Vol 16 / April 2026

SAFETYMATTERS

safety and loss control resource

RIVCO REPLAY—CPR Basics

Ergonomics—Stretch breaks that work

Hazard Communication—Labels, SDS sheets, and chemical awareness

Ladder & Step Stool Safety—Proper use and inspection

Eye Protection Awareness—When and how to use safety glasses

CPR BASICS

What Everyone Should Know:
Cardiopulmonary Resuscitation (CPR) is a lifesaving technique used in emergencies when someone's breathing or heartbeat has stopped. Quick action can significantly increase a person's chances of survival, especially in cases of cardiac arrest.

When to Perform CPR:
CPR should be started if a person:

- Is unresponsive
- Is not breathing or is only gasping
- Has no detectable pulse (if trained to check)

Why CPR Matters:
Immediate CPR can double or even triple a cardiac arrest victim's chance of survival. Your actions can make a critical difference while waiting for emergency responders.

How to become CPR/AED/ First Aid Certified:
If interested in becoming certified the Safety Loss Control division offers a blended learning course available RivCo Talent:
(Click ⇨Blended Learning Adult & Pediatric - First Aid/CPR/AED)

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THE KEY 5 STEPS TO CONDUCTING CPR:

RIVCO Replay
Reinforcing Emergency Practices, Learning Aid Year-round

1 Ensure Safety & Check Responsiveness:
Ensure the area is safe. Tap the person and shout, “Are you okay?” Check for normal breathing. If unresponsive and not breathing (or only gasping), start CPR immediately.

2 Call Emergency Services & Get an AED (if applicable):
Call emergency services or direct someone to do so. Ask for an AED and put your phone on speaker to follow dispatcher instructions.

3 Start High-Quality Chest Compressions:
Begin high-quality chest compressions by placing the heel of one hand in the center of the chest with the other hand on top, pushing hard and fast at least 2 inches deep and at a rate of 100–120 compressions per minute, allowing full chest recoil and minimizing interruptions.

4 Give Rescue Breaths:
After 30 compressions, provide 2 rescue breaths by tilting the head back, lifting the chin, pinching the nose, and sealing your mouth over theirs, with each breath lasting about 1 second and making the chest rise; if you are untrained, you can perform hands-only CPR using compressions only.

5 Use an AED as Soon as Possible:
As soon as possible, use an AED by turning it on, following the voice prompts, attaching the pads as shown, ensuring no one is touching the person during analysis or shock, and resuming CPR immediately after if advised.

⚠️ Continue Until Help Arrives:
Continue performing CPR until emergency responders arrive, the person begins breathing, or you are physically unable to continue, and remember that switching compressors every 2 minutes, using an AED even if unsure, and performing hands-only CPR are all effective ways to improve survival.

🤝 Good Samaritan Reminder
You are legally protected when helping in an emergency in good faith. Don’t hesitate to act—your intervention can save a life.

CHILDREN CPR/ AED GUIDE

Tap and shout.

Shout for help. Send someone to phone 9-1-1 and get an AED.

Look for no breathing or only gasping.

Push hard and fast at a rate of 100 to 120 compressions per minute.

Open the airway and give 2 breaths.

Repeat sets of 30 compressions and 2 breaths.

When the AED arrives, turn it on and follow the prompts.

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CHILDREN CPR/ AED GUIDE

Tap and shout

Yell for help. Send someone to phone 911 and get an AED

Look for no breathing or only gasping

Push hard and fast. Give 30 compressions

Open the airway and give 2 breaths

Repeat sets of 30 compressions and 2 breaths

If you are alone after 5 sets of 30 compressions and 2 breaths, phone 911, and then resume sets of 30:2

When the AED arrives, turn it ON and follow the prompts

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SLC - SAFETY CHECK

Ergonomics: Stretch Breaks That Work

Why Stretch Breaks Matter?

Work-related aches and pains develop over time due to repetitive motion, awkward postures, and prolonged sitting or standing. Short, consistent stretch breaks can improve circulation, reduce muscle tension, increase flexibility, and help prevent musculoskeletal disorders.

What Does Cal/OSHA Require?

Cal/OSHA's Repetitive Motion Injury (RMI) Standard (Title 8, Section 5110) requires employers to address ergonomic hazards when injuries occur. Administrative controls such as stretch breaks and job rotation are recommended to reduce repetitive stress.

