



June 2015

Safety Newsletter

Message from the Safety Division Manager

As we reach the mid-point in 2015, it's the perfect opportunity to take stock in the "health" of our County-wide and your individual department's safety programs. *BOS Policy C-12, Safety Policy* has tasked the Human Resources Safety Division (HR Safety) with the responsibility, "to assure, so far as possible, every person in county employment safe and healthy working conditions, to preserve our human resources..." In our on-going efforts to accomplish this task, HR Safety periodically examines how we provide our services to you. It is our intent to provide the most effective, comprehensive and consultative safety services pertinent to each department. Just like people, there are no two departments exactly alike - each has challenges unique to their operation. We will assist you in identifying opportunities for improvement.

A key to ensuring these challenges are met is to provide a level of customer service which places the department in a better position after their interaction with us. HR Safety's goal is to inform, educate and consult resulting in a better equipped department prepared to address safety compliance related issues which includes adopting a proactive approach to limiting occupational injuries and illnesses. We are here to assist you in that endeavor.

In addition, we've recently incorporated an innovative method of providing safety education. For example, in order to assist the departments in controlling the "soft" cost associated with safety compliance training we now offer multiple safety classes via WebEx. This will allow employees the opportunity to participate in specific safety training classes without leaving the convenience of their workstations. This saves the departments costs associated with staff traveling time and mileage expense. Moreover, we have implemented a two-day Departmental Safety Representative (DSR)

Academy which introduces a basic compliance foundation including receipt of a 10 Hour OSHA card after completion of the class. This class introduces some of the knowledge and tools necessary to prevent a Cal/OSHA inspection.

Now is the perfect time for each DSR and management staff to review their safety programs for accuracy and completeness. If you have any questions regarding the condition of your safety programs, you should contact your HR Safety Coordinator or the Safety Office at 951-955-3520 for assistance.

The integration of safety in the day-to-day operations can be the catalyst to a more productive and enjoyable work environment. It is my belief that an employee's quality of life can be enhanced by limiting or eliminating job related injuries and illnesses, thereby, allowing more quality time for the important things in life...family, friends and fun! Ultimately, this end result can contribute to an increase in morale, reduction in unnecessary cost associated with injuries, a reduction in lost work days, while contributing to increasing the employees' overall quality of life - benefiting everyone!



Samuel A Love
Safety Division Manager

WATER BASICS

After a relatively mild Spring, Summer has finally arrived in Southern California. Temperatures are rising and many of us are not only spending time outdoors performing our normal working activities but more time is spent enjoying outdoor recreational activities, as well.

With the higher temperature, there is an increased risk of dehydration when the body loses water faster than it should. Be alert for signs of dehydration. These symptoms include:

- Increased thirst.
- Dry mouth.
- Tired or sleepy.
- Decreased urine output.
- Urine is low volume and more yellowish than normal.
- Headache.
- Dry skin.
- Dizziness.

How to Avoid Dehydration

Don't wait until you feel thirsty to drink water. Under normal conditions, an adult should drink about two liters of water each day to stay hydrated, and in



Water helps your body:

- * Keep your temperature normal
- * Lubricate and cushion joints
- * Protect your spinal cord and other sensitive tissues
- * Get rid of wastes through urination, perspiration, and bowel movements

Getting enough water every day is important for your health. Healthy people meet their fluid needs by drinking when thirsty and drinking with meals.

Your body needs more water when you are:

- In hot climates

extreme temperatures, two to four 8-ounce glasses of cool fluid an hour will help keep you hydrated and decrease the risks for heat exhaustion or heat stroke.

In the course of a day's work in the heat, a worker may produce as much as 2 to 3 gallons of sweat. Because so many heat disorders involve excessive dehydration of the body, it is essential that water intake during the workday be about equal to the amount of sweat produced. Most workers exposed to hot conditions drink less fluids than needed because of an insufficient thirst drive. A worker, therefore, should not depend on thirst to signal when and how much to drink. Instead, the worker should drink about one cup of fluid every 15-20 minutes to replenish the necessary fluids in the body

What should I avoid?

