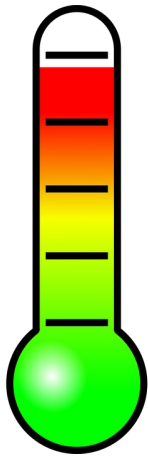




OFFICE TEMPERATURE



Summer is here and we all know what that means in Riverside County, hot days! Consequently, the interior of our buildings warms up. During this time, questions arise as to what “acceptable” indoor temperatures are. Employees who work in traditional office environments have a lower risk of heat illness, and currently there are no Cal/OSHA standards for this environment (although they are being discussed currently) and the County of Riverside Board of Supervisors sets no upper temperature limit. So when questions arise regarding office temps, we at HR-Safety often refer to the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) guidelines to what is recommended as a “comfortable” indoor office temperature.

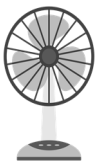
The *Environmental Conditions for Human Occupancy* specifies the combinations of indoor environmental and personal factors that produce acceptable thermal conditions to the majority (80%) of occupants within a space [ANSI/ASHRAE 2013b]. Assuming slow air movement (less than 40 feet per minute) and 50% indoor relative humidity, the operative temperatures recommended by ASHRAE range **from 68.5°F to 75°F in the winter, and from 75°F to 80.5°F in the summer.**

TIPS FOR MAINTAINING INDOOR COMFORT ON HOT DAYS



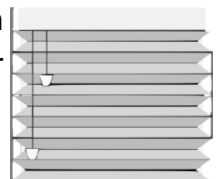
- **Reduce consuming warm beverages:** Coffee, tea and hot chocolate are beverages many of us like to start the day with. Keep in mind these products elevate the body’s interior temperatures. This, coupled with a warm morning can make the body feel warmer than normal.

- **Local fans:** Using desk fans can increase air movement and make one feel cooler. Desk fans work well for air movement; however, fans blowing directly in the face increases the susceptibility to dry eyes. Dry eyes not only cause one



to blink more, but can also lead to eye fatigue, excessive tearing, blurred vision, etc.

- **Pull down those blinds:** If your office or work area has windows, close the blinds to block out the sun. Radiant heat (heat deriving from sun rays) can warm up an office quickly; this forces the air conditioner to work harder.



- **Clothing:** Wear light colored, loose fit clothing. What you wear indoors can affect body temperature just as much as what you wear outdoors.



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OFFICE TEMPERATURE

TIPS FOR MAINTAINING INDOOR COMFORT ON HOT DAYS

- **Alter those walk breaks:** Many of us like to take walk breaks for exercise. However, this can be a double-edged sword in the summer months. Walking in the heat can elevate body temperature increasing sweating and discomfort. If you decide to walk, do so either in the morning hours when it's not as hot, or indoors in a controlled environment.
- **Drink ample water when it's hot:** Water cools the body very effectively and increases comfort by bringing the body closer to its ideal internal temperature (98.6). Remember room temperature (cool) water works just as good as ice water.
- **Keep a sweater handy:** Yes, a sweater! In order to maintain a comfortable afternoon interior temperature, our air conditioners must get

to work at the crack of dawn. That being said, it is not uncommon to walk into a freezing cold office the morning of a summer workday. This is not to make life difficult; rather, to better handle the inevitable hot afternoon hours. This also eases the stress on the air conditioning unit.

To answer a frequently asked question, it is not a common practice to allow office employees to go home on excessively warm days. With the exception to unique circumstances, employees must use their personal leave time if they choose to leave early. Such decisions are made by each department's respective management and not HR.

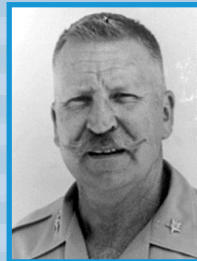
For More Info Go To:

<https://www.cdc.gov/niosh/topics/indoorenv/temperature.html>

Did you know Riverside County was home to three recipients of the Congressional Medal of Honor?