Safety Tip

Stretch breaks reduce fatigue but do not replace proper ergonomics. Ensure workstations and tasks are designed to minimize strain.

The Bottom Line

A few seconds of stretching throughout the day can prevent hours of discomfort and help keep employees safe and productive.

If you are experiencing discomfort with your workstation, contact your supervisor to request an ergonomic evaluation with your assigned safety loss control coordinator. Visit RC-HR.com/safety/contact-us to find an appropriate contact.

How to Structure Effective Stretch Breaks

- ✓ Take breaks every 30–60 minutes
- ✓ Keep stretches brief (30–60 seconds)
- ✓ Target commonly used muscle groups
- ✓ Stretch to mild tension—not pain

Quick Stretch Routine

- ✓ Neck & Shoulders: Tilt head side to side; roll shoulders.
- ✓ Wrists & Hands: Extend arm, pull fingers back; open and close fists.
- ✓ Back: Twist gently side to side; lean back slightly.
- ✓ Legs: Stretch hamstrings; perform calf raises or ankle rolls.

Reduce Fatigue • Prevent Injury • Improve Comfort

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Haz-Com:

Awareness, Prevention & Responsibility

Your Right to Know — and Your Responsibility to Act

Safety & Compliance Division | Cal/OSHA Title 8 §5194 | 2026 Edition

01 ——

What Is Haz-Com?

Cal/OSHA requires every employer to inform employees about hazardous chemicals in the workplace so they can recognize, evaluate, and control chemical hazards. Known as the Right-To-Know Law, it requires a written program, chemical inventory, Safety Data Sheets, proper labeling, and training.

AWARENESS

Know what chemicals are present and what they can do.

PREVENTION

Use proper controls, PPE, and safe handling.

RESPONSIBILITY

Maintain your program, inventory, and SDS records.

02 ——

Five Key Components

1. **Written Program**
   Documented policy per Doc. No. 6001 — County Standard Safety Operations Manual.
2. **Chemical Inventory**
   A current list of every hazardous chemical in your workplace.
3. **Safety Data Sheets**
   Manufacturer SDS for every chemical — accessible at all times.
4. **Container Labeling**
   Product name, hazard warnings, and manufacturer info. Never remove labels.
5. **Employee Training**
   Required before first exposure and when any new chemical is introduced.

03 ——

Written Program

Safety Loss Control provides guidance to all County departments. Before developing your Haz-Com policy, refer to the County of Riverside Standard Safety Operations Manual.

REFERENCE DOCUMENT

Document No. 6001 — Hazard Communication / Employee Right-To-Know Program

rc-hr.com → HR Services → Safety & Health → Safety Loss Control → Document 6001.04.pdf

04 ——

New SDS Regulation

Cal/OSHA updated Title 8, Section 5194 to improve chemical hazard communication. Two key changes: updated label requirements and a standardized 16-section SDS format.

COMPLIANCE DEADLINE

January 19, 2026

Manufacturers must comply for Chemical SUBSTANCES

COMPLIANCE DEADLINE

July 19, 2027

Manufacturers must comply for Chemical MIXTURES

05 ——

What Is a Safety Data Sheet (SDS)?

An SDS (formerly MSDS) is a manufacturer document detailing health risks, safe handling/storage, and emergency procedures. If a product arrives with an SDS — it is a regulated chemical hazard. Add it to your inventory and keep the SDS accessible to staff.

> ***"If a product you ordered comes with an SDS, that is your sign it contains a chemical hazard. It must be tracked — no exceptions."***

THE 16 SECTIONS — STANDARD FORMAT	
✓ Section 1 — Product Identification	✓ Section 2 — Hazard Identification
✓ Section 3 — Composition / Ingredients	✓ Section 4 — First Aid Measures
✓ Section 5 — Fire-Fighting Measures	✓ Section 6 — Accidental Release / Spill
✓ Section 7 — Handling and Storage	✓ Section 8 — Exposure Controls / PPE
✓ Section 9 — Physical & Chemical Props	✓ Section 10 — Stability and Reactivity
✓ Section 11 — Toxicological Information	✓ Section 12 — Ecological Information
✓ Section 13 — Disposal Considerations	✓ Section 14 — Transport Information
✓ Section 15 — Regulatory Information	✓ Section 16 — Other Information

Ref: Title 8, CCR, GISO 5194 — Electronic SDS access is permitted as long as no barriers to immediate employee access are created.

