



## Communication and Training

- Keep supervisory personnel informed of key safety issues and recommend solutions.
- Coordinate with supervisory personnel to ensure that a system is in place to make the following training available to every employee (as applicable to law or job function): Employee Right to Know Hazard Communication, Repetitive motion/Ergonomics, Driver safety training, Supervisor/Employee workplace violence, Emergency preparedness and response teams, Supervisor Safety Orientation, Driver's training and others.
- To the greatest extent possible, coordinate training programs and materials with the County Human Resources Safety Division to ensure consistency County-wide.
- Coordinate with supervisory personnel to ensure that all employees, and especially new employees, are informed of workplace hazards and safety policies and procedures during a new employee orientation.
- Coordinate with supervisory personnel the communication of safety information and distribution of safety materials within the department through a safety read file system, regular safety meetings or other means of communication.
- Help supervisory personnel cultivate an environment where employees feel encouraged to bring forward safety concerns without fear of reprisal, and make sure there is follow-up on those concerns.



Department safety representatives are an integral part of the success of occupational safety programs. Riverside County Standard Safety Operations Manual Document Number 205 outlines the implementation guidelines for Department Safety Representatives (DSRs) within County departments, agencies and districts (organization).

Each County organization is responsible for appointing DSRs. Safety Representatives serve as coordinators responsible for the implementation of workplace safety programs, communication and the distribution of information within their organizations. DSRs assist department/agency heads in ensuring compliance with safety laws and regulations, work with employees and supervisory personnel to resolve safety problems and assist with other injury/accident prevention functions. It is recommended that at least one (1) safety representative be appointed for every 200 employees in an organization. This ratio allows for DSRs to function best while still completing job requirements. The duties and activities of a DSR can vary from organization to organization. A DSR may be assigned, be involved in or asked to lead any of the following essential injury and illness prevention program functions depending on their level of training and experience.

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## **Administration and Coordination**

- Be familiar with the facilities, work environments and operations of the organization.
- Develop and maintain a list of work sites and supervisory personnel.
- Make sure copies of all accident reports are received, reviewed and help supervisory personnel follow up on safety needs that become known as a result of the accident.
- Create channels for communication with others who have responsibility for safety in the organization including the department/agency head or designee, supervisory personnel, County Human Resources Safety Division and safety committees.
- Collaborate with County Human Resources Safety Division and department/agency/district staff to use loss data to target areas for safety improvements and to set annual safety goals.

## **The Work Environment**

- Help supervisory personnel eliminate reported hazardous conditions or acts.
- Know about the hazards of work environments and operations, and what solutions or programs may be needed to address discovered issues.

## **Inspections**

- Coordinate with supervisory personnel to ensure that regular self-safety inspections are performed for all work sites.
- Ensure that all supervisory personnel submit self-safety inspection reports to you and the County Human Resources Safety Division.
- Conduct a periodic safety walk-thru of facilities and operations. Document safety concerns identified and submit to supervisory personnel for corrective action.

## **Emergency Preparedness**

- Help supervisory personnel implement and maintain emergency preparedness programs.
- Look for and respond to hazards such as tall, unsecured furniture, equipment, etc.
- Make sure supervisory personnel know their DSR and emergency response team members.

## **Records**

- Review safety files to ensure that all safety-related records are clear and well organized. (Forms are available from the County Human Resources Safety Division Website at <http://safety.rc-hr.com/Home.aspx>)
- Review safety files to ensure that the following records are maintained: work site self-safety inspections, safety meeting attendance and content, hazardous conditions reports, Cal/OSHA inspections and citations, accidents and near misses, safety related information for employee performance evaluations, safety statistics, safety committee meeting minutes, listing of hazardous materials and copy of Safety Data Sheets for all hazardous materials maintained, handled, or used by department/agency.

Review and file all accident/injury reports.

