



VEHICLE ACCIDENT PROCEDURE

Applicable to all Agencies, Departments and Districts Governed by The Board of Supervisors for the County of Riverside

1st get help (if needed)

In the event of an accident, the employee operating the vehicle shall take the following action:

- For every accident, request the local police or the California Highway Patrol to conduct an investigation.
- If the police refuse to come to the accident scene, advise them that this accident involves a government vehicle and their presence is requested.
- If the police still refuse to come to the accident scene, proceed with the remaining items below.



2nd

Immediately notify your supervisor/department head, County Safety Office, County Risk Management and, if the vehicle is owned or maintained by County Fleet Services, notify them as well.

- County Safety Office's phone number is (951) 955-3520.

- County Risk Management Office's phone number is (951) 955-3540.
- County Fleet Service's phone number is (951) 955-4660.

Do Not

- **DO NOT** discuss details of the accident or the events leading thereto with anyone other than brief factual answers to questions of investigating officers.
- **DO NOT** embellish.
- **DO NOT** argue or try to place or accept blame for the accident.
- **DO NOT** attempt to negotiate or make any promise to other involved parties.
- **DO NOT** admit liability.

Do

Identify yourself to other parties.

- Show your driver's license to the other parties involved.
- Give the name of your Agency/Department/District.
- Give your work telephone number.
- Give the number of County Risk Management (951) 955-3540 to the other involved parties.

Identify the driver(s) of the other vehicle(s) involved through their driver's license(s).

- Inquire whether addresses shown are current.
- Ask for their insurance company name and policy numbers.
- Write this information on the County Confidential Report of Vehicle Accident Form 942-6 attached in the space provided.



If further assistance is needed
Contact the Safety Division
951-955-3520



Clean + Organized = Safe

Housekeeping is a broad term that refers to the routine maintenance and upkeep of a workplace.

Whether an administrative office, maintenance shop, vehicle or other employee work area, good workplace housekeeping reduces injuries and accidents, improves morale, reduces fire potential and can even make operations more efficient. Workplace housekeeping is an integral part of every County department's Injury and Illness Prevention Program. Not keeping workplaces clean and organized can result in:

- Lost time injuries from slips, trips and falls, being struck by out-of-place or unsecured objects, or from using improper tools because the correct tool can't be found.
- Lowered productivity because of the time spent maneuvering around someone else's mess, and time spent looking for proper tools and materials.
- Time spent reporting and investigating accidents that could have been avoided.
- Substandard service or work reputation, lower productivity and lower workplace morale.
- Possible fires, due to improper storage and disposal of flammable or combustible materials and waste.

The Department Occupational Safety and Health (DOSH) references housekeeping specifically in Title 8 CCR 3362. Here are a few general housekeeping standards that apply to all workplaces.

(a) To the extent that the nature of the work allows, workplaces, storerooms, personal service rooms and passageways shall be kept clean, orderly and in a sanitary condition. The interiors, exteriors and environs of buildings that contribute to a hazard to which these orders apply shall be cleaned and maintained in such conditions as will not give rise to harmful exposure, as defined in Section 5140.

(b) Cleaning and sweeping shall be done in such a manner as to minimize the contamination of the air and, insofar as is practicable, shall be performed at such time and in such a manner that will avoid harmful exposures as defined in Section 5140.

(c) To facilitate cleaning, every floor, workroom, personal service room and passageway shall be kept free from protruding nails, splinters, loose boards and unnecessary holes and openings.

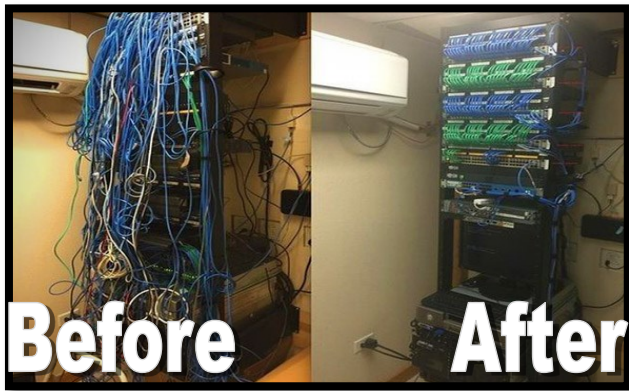
(d) All putrescible waste or refuse shall be stored in a receptacle so constructed that it does not leak and may be conveniently and thoroughly cleaned. Such a receptacle shall be maintained in a sanitary condition and shall be equipped with a tight fitting cover if it cannot be maintained in a sanitary condition without one. (This provision does not prohibit the use of receptacles which are designed to permit the maintenance of a sanitary condition without regard to the above requirements.)

