

Safety Newsletter



Safety Division A Division of Human Resources

J U N E 2 0 1 7

S A F E T Y W E E K

June 12th / Monday

Training

- Review policy
- Schedule training
- Knowledge is power

June 13th / Tuesday

You

- Embrace safety
- Practice what you learn
- Take care of you!

June 14th / Wednesday

Plan

- For emergencies at work
- For emergencies at home

June 15th / Thursday

Worksite

- Address issues
- Hazard Rpt. form
- Correct them

June 16th / Friday

Don't overthink it!

- Plan
- Prepare

12th Training

As Riverside County employees we may not always recognize the importance of safety training or think of it as unnecessary because they've "been doing it for years." But an important benefit of periodic safety training is the reminder that a danger can exist and that no one is immune to accidents. Therefore, it is important for employees to understand the purpose of the training session, why it will be useful to them, and what can result from not following safety rules and procedures.

13th You

Safety Means Nothing Until It Means EVERYTHING"!!! This statement usually reflects our mindset. We all get through the day not really focused on our safety until something happens; workplace violence, natural disaster, a close call or the latest news report!

QUESTION: How many of you are prepared to provide for your families daily needs in the event of a natural disaster that leaves us with out services for 14 days?

We live in California and the earth shakes daily and yet many are not prepared...

14th Plan

Your family may not be together if a disaster strikes, so it is important to think about the following situations and plan just in case. Consider the following questions when making a plan:

- How will my family/household get emergency alerts and warnings?
- How will my family/household get to safe locations for relevant emergencies?
- How will my family/household get in touch if cell phone, internet, or landline doesn't work?
- How will I let loved ones know I am safe?
- How will family/household get to a meeting place after the emergency

Helpful Checklists

[American Red Cross Emergency Preparedness Checklist](#)

[Ready Gov Checklist](#)

[FEMA Checklist](#)

15th Worksite

Health and safety hazards exist in every workplace. Some are easily identified and corrected, while others create extremely dangerous situations that could be a threat to your life or long-term health. The best way to protect yourself is to learn to recognize and prevent hazards in your workplace.

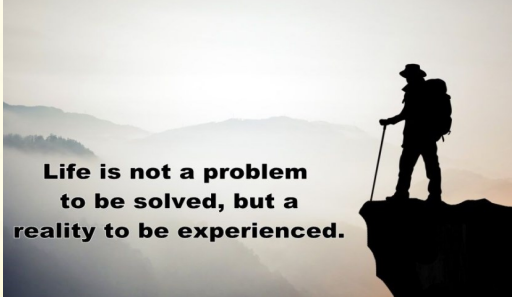
16th **Don't Overthink It!!!**

Paralysis by analysis is the state of over-analyzing (or over-thinking) a situation so that a decision or action is never taken, in effect paralyzing the outcome. This state of over-thinking about a decision leads the individual to the point where a choice never gets made, thereby creating a paralyzed state of inaction.

A person faces analysis paralysis when he/she is:

- Overwhelmed by the available options
- Over complicating the decision when it could very well be quite simple
- Compelled to pick the "perfect" decision, thereby delaying making a decision until due research is done
- In deep fear of making a wrong decision, hence stalling or avoiding decision making to prevent a wrong decision being made

Life is like a camera...
FOCUS on what's important,
CAPTURE the good times,
DEVELOP from the negatives,
 And if things don't work out.
 Take another shot.

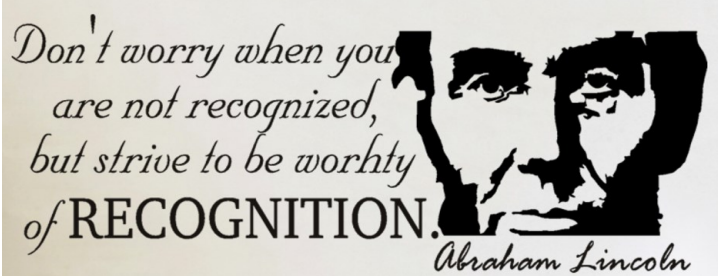


Don't wait for things to be perfect before you decide to start enjoying Your Life.

HOW DO I LIKE MY EGGS?
 UMM,
 IN A CAKE.

YOU ARE STRONG ENOUGH TO FACE IT ALL, EVEN IF IT DOESN'T FEEL LIKE IT RIGHT NOW.

Enjoy your own life without comparing it with that of another.



be grateful, slow down, enjoy life...



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



Do you use a laptop at work or at home? If you do, the following information may be beneficial.