**Captain
Lewis Lee "Red" Millett
Korean War**



**Private First Class Salvador J. Lara
World War II**



**Specialist Fourth Class
Jesus S. Duran
Vietnam War**



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AVOIDING THE COUNTY'S MOST COMMON VEHICLE ACCIDENT: BACKING UP

Here are some tips to improve driving habits and increase your awareness level while backing a County vehicle:



According to the National Safety Council, one out of every four vehicle accidents can be blamed on poor backing techniques. Backing accidents cause approximately 500 deaths and 15,000 injuries per year. The use of safe vehicle backing tips by employers and employees can help prevent accidents while on and off the job.

- **Get to Know the Blind Spots.** In a medium sized truck, blind spots can extend up to 16 feet in front and 160 feet behind a vehicle. Drivers need to remember that mirrors can never give the whole picture while backing.
- **Think in Advance.** Drivers should not put themselves into unnecessary backing situations.
- **Park Defensively.** Drivers must choose easy exit parking spaces that don't crowd neighboring vehicles and park their vehicle in the center of the parking space.
- **Perform a Walk-Around.** Walking around a vehicle gives a driver firsthand view of the backing area and any limitations. They can check for children, soft or muddy areas, potholes, tire hazards, and other dangers.
- **Know the Clearances.** When performing a walk-around, drivers can check for obstructions, low-hanging trees and wires, and any other potential clearance-related problems.
- **Every Backing Situation is New and Different.** Sometimes a driver visits the same location several times a day and should be watchful each visit for changes and any new obstacles. Don't get complacent.
- **Use a Spotter.** A driver should ask someone to help them when backing. The driver and spotter should use hand signals instead of verbal ones and make sure they understand each other's signals. Ensure the spotter doesn't walk backwards while giving instructions.
- **When There is No Spotter.** Perform a walkaround and return to the vehicle within a few seconds after finishing. This will allow very little time for people and/or obstacles to change behind the vehicle. Backing without a spotter should only take place after a driver has as much information about the area as possible. A back up alarm can help warn away pedestrians and drivers of other vehicles who may try to enter the area the vehicle is backing into.
- **Never Assume.** Driver's should never assume people will walk safely behind or stop for backing vehicles. If you see someone in your mirror, stop until you are certain they are clear and in a safe position.



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EMPLOYEE ASSISTANCE SERVICES



At some time in your life, a personal or work-related problem can begin affecting your happiness, personal well-being, work performance and career. Such times can be overwhelming and such problems can be difficult to resolve alone.

When you need to talk, our EAS staff is

here to help in a professional, confidential and knowledgeable manner.

Counseling services at EAS are offered to the county employee, spouse, and dependents

(under 26 years of age.)

Counseling services at EAS are short term, consisting of a total of 6 sessions.

Short term counseling is a supportive service and is the starting point of addressing your current distress.

Counseling Services:

- Individual Counseling
- Couples Counseling
- Family Counseling
- Children/Adolescents/Teens

Appointments:

To schedule an appointment or for general Information call us toll free at 1 (888) 829-8999. We can also be reached on our office main lines at:

