



Safety Newsletter

D r o w s y D r i v i n g

As a driver, your number one responsibility is to get yourself and your passengers to your destination safely. When behind the wheel, you always need to be alert and focused. At 55 mph, a vehicle travels the length of a football field in 3.7 seconds. This is no time for a "mini" snooze. Being an attentive driver, and looking out for the driver who isn't, is increasingly important. Drive focused. Stay safe.

Safety Facts for the Road

- Drowsy driving causes more than 100,000 crashes each year, resulting in 40,000 injuries and 1,550 deaths.
- Crashes caused by drowsy driving are often serious crashes and occur most often on high-speed rural highways when the driver is alone.
- Drowsy driving can happen to anyone. A recent National Sleep Foundation study revealed that one half (51%) of adults have driven while drowsy and 17% report having fallen asleep while driving within the past year.



Drive Focused. Stay Safe. Avoid Aggressive Driving.

- Be aware of your behavior and the behavior of others on the road during the late night, early morning and mid-afternoon hours when drowsy driving crashes are most likely to occur. Plan a rest stop during these hours.
- Get a full night of rest before driving. If you become tired while driving, stop. A short nap (15 to 45 minutes) and consuming caffeine can help temporarily.
- Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.
- Set a realistic goal for the number of miles you can safely drive each day.
- Avoid taking medications that cause drowsiness.

Do you know when you're driving drowsy?

Some warning signs of fatigue:

- ◆ You can't remember the last few miles driven.
- ◆ You hit a rumble strip or drift from your lane.
- ◆ Your thoughts are wandering and disconnected.
- ◆ You yawn repeatedly.
- ◆ You have difficulty focusing or keeping your eyes open.
- ◆ You tailgate or miss traffic signs.
- ◆ You have trouble keeping your head up.
- ◆ You keep pulling your vehicle back into the lane.

If you're tired and are in danger of falling asleep, then you cannot predict when a "mini" sleep may occur. A driver cannot react to road dangers when tired. Getting enough sleep will not only help you feel better, it can save your life.

Good Working Positions

To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- *Hands, wrists, and forearms* are straight, in-line and roughly parallel to the floor.
- *Head* is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the *torso*.
- *Shoulders* are relaxed and *upper arms* hang normally at the side of the body.
- *Elbows* stay in close to the body and are bent between 90 and 120 degrees.
- *Feet* are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- *Back* is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- *Thighs and hips* are supported by a well-padded seat and generally parallel to the floor.
- *Knees* are about the same height as the hips with the *feet* slightly forward.

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.

- Stand up and walk around for a few minutes periodically.

These three *reference postures* are examples of body posture changes that all provide neutral positioning for the body.

Upright Sitting

Upright sitting posture. The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.



Reclined Sitting

Reclined sitting posture. The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.



Standing

Standing posture. The user's legs, torso, neck, and head are approximately in-line and vertical. The user may also elevate one foot on a rest while in this posture.





Serious Injury

The County of Riverside, along with all departments, divisions, and districts, is very much committed to protecting your health and safety while at work and while conducting official County Business.

Your safety and the safety of others is an important responsibility and it is taken very seriously. To help make informed decisions, the County's HR Safety Division maintains the County's Safety Policy Manual, conducts annual safety inspections of county owned and operated facilities, and guides County departments, divisions, and districts through conducting their own periodic, sometimes monthly, self-safety inspections .

The County Safety Manual serves as an operational guidance for individual departments, divisions, and districts to use for establishing department specific policies and procedures. Safety inspections are intended to identify, as early as possible, any previously unidentified safety hazards, and/or newly introduced safety concerns. Minimizing and or removing safety hazards is highly dependent on identifying those hazards, their evaluation, and addressing them as soon as possible.

Of course, it is not practical or possible to identify all hazards or to warn about every possible hazard associated with everyday life. Work related accidents, injuries, and illnesses happen. Minor

injuries such as bumps, bruises, scrapes, scratches, and strains can happen from slip, trip, and falls; falling objects, physical activities, etc. While every employee has the right to file a Workers' Compensation claim for these minor injuries, some (a very few) injuries or illnesses are more severe and may classify as a Cal/OSHA reportable work related injury or illness.

The County HR Safety Division is charged with the County Wide responsibility to evaluate all recordable work related injuries and illnesses and determine if it qualifies as an "OSHA Reportable" case. Employers are bound by regulation to physically, by fax or phone call, report all work related injuries or illnesses as a "Serious Injury" if it meets the following criteria:

- **Fatality - The death of any employee occurring in a place of employment or in connection with any employment shall be reported to the division.**
- **Hospitalization of one or more employee for a period of 24 hours or more for other than observation.**
- **Loss of a body part (dismemberment, amputation, etc.), or**
- **The serious injury or illness will result in permanent physical disfigurement.**

*** T8, CCR, 342(a)**



Serious Injury

continued

Exceptions to this rule provided in Title 8, of the California Code of Regulations, Section 6302, paragraph h (T8, CCR, 6302 (h)).

It is vital that if any of the previously mentioned items describing what a "Serious Injury" is, get reported to the HR Safety Division immediately at (951) 955-9520.

Under the Cal/OSHA Serious Injury Reportable Regulation, employers are subject to heavy penalties including citations and fines of up to \$5,000.00 for failure to report a serious injury within the very specific timelines indicated. Those citations and fines are generally the responsibility of the department, division, or district.

To avoid those penalties, it is important to notify Safety as soon as the employer (department, division, or district) has knowledge of the injury, and/or has knowledge of the employee's hospitalization.

Hospitalization does not include time spent in the Emergency Room (ER). Hospitalization starts As soon as an employee is assigned a hospital bed (A room/bed number). A supervisor or manager should remain in contact with the employee or an employee's relative to determine if hospitalization has occurred or will occur.

When reporting an incident involving a serious injury to the Safety Division consider collecting the following information:

- Time and date of accident
- Name, job title, ID number of person reporting the incident
- Specific location (address) of accident site
- Name and phone number of contact person on site
- Name of employee, age, Employee ID of injured
- Nature of injuries
- Location of medical facility employee was taken to



If further assistance is needed

Contact the Safety Division

951-955-3520