Coffee, tea, caffeinated sodas and highly sugared drinks are **not** recommended for hydration. These beverages can actually promote dehydration and can make symptoms worse, rather than replenishing badly needed fluids.

For more information on hydration and managing heat stress, please visit the following websites:

http://www.osha.gov/OshDoc/data_Hurricane_Facts/heat_stress.pdf

<http://www.dir.ca.gov/dosh/heatillnessinfo.html>

- More physical-active
- * Running a fever
- * Having diarrhea or vomiting
- * Choose water instead of sugar-sweetened beverages. This can also help with weight management. Substituting water for one 20-ounce sugar sweetened soda will save you about 240 calories.
- * Choose water when eating out. Generally, you will save money and reduce calories.

If you think you are not getting enough water, these tips may help:

- * Carry a water bottle for easy access when you are at work or running errands.
- * Freeze some freezer safe water bottles. Take one with you for ice-cold water all day long.

Add a wedge of lime or lemon to your water. This can help improve the taste and help you drink more water than you usually do.



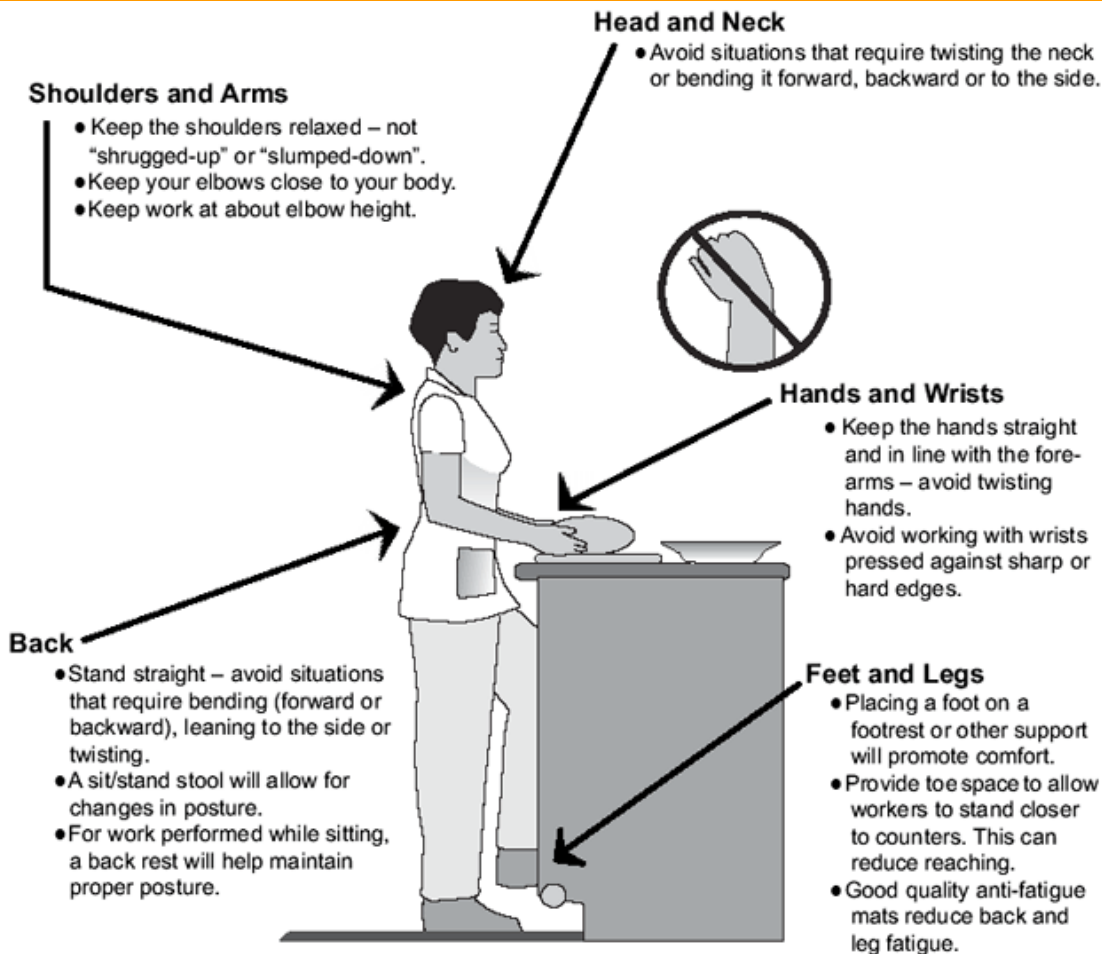
The Safety Division will be passing on monthly ergonomic tips in our new section "REVISITING ERGONOMICS... We hope this will be helpful to you and your workstation!