06 — —

How to Access SDSs Electronically

The County HR – Safety Loss Control department maintains an online SDS library for all employees. Follow these 5 steps:

STEP 1

Go to the RIVCO HR Website

Navigate to rc-hr.com. From the top navigation, hover over "HR Services" then select Safety & Health → Safety Loss Control.

STEP 2

Click "Safety Data Sheets"

On the Safety Loss Control page, find the Links section and click the Safety Data Sheets tile to open the online SDS inventory system.

STEP 3

Search for Your Chemical

Type the product name in the search bar (e.g., "CLEAROUT Aerosol") then click Search Collection to run the search.
Note: Notify your assigned HR Safety Loss Control Coordinator if you are unable to find an SDS within the document library.

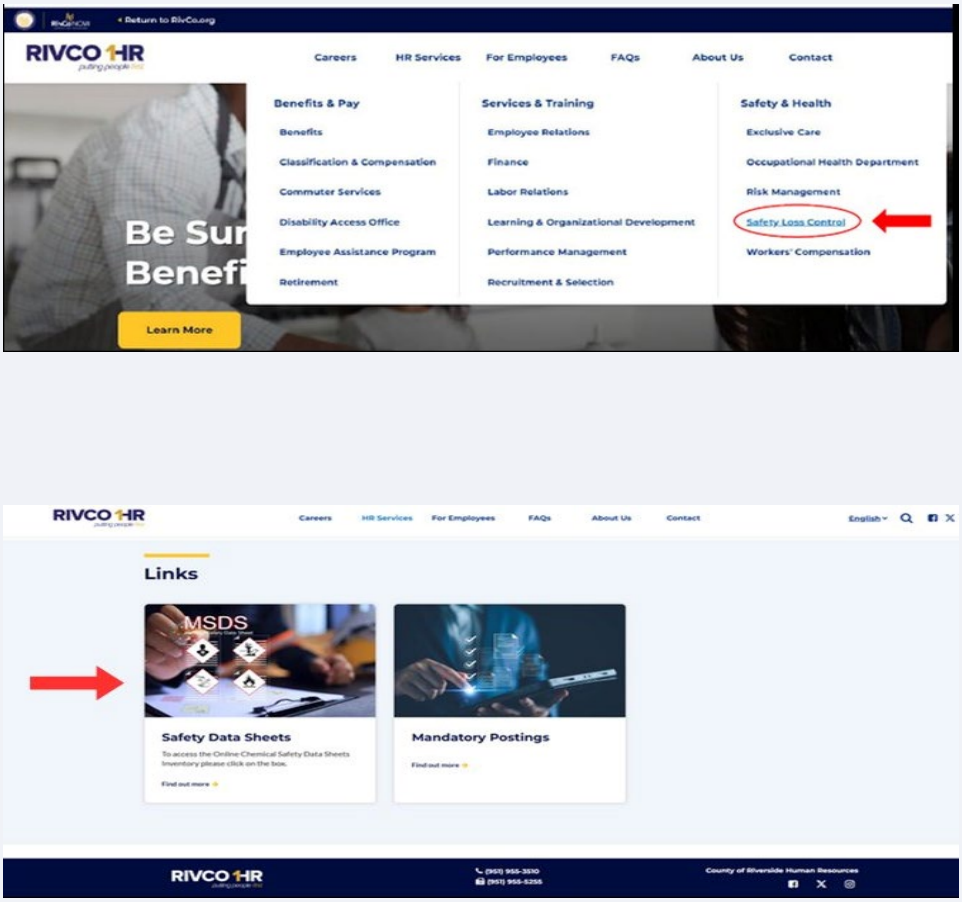


Fig. 1 — Navigate to HR Services > Safety & Health > Safety Loss Control, then click the Safety Data Sheets tile (red arrow shown).

STEP 4

View the SDS Document

Click the product name or the View Document icon on the right side of the result row to open the full SDS. You can also print or download it for your department records.

STEP 5

Update Your Chemical Inventory

Once confirmed, add the product to your department's chemical inventory immediately. Notify your department safety coordinator of any new chemicals.