- ◆ **Non-ergonomic Laptops** - the design of laptops violates a basic ergonomic requirement for a computer, namely that the keyboard and screen are separated. In the early days of personal computing desktop devices integrated the screen and keyboard into a single unit, and this resulted in widespread complaints of musculoskeletal discomfort. By the late 1970's a number of ergonomics design guidelines were written and all called for the separation of screen and keyboard. The reason is simple - with a fixed design, if the keyboard is in an optimal position for the user, the screen isn't and if the screen is optimal the keyboard isn't. Consequently, laptops are excluded from current ergonomic design requirements because none of the designs satisfy this basic need. This means that you need to pay special attention to how you use your laptop because it can cause you problems.
- ◆ **Laptop User Type** - how do you use your laptop? Are you an **occasional user** who works on your laptop for short periods of time or are you a **full-time user** with the laptop as your main computer? Occasional users will have less risk of problems than full-time users. All users should pay some attention to how they use their laptop, but full-time users may have more problems.
- ◆ **Laptop dimensions** - many laptops offer large screens (15" plus) and can work as desktop replacements (giving the viewing area of a 17" monitor). However, think about where you will most use your laptop to help you choose the best size. The larger the screen the more difficult it will be to use this in mobile locations (e.g. airplane, car, train). There are a number of smaller notebook and ultraportable laptops on the market. Consider issues of screen size and screen resolution. A small screen (e.g. 12.1") will be useful in mobile settings, but if the resolution is high (e.g. XGA - 1024 x 768) make sure that you can read the screen characters and can easily use the input device to point to areas on the screen. The smaller the laptop, the smaller the keyboard, so make sure that you can comfortably type on a keyboard that may be only 75% the size of a regular keyboard.
- ◆ **Laptop weight** - if you are a mobile professional who will be frequently transporting your laptop think about the weight of the system. By the word 'system' I mean the weight of the laptop plus the required accessories (e.g. power supply, spare battery, external disk drive, zip drive, CD_RW, DVD, Blu Ray etc.). Many lightweight portables can become as heavy as regular laptops when you add the weight of all of the components together. If your laptop + components weighs 10lbs or more then you should certainly consider using a carry-on bag that you can pull along. If you want a smaller bag and can comfortably carry your laptop consider a good shoulder bag design.

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Laptop computers are lightweight, portable and convenient. Unfortunately, the laptop's compact design, with attached screen and keyboard, forces laptop users into awkward postures. When the screen is at the right height, the keyboard position is too high; when the keyboard is at the right height, the screen is too low. This creates an ongoing trade-off between poor neck/head and hand/wrist postures.

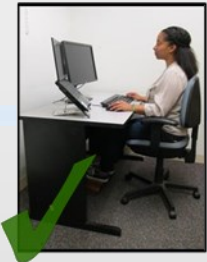
Setting Up Your Laptop

A comfortable workstation setup promotes:

- Neutral postures with the neck aligned with the spine (NOT bent or thrust forward) Back relaxed and supported
- Relax shoulders (NOT hunched or rounded)
- Elbows close to the body and bent at an angle between 90 and 120 degrees
- Wrist and hands straight (NOT bent or turned)

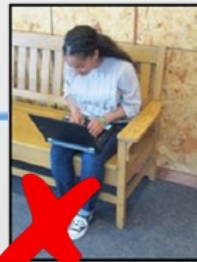
Short Term Use (less than an hour)

- Place the laptop on your lap to help keep your wrists straight while typing. Try a binder or lap platform to maximize the height of the screen and maintain an upright head posture.
- Use a chair that supports a comfortable upright or slightly reclined posture. Use a towel roll or inflatable lumbar pillow for lower back support.
- Tilt the screen to maintain a neutral posture.



Long Term Use (more than an hour)

- Maintain a neutral neck posture by placing the top of the screen at about eye level or slightly lower if using bifocal glasses.
- Use an external monitor, laptop stand or place your laptop on a stable support surface, such as monitor risers, reams of paper, or phone books so that the screen height can be adjusted.



Transporting Your Laptop

The weight of a laptop and accessories can add up. Here are some tips to reduce the stress on your body when transporting your laptop:



Carry your laptop in a wheeled case or backpack with wide, padded shoulder straps and a sturdy hip belt .

Switch hands or shoulders frequently when using a carrying case with a handle or shoulder strap.

Lighten your load by purchasing a lightweight laptop. Reduce the weight of your carrying case by removing unnecessary items, such as external hardware and cables.

When carrying files, binders, and additional items, consider putting them into a separate case to balance your load.