(e) All sweepings, putrescible wastes, refuse and garbage shall be removed in such a manner as to avoid creating a nuisance and shall be removed as often as necessary to avoid creating a menace to health through the development of unsanitary conditions.

(f) Every enclosed workplace and personal service room shall be equipped and maintained, insofar as is practicable, to prevent the entrance or harborage of insects, rodents or other vermin. An effective program of extermination and control shall be instituted whenever their presence is detected.

(g) When exterior water intrusion, leakage from interior water sources, or other uncontrolled accumulation of water occurs, the intrusion, leakage or accumulation shall be corrected because of the potential for these conditions to cause the growth of mold.

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According to County Safety Manual document 1001, the following housekeeping rules apply to every County workplace.

- Each employee is responsible for cleaning up his/her own work area, including shops, offices, cubicles, storage areas and vehicles.
- Work and bench areas should be kept clean and neat. Tools and equipment must be kept arranged in a safe, orderly manner.
- Aisles and passageways shall not be used for the storage of materials.
- Walkways, stairs and fixed ladders shall be kept free of obstructions.
- Oil, grease and any liquids when spilled, shall be immediately wiped up or sprinkled with an absorbent floor compound.
- Equipment or materials will be neatly stored when not in use.
- Gather all tools and return them to their proper places when a job is complete. Make sure that no tool or appliance has been left in any machine or other place where it might fall or cause damage when the power is turned on.
- Return all surplus materials to warehouses or proper storage areas.
- Scrap material and rubbish shall be placed only in containers provided for that purpose.
- Welding cables, electric cords, air lines, etc., should be kept off floors by use of trees and hooks whenever possible.

- Metal stock, lumber and cased or crated goods should be stored neatly. Round stock should be blocked to prevent rolling, gas cylinders secured by chain in an upright position, and tiered materials cross-tied.
- Do not hang clothing, towels, rags or other combustibles on radiators, hot lines or similar locations.
- Fire inspections and hazard prevention measures shall be conducted.

To achieve and maintain a clean, healthy and safe workplace, supervision should do the following:

- Communicate housekeeping rules to employees and hold them responsible for the hazards they may create.
- Regularly inspect work areas for housekeeping hazards and correct or eliminate those hazards.
- Hold office, work area, storage area and vehicle clean ups at least once a year, in the spring or fall, to reduce clutter, organize work areas and inventory supplies.
- Get rid of unused, broken or obsolete tools, furnishings, materials or supplies to maximize work and storage area space.



Handwriting for Healthy Hands

Although we may write less and less be aware of your posture and sitting position when you write. Your body position affects the way you use your arm and hand. Here are some hints to follow when writing:



- Avoid leaning heavily on your forearm.
- Keep your elbow positioned in an open angle (90 degrees or more). Wrist and hand strain increases the more your elbow bends.
- Keep your fingers relaxed. Your knuckles should not be curled up or turn white when you write.
- Reduce finger motions. Use your wrist and forearm to move the pen or pencil rather than your fingers.
- Re-orient your writing paper or use an inclined surface to keep your wrist relaxed, especially for left-handed writing.
- If writing hurts your thumb, try holding the pen in the web space between your index and middle fingers.
- Handwrite rather than print. Large, cursive style writing causes less strain than printing small letters.
- Select large diameter pens and pencils or use rubber grips to reduce gripping force.
- Place Leaf-It-Finger dots or grips on fingers to increase friction. Tape or tubing can be applied to pens and pencils to increase surface friction.
- Replace standard ballpoint pens with easy flow ink fountain pens, roller balls, and gel ink pens.
- Write at a reasonable pace with frequent breaks.