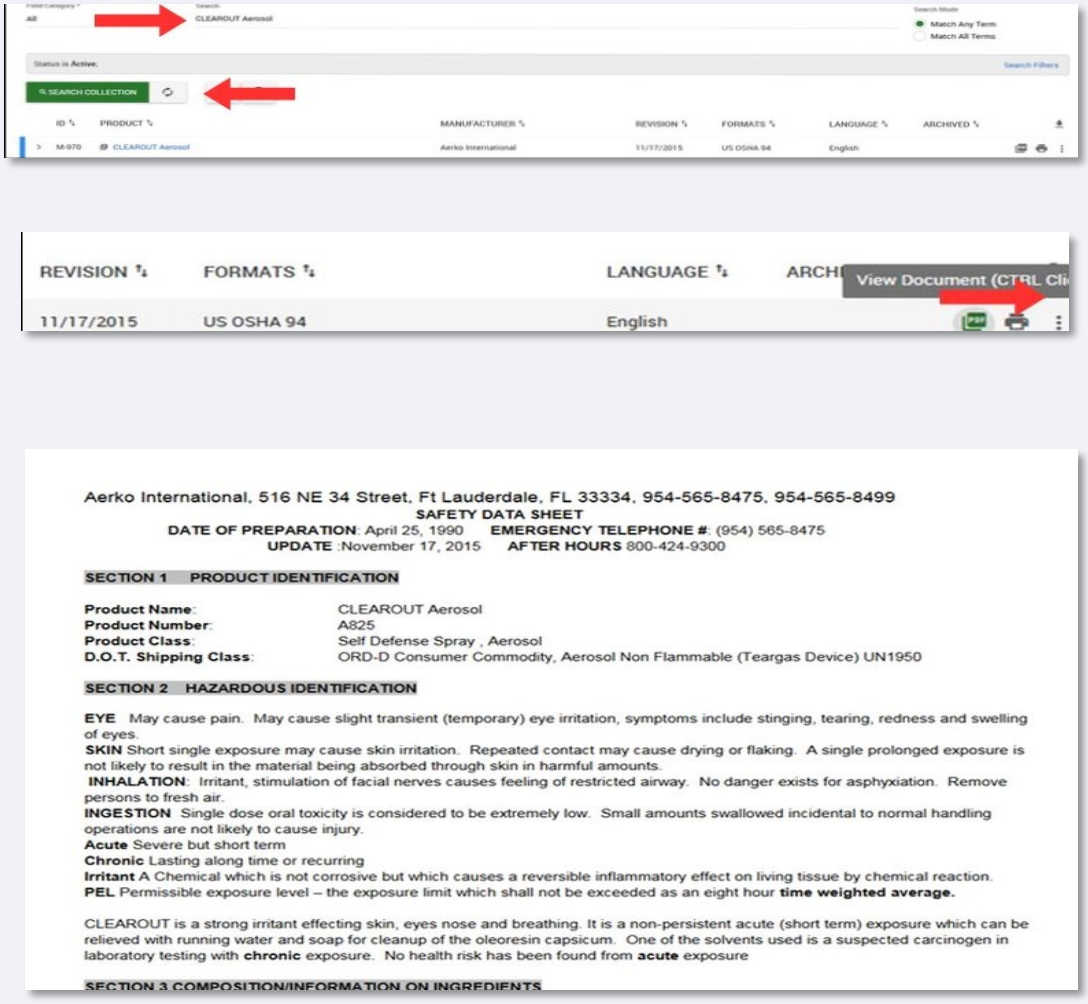


Fig. 2 — Search results for "CLEAROUT Aerosol" with the View Document button highlighted and SDS document preview below.

"Awareness is the first step. Prevention is the goal. Responsibility is what gets us there."

Need Help With Your Haz-Com Program?

Safety Loss Control provides guidance on developing or updating your Hazard Communication Program, chemical inventory, and SDS access procedures.

