

SAFETYMATTERS

Your Safety Loss Control Division is committed to supporting departments in maintaining safe and compliant workplaces.

safety and loss control resource



**RIVCO REPLAY- Burn Treatment / Pre- Trip Vehicle Inspection
/Outdoor Safety- Sun Protection, Hydration/ Ergonomic- Typing,
Scanning, or Repetitive Tasks/ Confined Space Awareness**



Burn Treatment



Burn injuries are a serious workplace hazard, whether from heat, chemicals, electricity, or steam. Protective strategies and immediate, correct treatment can significantly reduce severity. Here's what every employee and supervisor should know.

WORKPLACE BURNS INCLUDE:

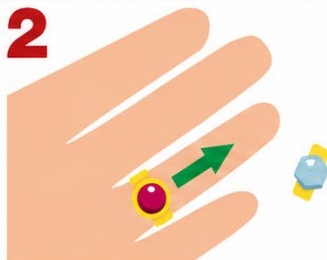
- ✓ Thermal burns from hot surfaces, liquids, steam, flames or molten substances
- ✓ Chemical burns from acids, alkalis or corrosives
- ✓ Electrical burns due to contact with energized equipment

First aid for burns: what to do

If available, use a gel-based burn dressing and skip straight to step 5. If not, start from step 1.



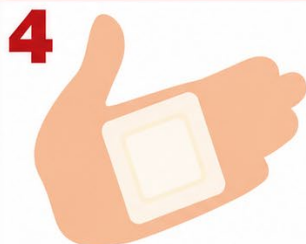
1
Cool with cold, running water for **20 minutes**.



2
Remove **jewellery** that may constrict the area as it swells.



3
Once cool, lay kitchen film **lengthways over burn - not around the limb**, in case of swelling. Alternatively, place a clean plastic bag over a foot or hand.



4
If you do not have these, use a **sterile or clean non-fluffy** dressing.



5
Reassure the casualty and **seek medical advice** if appropriate.



6
In a severe burn call the **emergency medical services** as soon as possible.



Do not:

Use ice

Burst blisters

Apply dressings that may stick

Remove clothing stuck to the skin

Apply any lotions or creams



PRE-TRIP VEHICLE INSPECTIONS

*A few minutes today,
a safer journey tomorrow.*



INSPECT • IDENTIFY • PREVENT

Why Is It Important

- Protects you, your passengers, and the public.
- Identifies vehicle defects before they become safety hazards.
- Reduces breakdowns, downtime, and repair costs.
- Supports compliance with County policies and safe driving practices.

CHECK THESE KEY ITEMS BEFORE YOU DRIVE



TIRES

Tread &
Pressure



LIGHTS

All Working



BRAKES

Check
Operation



WINDSHIELD WIPERS

And Washers



MIRRORS

And Windows



IF YOU FIND A DEFECT

- Do NOT drive the vehicle.
- Report the issue to your supervisor.
- Ensure the vehicle is repaired before use.



SAFETY STARTS BEFORE YOU START.

Taking a few minutes to inspect your vehicle can help prevent breakdowns, injuries, and accidents.



**INSPECT IT.
REPORT IT.
DRIVE SAFE.**

Before You Drive, Check:

- Tires: Inflation, tread depth, and visible damage
- Lights: Headlights, brake lights, turn signals, and hazard lights
- Mirrors & Windows: Clean, adjusted, and free of damage
- Brakes & Steering: Proper operation with no unusual noises
- Fluid Leaks: Look under the vehicle before moving it
- Windshield Wipers & Washer Fluid
- Dashboard: No warning lights
- Seat Belts, Horn, Registration, and Required Safety Equipment

If You Find a Problem

Do not operate an unsafe vehicle. Report the issue to your supervisor or Fleet Services immediately and ensure the vehicle is repaired before use.

Quick Tip: Inspect • Report • Repair • Drive Safely



CONFINED SPACE AWARENESS

KNOW BEFORE YOU ENTER

RECOGNIZE THE HAZARDS. FOLLOW THE RULES. **SAVE LIVES.**

WHAT IS A CONFINED SPACE?