Riverside Office (951) 778-3970

Desert Office (760) 328-6863



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MANAGING FATIGUE

DEVELOPING AN EFFECTIVE RISK MANAGEMENT SYSTEM

A 5 PART SERIES FROM THE NATIONAL SAFETY COUNCIL

PART 3 OF 5



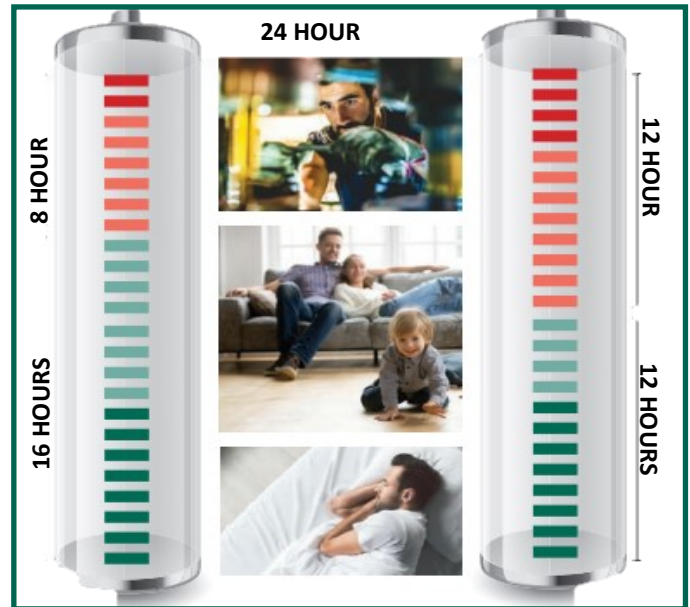
SHARED RESPONSIBILITY

Fit for Duty:

An employee arriving fit for duty is the responsibility of both the employer and the employee. Employers should ensure employees have at least 12 hours off between shifts to get proper sleep. Employees are responsible for allocating their off-the-job hours wisely, especially if they are working a second job.

DO YOUR EMPLOYEES HAVE ENOUGH TIME TO RECHARGE?

Employees need time to take care of responsibilities and recharge outside of work. Longer shifts pressure employees to choose between sleep and other activities. Allowing employees ample time to



recharge outside of work can increase safety at work.

Fatigue management is a shared responsibility between employers and employees

EMPLOYERS	EMPLOYEES
Ensure employees have plenty of time off between shifts, at least 12 hours, to get rest	Should report rested for work and be fit for duty
Allow employees to feel safe reporting fatigue-related issues within a non-punitive structure	Recognize their own personal limits (not the same for everyone)
Create systems to gather data, review data and apply findings to improve processes	Report issues through appropriate mechanisms
Educate employees on causes and consequences of fatigue, how to identify fatigue symptoms, and the importance of keeping each other safe	Look out for each other, note signs or symptoms in co-workers and encourage taking action; buddy system
Get input from employees on fatigue hazards and mitigation strategies	Recognize fatigue as a hazard to promote a culture of safety
"Walk the talk"	Managers and supervisors need to demonstrate the importance of these activities for themselves, helping create buy-in



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GET TO KNOW THE SAFETY FORMS HAZARD REPORTING FORM & NEW GEN 30

County Safety Division Form 401

The Hazard Reporting Form

Have you ever noticed an unsafe condition around the office or with County owned equipment and didn't know what to do? The HR Safety Division has a mechanism to report hazardous conditions in the workplace.

Normally located where required labor posters are posted, Form 401 or the Hazard Reporting Form is an easy way to identify and notify your department management of a potential safety hazard. The process is easy! Fill out the form and give it to your supervisor, then email it to the HR Safety Division at SafetyDivision@rivco.org.

Of course you can always report hazardous or life safety issues anonymously at the Safety Office Hotline (951) 955-5868.

HAZARD REPORTING FORM
(Attach additional pages as needed)

DATE: _____

TO: _____ DEPARTMENT _____

TO: Human Resources Safety Division Mail Stop 2170

FROM: _____ DEPARTMENT _____

To report a hazard anonymously, please call the Safety Office Hotline at (951) 955-5868

Please indicate type of hazardous circumstances: Hazardous Condition
 Hazardous Act (Procedure or Practice)

Location: _____

Description of unsafe condition or act:

Employee's Suggestion for Improving Safety:

SUPERVISOR'S RESPONSE - WITHIN 5 WORK DAYS

I agree this is a hazard

Date Corrected: _____
Estimated Date of Correction: _____
Action Taken: _____

I do not agree that this is a hazard

Reason: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. The employer is prohibited from taking any action against an employee in reprisal for exercising rights to participate in the reporting of hazards. The employer will investigate all hazard reports as required by the Injury and Illness Prevention Program Standard (TSCCR & 3203) and advise the person who reported it of the employer's response. If the report was made anonymously, the employer will advise employees of the area affected.

EMPLOYEE: Complete Hazard Reporting Form and send copy of form to your immediate supervisor. Provide a copy to Department Safety Representative/Coordinator and County Safety Division.