CONTACT

RIVCO HR – Safety Loss Control

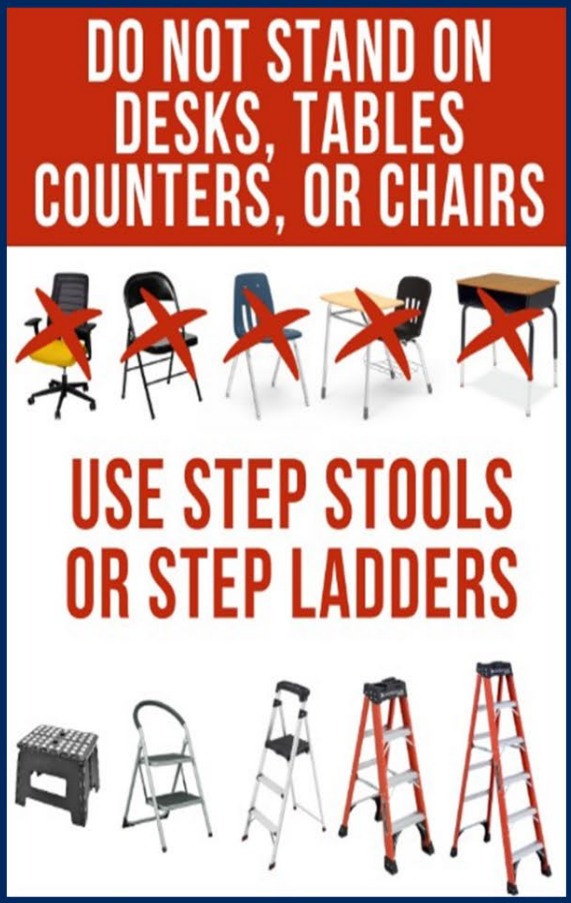
rc-hr.com

Doc. No. 6001 — County Standard Safety Operations Manual

STEP STOOL SAFETY

BUILD SMART. WORK SAFE.

Your Life is Worth the Extra Step



BEFORE YOU CLIMB

- ***Use correct stool for job***
- ***Check serviceability***
- ***Place it on solid ground***
- ***Non-slippery surface***
- ***No rugs, no gravel***

WHEN USING A STEP STOOL

- Face the stool and climb slowly
- Three points of contact: Two feet and one hand whenever possible
- Stand centered: Both feet fully on the step
- Don't overreach: Keep your body centered between side rails
- Step down and reposition stool until correctly positioned

Ladder Safety

Proper use and Inspection

Choose the Right Ladder

Make sure it's the correct type (step ladder, extension ladder, platform ladder, etc.). Check the duty rating (weight capacity including you + tools). Ensure it's tall enough so you don't stand on the top step or top rung.

Inspect the Ladder

Before every use, check for cracks, bent rails, loose or missing rungs. Ensure spreaders and locking mechanisms work. Look for oil, grease, or mud on rungs. Confirm feet are intact and non-slip. If damaged → Do not use it.

Set on Stable Ground

Place on firm, level surface. Use ladder levelers or a stable base if ground is uneven. Never use boxes, bricks, or other objects to raise ladder height.

Extension Ladder Angle (Important Rule)

Use the 4-to-1 rule: For every 4 feet of height, base should be 1 foot away from the wall. Example: 16 ft ladder height → 4 ft base distance.

Electrical Safety

Use fiberglass ladder near electrical work. Keep ladder at least 10 feet away from power lines.

Secure the Ladder

Lock spreaders fully open (step ladders). Tie off the top (and bottom if possible) of extension ladders. Ensure extension ladder overlaps properly (minimum 3 rungs). Extend at least 3 feet above roof edge if accessing a roof.

Safe Climbing Position

Always face the ladder. Maintain 3 points of contact (2 hands + 1 foot or 2 feet + 1 hand). Keep belt buckle between the rails. Don't overreach – climb down and reposition instead. Don't stand on the top step (unless designed for it). Should form about a 75° angle.

General Safety Tips

Wear slip-resistant shoes. Carry tools in a belt or hoist them up. Only one person on ladder unless rated for more. Never move or shift ladder while someone is on it.

Your Safety Starts Before the Climb!

EYE PROTECTION AWARENESS

Protect Your Vision – Every Task, Every Time



⚠ Why It Matters

Workplace eye injuries happen in seconds—but most are preventable.

Hazards like flying debris, chemicals, dust, and UV exposure can cause serious damage.

Common Hazards

- **Flying Particles**
- **Chemical Splashes**
- **Dust & Debris**
- **Bright Light / UV Radiation**

Use the Right Protection

SAFETY GLASSES
General Protection

GOGGLES
Dust & Chemical

FACE SHIELD
High-Risk Tasks

- ✓ **ANSI Approved**
- ✓ **Keep Lenses Clean**
- ✓ **Inspect for Damage**
- ✓ **No Regular Glasses**

Safety Starts With You