A **Confined space** is an area that is:

- ✓ Large enough for an employee to enter and perform work,
- ✓ Has limited or restricted means for entry or exit, and
- ✓ Is not designed for continuous employee occupancy.



Types of Spaces:

- Tanks
- Vessels
- Manholes
- Vaults
- Sewer Systems
- Pits
- Silos
- Utility Spaces
- Storage Areas
- Boilers

WHAT IS A PERMIT- REQUIRED CONFINED

A confined space that contains, ✓ Configuration that could trap or asphyxiate an employee, and/or

- ✓ A hazardous Atmosphere,
- ✓ Potential for engulfment,
- ✓ Any other serious safety or health hazards.



HAZARD RECOGNITION IN CONFINED SPACES

ATMOSPHERIC HAZARDS

- ✗ Oxygen deficiency or enrichment
- ✗ Toxic Gases
- ✗ Flammable Vapors or gases
- ✗ Hazardous Airborne contaminants
- ✗ Carbon Monoxide (odorless, colorless)



BIOLOGICAL HAZARDS

- ✗ Bacteria, Viruses, fungi, or mold
- ✗ Sewage or waste
- ✗ Animal/insect hazards



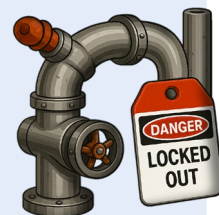
PHYSICAL HAZARDS

- ✗ Engulfment(liquids, solids)
- ✗ Falls from ladders or openings
- ✗ Slips, trips, and falls
- ✗ Moving parts or equipment
- ✗ Extreme temperatures
- ✗ Drowning



ENERGY HAZARDS

- ✗ Electrical
- ✗ Mechanical
- ✗ Hydraulic
- ✗ Pneumatic
- ✗ Thermal
- ✗ Chemical



ERGONOMIC HAZARDS

- ✗ Awkward postures
- ✗ Repetitive motions
- ✗ Heavy lifting or equipment handling
- ✗ Limited Space Movement



OTHER HAZARDS

- ✗ Poor lighting
- ✗ Noise
- ✗ Wildlife
- ✗ Structural Integrity
- ✗ Poor communication





CONFINED SPACE ENTRY RULES



① IDENTIFY AND EVALUATE



Determine if the space is a confined space or permit-required confined space and identify all potential hazards before entry.

② COMPLETE ENTRY PERMIT



Ensure the entry permit is completed, reviewed, and **authorized** by the Entry Supervisor before employees enter a permit-required confined space.

③ TEST THE ATMOSPHERE



Test the atmosphere for oxygen levels, toxic gases, and flammable vapors before **entry** and continuously monitor conditions during entry.

④ CONTROL HAZARD



Eliminate or control hazards through **ventilation**, **isolation** of hazardous energy, and other required safety measures before entry.

⑤ ASSIGN ROLES AND MAINTAIN COMMUNICATION



Ensure trained personnel are assigned as Entry Supervisor, Authorized Entrants, and Attendant, with **continuous communication** maintained throughout entry.

⑥ VERIFY RESCUE AND EMERGENCY PROCEDURES



Confirm rescue procedures, equipment, and required PPE are available and **ready** before entry begins.

REGULATORY REQUIREMENTS

Confined space operations must comply with:

- ✓ Cal/OSHA Title 8, Section 5156- Permit Required Confined Space
- ✓ Cal/ OSHA Title 8, Section 5157- General Industry confined space requirements
- ✓ Cal/OSHA Title 8, Section 1953- Construction Confined Space Requirements (When applicable)



Protect Yourself From the Sun & Stay Hydrated

Whether you're working outdoors, attending community events, visiting job sites, or simply enjoying your lunch break outside — a few simple precautions go a long way.

Sun Protection

The sun's UV rays can cause sunburn, premature skin aging, eye damage, and increase the risk of skin cancer.

- Apply broad-spectrum sunscreen (SPF 30+)
- Reapply every two hours, or after sweating
- Wear a wide-brim hat and UV-blocking sunglasses
- Choose lightweight, light-colored clothing that covers exposed skin
- Seek shade whenever possible, especially 10 a.m.–4 p.m.