Riverside County department safety representatives are an integral part in maintaining essential safety programs which function to achieve injury prevention and regulatory compliance. DSRs are encouraged to act as safety advocates at their locations and within their organizations. An effective DSR will seek to grow in their function, have a good working relationship with their organizations safety coordinator and seek to advance safety in their areas of influence. DSRs are encouraged to contact their assigned safety coordinator at the Human Resources Safety Division office at 955-3520 for questions or support in their efforts. Hats off to those currently serving as DSRs. We appreciate you for wearing that extra hat and we are here to support you!



If further assistance is needed  
Contact the Safety Division

951-955-3520

# County Of Riverside

## Standard Safety Operation Manual



DOCUMENT NUMBER: 1001

REVISED DATE: 2/4/04

SUBJECT: General Safety Rules

General Work Procedures

**GENERAL REQUIREMENTS** The General Safety Rules contained in this section are not considered to be a replacement for specific safety training of employees or the development of job specific safety procedures and guidelines by departments and agencies.

**A.** Supervisors at all levels are responsible for the enforcement of safety rules among employees under their supervision. As such, supervisory personnel should review and discuss with their employees all rules which apply to the department or agency's specific operations.

**B.** As a condition of employment, employees must obey all established safety rules and regulations.

### Chemicals

1. Extreme care shall be exercised by all personnel handling or working with acids, caustics, solvents, petroleum products, chlorine or other gases. Employees shall be instructed as to the contents and use of the MSDS Program.
2. When mixing acid and water, always pour the acid into the water slowly. Never pour the water into the acid.
3. Tools must be handled carefully while working around acid or other chemicals to avoid dropping them where they may cause a splash.
4. After tools have been used near corrosive chemicals, clean them thoroughly by neutralizing them with lime or baking soda.
5. Employees must wear protective goggles, respiratory equipment, and protective clothing when the inhalation of fumes or hazardous substances or injurious bodily contact with acids or other corrosive materials may occur.
6. Wash out your eyes immediately with large quantities of clean water if chemicals splash into them. You must seek immediate medical attention from a doctor or emergency room.
7. All spilled acids or caustics must be cleaned up immediately. Spilled acid shall not be mopped up with organic materials such as sawdust, waste, or cloth. Only approved spill absorbent materials are to be used.
8. Containers of injurious chemicals or hazardous substances must be plainly labeled, indicating hazards and precautionary measures for use.
9. Only authorized personnel shall use pesticides, herbicides, fungicides, or any agricultural chemicals having critical toxicity ratings.
10. Rules stating the proper safety equipment required will be posted in the area where chemicals, hazardous substances, pesticides, and herbicides are stored.
11. Hazardous, flammable or explosive chemicals shall be stored in locked, earthquake-braced cabinets or enclosures to prevent unauthorized use and potential spills or release of toxic substances.

# Preventing Injuries at Computer Workstations

Repetition, awkward posture, high force levels and eye strain can lead to discomfort and injury when using a computer. Here are some ways to reduce your risk exposure:

## Tip 1 Repetition

- Alternate tasks
- Share tasks with coworkers
- Take frequent breaks from keying/or mousing
- Reduce or eliminate unnecessary work

## Tip 2 Awkward Posture

- Sit supported against the back of your chair
- Avoid bending or twisting your neck or trunk
- Keep shoulders relaxed and arms close by sides when working
- Keep elbows at a 100 to 110 degree angle when using the keyboard and mouse
- Keep wrists in a straight or neutral position when keying or mousing
- Keep fingers in a relaxed position when keying or using the mouse
- Keep work materials within close reach
- Use a telephone headset for frequent/prolonged phone use
- Change positions/tasks frequently

## Tip 3 Force/Pressure

- Key with a light touch
- Avoid prolonged or excessive grasping of the mouse
- Use larger diameter pens to reduce grip when writing
- Use electric stapler for large stapling jobs
- Select a chair with adequate padding
- Avoid resting elbows and wrists on sharp or hard edges and surfaces

## Tip 3 Eye Strain

- Reduce glare on your computer screen by adjusting it's placement and tilt, using a glare guard or using window blinds and light filters
- Rest eyes intermittently by focusing on distant objects
- Take visual breaks
- Blink often when viewing the monitor
- Wear appropriate corrective lens for computer work
- Adjust the font, flicker and contrast of your monitor screen