unless necessary.
- Assess Hazards: Look for fires, gas leaks, and structural damage.
- Evacuate if Necessary: If building is unsafe, exit carefully, and report to your designated assembly area.
- Prepare for Aftershocks. Additional Tremors may follow. Stay alert and avoid unstable structures.

Earthquake Preparedness is a shared responsibility. Stay informed, practice your plan, and help create a safer workplace!

Stay Informed

Sign up for Genasys Protect and Alert RivCO and download the MyShake App for real-time earthquake alerts (4.5+ magnitude) and emergency notifications.

⇒ rivcoready.org/alert-rivco

⇒ earthquake.ca.gov



A forklift is a powerful tool that allows one person to precisely lift, move and place large heavy loads with little effort. Using a tool such as a forklift, cart or hand truck instead of lifting and carrying items by hand can reduce the risk of suffering a back injury.

However, there is great risk of injury or death when a forklift operator:

- Has not been trained in the principles of physics that allows a forklift to lift heavy loads.
- Is not familiar with how a particular forklift operates.
- Operates the forklift carelessly, unsafely or without knowing the hazards
- Uses a forklift that is not safe due to malfunctioning, missing parts or unapproved alterations.

Approximately 35,000 serious injuries and 62,000 non-serious injuries involving forklifts occur in the United States every year. OSHA estimates 11% of all forklifts are involved in accidents every year.

Training:

An untrained forklift operator can be as dangerous as an unlicensed driver of a motor vehicle.

State regulations require the employer to ensure that a forklift operator is competent to operate the forklift he/she is assigned to use. The employer must document operator training and an evaluation of the operator's performance while using the forklift.

Forklift operators must be trained in the operating instructions, warnings and precautions for the types of forklifts they will be authorized to use.

Fatal accident type	Percentage
Crushed by vehicle tipping over	42%
Crushed between vehicle and a surface	25%
Crushed between two vehicles	11%
Struck or run over by a forklift	10%
Struck by falling material	8%
Fall from platform on the forks	4%



How a Forklift Works:

Driving a Forklift is Different Than Driving a car.

In a car or truck, the front wheels steer the vehicle. A forklift has the steering wheels in the rear. The rear end of the forklift swings in a circle around the front wheels that support most of the load. The operator must check that there is room for the rear end to swing when making turns.



What is an emergency action plan?

An emergency action plan covers designated actions employers and employees must take to ensure employee safety from fire and other emergencies. Putting together a comprehensive emergency action plan that deals with all types of issues specific to your worksite is not difficult. You may find it beneficial to include your management team and employees in the process. Explain your goal of protecting lives and property in the event of an emergency and ask for their help in establishing and implementing your emergency action plan. Their commitment and support are critical to the plan's success.

What should your emergency action plan include?



When developing your emergency action plan, it's a good idea to look at a wide variety of potential emergencies that could occur in your workplace. It should be tailored to your worksite and include information about all potential sources of emergencies. Developing an emergency action plan means you should do a hazard assessment to determine what, if any, physical or chemical hazards in your workplaces could cause an emergency. If you have more than one worksite, each site should have an emergency action plan. At a minimum, your emergency action plan must include the following:

- A preferred method for reporting fires and other emergencies;
- An evacuation policy and procedure;

FT SAFETY

A forklift is not as responsive when turning the steering wheel. Rear steering makes it difficult to stop a forklift quickly or swerve and still maintain control. It is important then not to drive a forklift fast or round corners quickly.

·Driving with the load downhill can result in loss of the load and control of the

forklift. If you drive a forklift on an incline, you must keep the load on the uphill side. Otherwise, you may have no weight on the wheels that steer and can lose control! The load could also fall off or cause the forklift to tip. If your forklift begins to overturn, you are safest when you stay in the seat, hold on firmly, and lean in the opposite direction of the fall rather than trying to jump. Many fatal accidents happened when the operator tried to jump. As the forklift begins to tip, it will move slowly — tricking the operator into believing there is time to jump. Once the center of gravity is past the wheel line, the forklift will rapidly fall. The forklift's overhead guard will quickly pin or crush an operator who jumps.

To prevent your forklift from tipping over, falling sideways or dropping its load:

- Make sure the load is stable and safely secured on the forks.
- Do not tilt the forks forward except when picking up or depositing a load.
- Tilt the load backward only enough to stabilize the load.
- Keep the load low when traveling.
- Cross railroad tracks diagonally when possible.
- Enter elevators squarely.
- Keep the load uphill when going up or down an incline.
- Drive at a speed that will allow you to stop safely within the stability triangle.
- Slow down on wet or slippery surfaces.
- Slow down to make turns, and honk if there is traffic.
- Avoid driving over loose objects or on surfaces with ruts and holes.
- Do not allow unauthorized people to ride on forklifts.