Eye safety: UV exposure can damage your eyes over time. Look for sunglasses labeled 100% UVA/UVB or UV400 protection.

Stay Hydrated

Your body loses water quickly in warm weather, even when you're not exercising. By the time you feel thirsty, you may already be mildly dehydrated.

- Drink water before heading outdoors, and regularly through the day
- Increase intake during hot weather or physical activity
- Eat water-rich foods like watermelon, oranges, and cucumber
- Carry a reusable water bottle
- Limit sugary drinks, alcohol, and excess caffeine

Did you know? Adults need about 8–12 cups of fluids a day — more in hot weather. Mild dehydration alone can affect mood, focus, and energy.

Recognizing Heat-Related Illness

WATCH FOR

- Heavy sweating
- Muscle cramps
- Fatigue & headache
- Dizziness

SEEK HELP IMMEDIATELY

- Confusion or fainting
- Hot, dry skin
- Seizures
- Loss of consciousness

If someone shows severe symptoms: move them to a cool or shaded area, loosen or remove excess clothing, and cool them with water or cool compresses — then seek medical help.

Quick Safety Checklist

- ☑ Apply sunscreen before going outside
- ☑ Dress for the weather
- ☑ Take breaks in shaded or cool areas
- ☑ Check on coworkers and family during hot weather
- ☑ Wear sunglasses and a hat
- ☑ Carry a refillable water bottle
- ☑ Never leave children or pets in parked vehicles

Small steps make a big difference. Protect yourself from the sun, drink plenty of water, and **enjoy a safe, healthy summer.**

ERGONOMICS

Reduce Strain from Typing, Scanning, and Repetitive Tasks

Work Smart. Stay Comfortable. Prevent Injury.

Good ergonomics is about fitting the job to the worker—not forcing the worker to fit the job.

Many employees spend hours each day typing, scanning documents, or performing other repetitive tasks. Over time, these activities can lead to muscle fatigue, discomfort, and repetitive strain injuries (RSIs). Small ergonomic adjustments and healthy work habits can significantly reduce the risk of injury, improve comfort, and support long-term health and productivity.



Small changes today can prevent injuries tomorrow.



TYPING & COMPUTER WORK

- ✓ Keep your wrists in a neutral, straight position while typing.
- ✓ Position your keyboard so your elbows stay close to your body and bent at about 90 degrees.
- ✓ Use a light touch when typing to reduce stress on your fingers, hands, and wrists.
- ✓ Place your monitor at eye level, about an arm's length away.
- ✓ Sit with your back supported and feet flat on the floor or on a footrest.



SCANNING DOCUMENTS SAFELY



- ✓ Keep frequently scanned documents within easy reach.
- ✓ Position the scanner at a comfortable height to avoid bending or twisting.
- ✓ Use an Automatic Document Feeder (ADF) whenever available to reduce repetitive lifting.
- ✓ Alternate scanning with other tasks when processing large volumes of documents.



TAKE MICRO-BREAKS

Your body needs short recovery periods throughout the day.

EVERY 20-30 MINUTES:

- ✓ Take a 30-second to 2-minute break
- ✓ Stand up and change your posture
- ✓ Relax your shoulders
- ✓ Stretch your hands, wrists, neck, and back
- ✓ Look away from your monitor for a few seconds to reduce eye strain



Stretch



Stand Up



Relax



Look Away



HEALTHY ERGONOMIC HABITS

- ✓ Change your posture throughout the day.
- ✓ Keep frequently used items within easy reach.
- ✓ Avoid excessive reaching or twisting.
- ✓ Keep your shoulders relaxed and elbows close to your sides.
- ✓ Report any discomfort early before it becomes a serious musculoskeletal injury.



WRIST STRETCH



SHOULDER STRETCH



NECK STRETCH



SAFETY DIVISION REMINDER

If you experience persistent discomfort while performing your job duties, notify your supervisor promptly and discuss possible ergonomic improvements before the discomfort worsens.



Adjust Your Setup



Take Breaks Often



Prevent Injury



Stay Healthy

WORK SMART. STAY COMFORTABLE. PREVENT INJURY.

Contact SLCD for support