SUPERVISOR: Send a copy of the Hazard Reporting Form Response to employee, Safety Representative/Coordinator and County Safety Division. Keep original copy for review by Department Head and required record-keeping.

SOP Form No. 401 (05/13)

The New County of Riverside General Form 30 Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business

**AUTHORIZATION TO DRIVE RIVERSIDE COUNTY VEHICLE
OR PRIVATE VEHICLE FOR COUNTY BUSINESS**

Name (Last, Or if Applicable, Driver's License) (First) (Middle) Home Address (Street) (City) (Zip Code)
Are you a Volunteer? Are you an Intern?

Driver's License # State Class Expiration Date Date of Birth _____ County Employee # (if available)

Days/Ages/Driver's Division Telephone # License Restrictions (if any) Job Title Are you required to wear corrective lenses or contacts? (If none, write nil)

Have you been issued any tickets for moving violations within the past three (3) years? Yes No

If yes, please explain _____

Have you had any vehicular accidents, regardless of fault, over the past three (3) years? Yes No

If yes, please explain _____

I hereby declare that I will:

- Report immediately to my supervisor, manager or department head, all incidents or accidents involving a County of Riverside vehicle or my private vehicle that occurs during the course and scope of my employment. (BOS Policy D-1.6) I also agree to complete a County of Riverside Confidential Vehicle Accidents/Incidents Report Form (942-6) available from the County of Riverside Human Resources Safety Division website (<http://safety.rivco.org>).
- Inform my supervisor, manager or department head immediately if my driver's license is suspended, expired, revoked, or suspended or revoked. (BOS Policy D-1.6C)
- Maintain the minimum vehicle liability insurance as required by the State of California for my private vehicle used during the course and scope of my employment, if my private vehicle is registered/licensed out of the State of California. I will obtain insurance equal to or greater than the minimum vehicle liability insurance required by the State of California for any private vehicle used while in the course and scope of County business. (BOS Policy D-1.6B)
- Maintain routine general maintenance and operate my private vehicle in a safe operating condition. (Safety Manual Document 4001, III Vehicle Safety Guidelines); and
- Operate a County of Riverside provided vehicle in a manner that is safe and in accordance with the State of California Vehicle Code and the County of Riverside director's/policies. Said policies are: Automobile Fleet Policy and Regulations, Safety Ordinance 440 & Safety Manual Document 4001.

I understand that failure to do any of the above may result in disciplinary action.

I acknowledge that my personal insurance is primary when using my private vehicle on County business, that I am responsible for all deductibles of my personal insurance. (BOS Policy D-1.6B)

I hereby acknowledge the County may from time to time request and/or review my Department of Motor Vehicles driving record and I hereby authorize release of said information.

Signature of Employee _____ Date _____

I hereby authorize the above named individual to drive a County or private vehicle in accordance with the California drivers license class for which the individual is licensed. I understand that the County vehicle is insured in compliance with requirements of the State of California. (BOS Policy D-1.6B)

Print _____ Signature _____ Date _____
Department Head / Designee

I hereby cancel this authorization.

Print _____ Signature _____ Date _____
Department Head / Designee

FORM 30 (Rev 5/2019) Distribution - Original to Safety Office, Mail Stop #2170. Attach copy of current Driver's License to Safety Office Copy to Department - Copy To Fleet Services.

County Safety Manual Document 4001 states in Section 1- General Instructions for Authorization to Drive, Subsection A(1)

"A. Each employee must have an Agency/Department/District written authorization to drive a County vehicle or other vehicle on County business.

- The employee must complete General Form #30, Authorization to Drive A Riverside County Vehicle or Private Car for County Business.