OFFICE ERGONOMICS : Standing Postures

STANDING WORK

Many jobs can be performed with less effort when you are standing. However, prolonged standing can create stresses on the legs and lower back.

The height of the work surface should usually be 2-6 inches below the level of your elbow when the arm is hanging relaxed. Padded anti-fatigue mats should be supplied for jobs requiring standing for a long time on hard, unyielding surfaces such as concrete. Elevating one foot while standing can help reduce low-back stress, and adjustable footrests are available.



The Basics of Neutral Working Postures

DO		DONT	
<input type="checkbox"/>	Stand up straight with chin in and head and shoulders back	<input type="checkbox"/>	Wear footwear with out proper arch support
<input type="checkbox"/>	Elevate one foot on something	<input type="checkbox"/>	Stand in one position for too long
<input type="checkbox"/>	Alternate foot positions to maintain comfort	<input type="checkbox"/>	Lock your knees
<input type="checkbox"/>	Use anti-fatigue mat	<input type="checkbox"/>	Slouch

Heat Illness Again???

Heat-related emergencies

are progressive conditions caused by overexposure to heat. If recognized in the early stages, heat-related emergencies can usually be reversed. If not recognized early, they may progress to heat stroke, a life threatening condition.

There are three types of heat-related emergencies.

Heat Cramps

Heat Exhaustion (early stage)

Heat Stroke (late stage)

Heat Cramps

affect people who sweat a lot during demanding activity. Sweating reduces the body's salt and moisture and can cause painful cramps or muscle spasms that usually occur in the legs or abdomen. Heat cramps are the least severe of the heat-related emergencies and may also be a symptom of heat exhaustion.

Heat Exhaustion (early stage)

is an early indicator that the body's cooling system is becoming overwhelmed.

Signals of heat exhaustion include:

- Cool, moist, pale, ashen or flushed skin.
- Headache, nausea, dizziness
- Weakness, exhaustion
- Heavy sweating

Heat Stroke (late stage)

is the most serious heat-related illness. It happens when the body's systems are overwhelmed by heat and stop functioning. Temperature rises quickly and the body cannot cool down. Heat Stroke is a life-threatening condition.

Who's at Risk?

Those at highest risk include the elderly, the very young, people with mental illness and people with a chronic disease. However, even young and healthy individuals can succumb to heat if they participate in demanding physical activities during hot weather.

Care for Heat-Related Emergencies

Take the following steps to care for someone suffering from a heat-related emergency:

- Move the person to a cool place.
- Remove perspiration-soaked clothing.
- Apply cool, wet towels to the skin.
- Fan the person..
- If the person is conscious give small amounts of cool water to drink.
- Avoid liquids that have alcohol, caffeine or lots of sugar because they will speed up fluid loss.

If the person refuses water, vomits or starts to lose consciousness —

- Send someone to call 9-1-1 or the local emergency number.
- Place the person on his or her side.
- Continue to cool the person by using ice or cold packs on their wrists, ankles, groin, neck and in the armpits.
- Continue to check signs of life (movement and breathing)

Signals of heat stroke include:

- Red, hot, dry (or moist) skin.
- Changes in the level of consciousness.
- Vomiting.

WHAT TO DO

- Move out of the heat/Sun
- Lay down (indoors -AC or shade), elevate your legs and feet slightly
- Remove or loosen tight clothing
- Drink water
- Call for help