

# Safety Newsletter



## National Preparedness Month

COUNTY OF RIVERSIDE

SEPTEMBER 2015

September is National Preparedness Month. As a County of Riverside employee, we are asking you to take action now by making plans with your community, your family, and for your pets. Plan how to stay safe and communicate during the disasters.

Let's take a look at three common areas of concern that apply to most of us in Southern California:



### FIRES

Have fire extinguishers on hand and train your family how and when to use them. Develop escape routes from your home and community. Practice often so everyone in your family is familiar in case of an emergency. Keep an extra emergency supply kit in your car in case you cannot get to your home.



### EARTHQUAKES

Identify potential hazards in your home / office. Create a disaster-preparedness plan. Prepare disaster supplies kits. Identify your building's potential weaknesses and mitigate as needed.



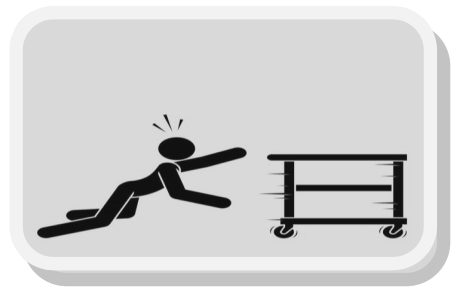
### FIRST AID

It's wise to have a first aid kit to help respond to minor and some serious medical emergencies. Always call 9-1-1 if you have a medical emergency. Additionally, you can protect your family and reduce your risk of injuries and serious illnesses by being prepared, and that includes developing and maintaining a home first aid kit.



WELCOME to the IIPP Section! The Safety Division will focus this area on IIPP related material. Each month, we'll inform, educate and promote IIPP compliance. Question: When was the last time you took a look at your organization's IIPP?

Injury and Illness Prevention



IIPP 101

The County of Riverside recognizes the need to comply with regulations governing occupational injury and illness prevention and compliance. Such where we as a county have a shared responsibility to ensure safe and healthful workplaces for our employees and those we serve. This function is carried out by leadership and is to be engrained in the safety culture of all our departments. The Agency/Department /District Head is the person responsible for implementing the Injury and Illness Prevention Program (IIPP). Each organization shall have as a policy, a written IIPP, as required by State Law to supplement the existing county policy (Document # 100, Safety Manual).

The written IIPP shall:

- Identify hazards unique to the organization.
- How to deal with such hazards and;
- Required training necessary to eliminate, reduce or control them.

Employees should work in a safe / efficient manner at all times and shall have the following responsibilities:

- Maintain a neat, clean work area, free of hazards.
- Report to supervision any injury, hazard that could result in injury or illness, as well as all near misses.
- Wear personal protective equipment as required.
- Comply with established occupational safety and health laws.
- Attend all required safety training.





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 : HEADSETS

### PROTECT YOUR NECK !!!

Use a computer? Spend time on the phone? Feel neck or back discomfort? If "Yes" you just may benefit from using a headset. Think about it, using a traditional telephone handset often involves strenuous movement and unnatural postures such as cradling the handset between neck and shoulder, and having to stretch to reach for things.

Research in office workplace ergonomics indicates that use of a classic telephone handset by office workers is a major source of work-related neck and back pain. The US National Institute for Occupational Safety and Health (NIOSH ) defines "work-related" musculoskeletal disorders (WMSDs) as those injuries created and/or worsened by the work environment.

In order to appreciate what headsets introduce to the workplace, consider some of the benefits listed below:

#### THE BENEFITS OF HEADSETS

- ◆ Headsets free up both of your hands to use a computer, handle documentation, take notes etc.
- ◆ Can increase overall productivity.
- ◆ Using a headset promotes good posture.
- ◆ Further benefits occur if the headset is wireless. Wireless headsets allow you to answer calls away from the desk. (No more office sprinting).

**BEFORE**



**AFTER**

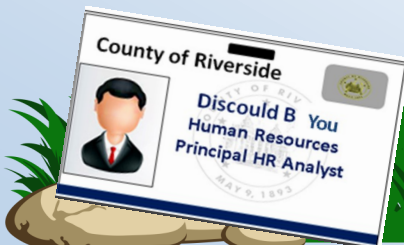
**Meet Jim.** Jim spends most of his workday handling customer calls and creating tickets in an online database. Quite often Jim finds himself on the phone for hours at a time without breaks. One day while performing his normal duties, Jim began to feel tension in his neck which caused him to switch shoulders. After a few minutes, Jim felt the pain on both left and right sides of his neck. Jim then requested an ergonomic assessment through his supervisor. An assessment was scheduled and the HR Safety Division came to assess Jim's workstation and practices. After a few workstation adjustments, and some recommendations, **Jim experienced SIGNIFICANT improvement in his condition!**

## Safeguarding your ID is a matter of security!

FYI

All too often we turn on the news and witness the ails of security breach. Therefore, it's vitally important to address and implement proactive measures to safeguard against such. Consider how much "security" is associated with your County of Riverside badge. Losing your badge not only gives away identity and job information, it could potentially allow access to secured locations. Essentially, every effort to ensure your badge is with you while at work is well worth it. Additionally, be careful not to leave your badge visible in your car, while the car is parked.

**In the event of a loss or misplacement, notify your supervisor immediately!**



### LABOR DAY WEEKEND

**Whether you're spending the day at the lake or your own swimming pool, Labor Day safety is critical. Make sure young or inexperienced swimmers have floatation devices or life vests to use while in or around the water.**

#### PREVENTION TIPS

- SUPERVISE! Never leave a child alone near a pool or spa, bathtub, pond, toilet, bucket of liquid, or any standing water.
- Assign an adult Water Watcher to keep their eyes on the water at all times.
- Do not allow children to play near the pool or spa.
- Keep toilets lids down. Install safety latches on the toilet lids to prevent toddlers from opening and playing in the toilet.
- Empty wading pools immediately after use and store upside-down.
- Bath rings are only bathing aids, not personal floatation devices.
- Never rely on devices or swimming lessons to protect children without supervision.



Never drink alcoholic beverages before or during swimming or supervising children.