The process is easy, just complete the form and make a photocopy of your current and valid driver's license. Then give it to your supervisor or email it directly to the HR Safety Division at SafetyDivision@rivco.org

NOTE: The GEN 30 Form cannot be processed without the following information-

Dept Name/Division/District, Date of Birth, Employee Signature, Dept Head Signature, Copy of your California Driver's License (Arizona DL for employees working in Blythe)



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TRAINING OPPORTUNITIES: DSR ACADEMY

DSR ACADEMY for MANAGERS, SUPERVISORS AND DEPARTMENT SAFETY REPRESENTATIVES

*Offered by the
Human Resources
Safety Division*



Location: RUHS Behavioral
Health Campus
2085 Rustin Ave., Room 1056
Riverside CA 92507



Safety plays an important role in the day-to-day operations of every County department. An effective safety program and a well trained workforce are the first line of defense against occupational injuries & illnesses. A safe and healthful work environment can also improve productivity, increase morale, and reduce workers' compensation costs.

OSHA Authorized outreach trainers from the County of Riverside, Human Resources Safety Division will conduct the OSHA authorized General Industry Safety Standards, 10-hour course. This course provides an overview of the following:

Hazard Identification, Walking and Working Surfaces; Fall Protection, Emergency Egress, Portable Fire Extinguishers, Hazard Communication Standard, Electrical Safety Standard, Personal Protective Equipment, Introduction to Industrial Hygiene, Introduction to Ergonomics.

Special emphasis will be placed on the County's Injury and Illness Prevention Program (IIPP) which governs all the applicable County Safety plans and programs, including general Supervisor and Department Safety Representative responsibilities.

This course is open to all interested parties with Safety responsibilities at no charge. Department Safety Representatives, Managers and Supervisors are strongly encouraged to attend. An OSHA General Industry Safety Standards 10-hour card will be issued to each participant who successfully completes this course.

This OSHA 10-hour GISO course will be conducted in two sessions. Participants must attend and complete both days

Dates	Day	Time
7/31/19	WED	8:00am to 4:00pm
8/1/19	THU	8:00am to 4:00pm

REGISTER through RIVCO HR Learning & Organizational Development at <http://corlearning.rc-hr.com/training-login>



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4TH OF JULY SAFETY TIPS

FIREWORKS, BBQs, and TAKING CARE of PETS



We all know that fireworks (even safe and sane fireworks) are illegal to possess in Riverside County. But as a reminder to County employees who live in areas that allow fireworks, or incase you happen to encounter a live firework, here are some helpful tips to avoid injury and have a safe 4th of July.

According to Susan Merrill at AllProDad.com, here are "10 Fireworks Safety Tips" to observe:

1. *Fireworks packaged in brown paper are made for professional displays – avoid buying.*
2. *Always have an adult supervise fireworks activities, especially with sparklers.*
3. *Back up to a safe distance immediately after lighting fireworks.*
4. *Never point or throw fireworks at another person.*
5. *Keep a bucket of water or a garden hose handy in case of fire and to douse used fireworks before discarding in trash.*
6. *Never allow young children to play or ignite fireworks.*
7. *Never carry fireworks in a pocket or shoot them off in metal or glass containers.*
8. *Never try to re-light or pickup fireworks that have not ignited fully.*
9. *Never place a part of your body directly over a firework device when lighting.*
10. *Make sure fireworks are legal in your area before buying or using them.*



Did you know that on average, 10,200 home fires are started by grills throughout the US, and that JULY is the peak month?

Here are some grilling tips from the National Fire Protection Assoc.

1. *Propane and charcoal BBQ grills should only be used outdoors.*
2. *Keep children and pets at least three feet away from the grill area.*
3. *Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.*
4. *Always make sure your gas grill lid is open before lighting it.*
5. *When you are finished grilling, let the coals completely cool before disposing in a metal container.*



We all know how much fun our K-9 friends can be, but did you know that a dog's hearing is 4X more sensitive than a humans? Loud noises can scare your best friend, and parties are a perfect place for your hungry pooch to find not so friendly dog "treats."

Here are four tips to protect your dog on the 4th of July:

1. *Find a safe and secure spot for your pet inside the home. Try a partially covered kennel.*
2. *Make sure your dog is wearing their dog license and that the information is up to date (including the "chip" registration.)*
3. *Don't take your dog to a public fireworks display, a scared dog is not a friendly dog.*
4. *Keep glowsticks, fireworks, hot charcoal, and human food away from your pet. All can cause discomfort or injury to your little friend.*



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