Pre-use Inspection Checklist:

·The forklift must be checked for defects daily — usually by the operator or a designated person prior to beginning and after a shift. Even if you operate a forklift safely, a defect can cause or contribute to a serious accident.

DRIVE SAFELY



STOP: At all intersections

LISTEN: For horns and sirens

LOOK: For people and obstructions

Heat Illness – "More to the Story"

What Happens to the Body

Human beings need to maintain their internal body temperature within a very narrow range of a few degrees above or below 98.6° F. People suffer from heat illness when their bodies are not able to get rid of excess heat and properly cool. The body loses its "heat balance" because it can not shed heat at a fast enough rate.

When the body starts to overheat the blood vessels get bigger and the heart beats faster and harder. More blood flows to the outer layers of the skin from the internal "core" so that the heat can be released into the cooler outside environment. If this process does not cool the body fast enough, or the outside air is warmer than the skin, the brain triggers sweating to cool the body. Sweat glands in the skin draw water from the bloodstream making sweat. The sweat evaporates and releases the heat from the body. During an hour of heavy work in hot weather, the body can easily sweat out one quart of water.

Shifting blood to outer body layers (the "shell") causes less blood to go to the brain, muscles, and other organs (the "core"). Prolonged sweating can deplete the body of water and salt causing dehydration. Because the body loses water and the salts that are needed for the muscles to work, muscle cramping may occur. The physiological strain on the body from heat illness may cause the person to become dehydrated, weak, tired, and confused.

As dehydration gets worse the body can no longer keep its temperature within the normal range, sweating stops and severe heat illness occurs. In heatstroke, the person's body temperature rises rapidly damaging the brain, muscles and vital organs causing death.

A Written Heat Illness Prevention Program Includes the Following 10 Elements:

1. Monitoring Weather Conditions
2. Providing Sufficient Amounts of Drinking Water
3. Identifying Shade and Other Cooling Measures
4. Assessing Work Severity and Duration
5. Allowing Preventative Cool Down Rest Periods
6. Acclimatization Employees
7. Developing High Heat Procedures
8. Providing Work Clothing and Personal Protective Equipment (PPE)
9. Developing Emergency Response Procedures
10. Ensuring Training

Best Practices - Check Weather Forecasts.

Make sure to monitor the weather at the specific locations where work activities are occurring. Prior to each workday, have a designated person check the weather forecast in the areas of work activities. The weather can be monitored by using local radio and television stations, websites, and electronic or other devices. Some sources to monitor the weather include the National Oceanic and Atmospheric Administration.



ILLNESS

Best Practices—Water

Frequent drinking of small quantities of water is key to preventing heat illness:

- Encourage employees to avoid drinking alcohol altogether
- Encourage employees to choose water over other drinks (e.g., sodas and drinks containing caffeine and sugar) because these other drinks may increase dehydration. Also, if employees choose these other drinks they may drink less water.

How Much Water Should Individuals Drink?

- The recommendation is that during warm or hot weather employees drink four 8-ounce glasses of water, or a total of one quart per hour, throughout the entire work shift. Easy access to sufficient potable drinking water throughout the work shift encourages employees to drink.

Providing Cooling from Shade

- Set-up shades such that there will always be room for employees wanting to have rest under the shade and for handling emergency situations during warm or hot weather, high heat and a heat wave.
- Set-up in advance portable umbrellas, canopies, and other portable devices used for providing shade
-
- Move portable shade areas as close to work areas as possible.
- In situations where trees or other vegetation are used to provide shade, have a designated person evaluate the thickness and shape of the shaded area before assuming that sufficient shadow is being cast to protect employees throughout the shift.
- Have a designated person to point out the daily location of the shade structures to the workers.
- Do not let employees sit directly on the ground as it may add more heat to the body. Instead, provide blankets, chairs, benches, etc.
- 2 weeks in advance (or as many days in advance as possible), go on the internet (www.noaa.gov), call the National Weather Service or check the Weather Channel TV to view the extended weather forecast in order to plan in advance the work schedule.
- Prior to each workday, have a designated person monitor the weather using www.noaa.gov or a thermometer at the worksite see [Monitor The Weather](#). Based on the weather, make modifications to the work schedule such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, and increasing the number of water and rest breaks. The designated person can check the temperature every 60 minutes to ensure that once the temperature:
 - ◇ exceeds 80 degrees Fahrenheit, the shade structures are accessible to the workers.
 - ◇ indicates an upcoming heat wave, special precautions are taken.
 - ◇ equals or exceeds 95 degrees Fahrenheit High Heat Procedures are implemented.