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

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

Electricity

1. Only authorized and qualified electricians shall make repairs or work on electrical equipment except for minor work, or low voltage fixtures.
2. Steam, water or oil leaks near electrical equipment shall be reported immediately to the supervisor in charge.
3. Electrical equipment which is heating excessively or sparking shall be shut off and an electrician called to correct the situation.
4. Working surfaces shall be kept dry when working with, or near, electrical apparatus.
5. All portable and fixed electrical equipment must be securely grounded before using.
6. No untrained employee shall operate equipment or machinery within ten (10) feet of any high-tension power line.
7. All electrical wires must be considered live until proven otherwise.
8. A switch shall not be closed without full knowledge as to why the circuit is open. The tag on a switch shall be removed only by the person who tagged the switch open or an authorized relief person.
9. Do not use any electrical equipment with frayed or otherwise deteriorated insulation.
10. The use of make-shift or over-capacity fuses and circuit breakers is prohibited.
11. No employee, except authorized electricians, shall work on live circuits.
12. Employees should stand on insulating mats when operating electrical switch gear.
13. No metal ladders shall be used within six feet (6) of live circuits.
14. A clear space of at least three (3) feet shall be maintained in front of all electrical panels and switch gear.
15. The green or ground wire on all portable tools and extension cords shall be securely fastened at both ends of the cord. The grounding prong on the cord plug shall not be removed nor bent aside to allow insertion in a two-prong receptacle.
16. Do not attempt to use or start any electrical equipment if your hands are wet or if you are standing on a wet surface.
17. All electrical cords must be protected from oil, chemicals, and rough surfaces.
18. Overloading of electrical outlets is prohibited. Overloading of electrical outlets is prohibited.

Automatic External Defibrillator (AED's) at Work

According to the American Heart Association a person in the United States suffers from a Cardiac Emergency on average every two minutes. An estimated 250,000 Americans die from Cardiac Emergencies every year. 42 percent of all deaths in California are related to heart disease. Many of those deaths are related directly to sudden cardiac arrest.

Sudden cardiac arrest can happen anytime, anywhere, to anyone, often without previous symptoms or warning signs. 75 percent of heart disease fatalities occur because the illness occurred away from a hospital setting. Once the symptoms of sudden cardiac arrest appear a person's chances of survival decreases by 7% - 1-% for every minute that passes without treatment.

Treatment with an Automated External Defibrillator (AED) together with Cardio Pulmonary Resuscitation (CPR) can increase a person's chance of survival when treatment is provided immediately. An Early Defibrillation Program can make the difference between life and death to our employees and visitors.

In 2007 the County Board of Supervisors approved the development and establishment of the County's AED program. The main purpose of the program was to increase employee and visitor safety by utilizing volunteer teams of trained and certified employee responders to provide CPR and defibrillation therapy in the event of a medical emergency.

The program started in 2007 with approximately 75 AEDs located at various County facility locations. Today there are more than 200 AEDs in service throughout the County. The key to this program was then and is today the County's trained and Certified staff.



The County of Riverside's AED program is here for our benefit. A benefit we wish we would not have to take advantage of but a benefit none the less. Ironically, most people do not even know this program exists. Many have seen the AEDs at their work locations but few know much of anything else about it. The key things to know are as follows:

- *Do you know what an AED is? What it does? And how it works?*
- *Do you know where your facility's AED is located?*
- *Do you know who your facility's Medical Emergency Response Team (MERT) member are?*
- *Would you know how to use an AED?*

Certification training on CPR/FA/and AED is provided by the County of Riverside's HR-Safety Division, through the American Red Cross. It is a volunteer process and must be approved by your Department's Management staff. There is a small Administrative fee that is charged by the Red Cross which is passed no to the employing Department. If you are interested in becoming CPR/AED/ and First Aid Certified talk to you Supervisor first then call the Safety Division for more information.



Slow for the Cone Zone!

Riverside County

Within the boundaries of our county there are 2200 miles of roads that are maintained by Riverside County Transportation Department (RCTD). The Highway Operations division crews and districts are responsible for the repair, maintenance and upkeep of these roads to ensure that residents and travelers have access and connection to their destinations. These employees are dedicated and committed to public service by providing the necessary projects and maintenance to make your travelling experience safe and satisfactory. So please remember that there are county employees making it safe for your travels throughout the county, please be courteous and drive safely when you see our orange trucks and equipment repairing and rebuilding the road you are driving on, thank you. Remember to slow for the Cone Zone!

Work Zone Safety Tips

The California Department of Transportation wants you to return home safely to your family. The following tips are to help you stay safe while traveling through maintenance and construction work zones. Motorists can make trips a little safer by remembering the following work zone safety tips.

- Do not speed in work zones; obey the posted speed limits.
- Stay Alert! Expect the unexpected.
- Watch for workers; drive with caution.
- Don't change lanes unnecessarily.
- Avoid using mobile phones while driving in work zones.
- Turn on headlights so that workers and other drivers can see you.
- Be Patient!
- Be especially alert at night while driving in work zones.
- Expect delays, especially during peak travel times.
- Allow ample space between you and the car in front of you.
- Anticipate lane shifts, and merge when directed to do so.