Ergonomics isn't just for warehouse workers or field crews. If you spend your workday at a desk, proper ergonomic practices are essential for preventing discomfort, fatigue, and long-term injuries. Poor posture, prolonged sitting, and repetitive movements are all contributors to musculoskeletal disorders (MSDs). Let's explore how you can create a more ergonomic workspace and improve your well-being.

What is Ergonomics?

Ergonomics is the science of designing and arranging the workplace to fit the individual. The goal is to increase comfort, safety, and efficiency by adjusting workstations, tools, and work habits.

Why It Matters

According to the CDC, MSDs account for nearly 33% of all workplace injuries.

The average office worker sits for over 10 hours a day.

Studies show ergonomic interventions can reduce discomfort by 62% and injury claims by 39%.

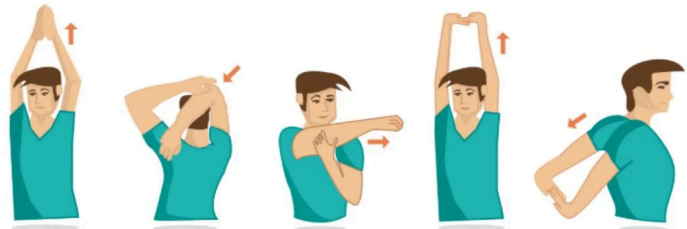
Cal/OSHA Guidance

Under Title 8, Section 5110, Cal/OSHA requires employers to identify and correct ergonomic hazards that have caused repetitive motion injuries. All employees must:

- Receive ergonomic training
- Have access to proper work equipment
- Report symptoms early to prevent injury progression

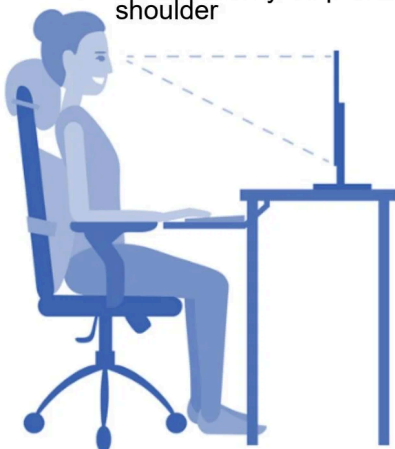
Stretching & Movement

Take a 1-2 minute break every 30 minutes to stretch or move. Use techniques like the Soleus Pushup to improve circulation and stabilize posture. These micro-breaks help reduce fatigue and boost



Posture Reminders

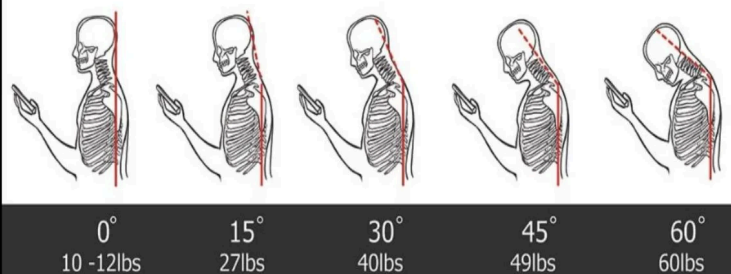
- * Sit upright with head balanced over shoulders
- * Arms hanging naturally at sides
- * Rotate mouse hand occasionally
- * Stand up and hang arms down for 60 seconds every hour
- * Don't cradle your phone between ear and shoulder



Avoid the "Tech Neck"

Every inch your head leans forward adds up to 10 extra pounds of force on your neck. Keep screens at eye level and limit prolonged downward gazing at phones and tablets.

Pressure on the neck as a function of neck flexion angles



ERGONOMICS

Remote Work Awareness

Working from home or public spaces? Make sure your laptop is elevated, your chair provides support, and you're not hunching over kitchen counters or coffee tables.

Creating a Culture of Ergonomic Well-Being

Supervisors can support ergonomic well-being by observing posture habits, encouraging participation in training, providing workstation evaluations, and sharing success stories.

Best Practices for Your Workstation

Monitor

Top of the screen should be at or slightly below eye level.

ARMS

Relax shoulders, forearms parallel to the floor. (minimal bend at the wrist)

Chair

Sit with feet flat, knees at hip height, and back supported.

Keyboard/ Mouse

Keep arms close to the body, elbows at 90 degrees, wrists neutral.

Lighting

Reduce screen glare and use task lighting when needed.

