



County Of Riverside

Standard Safety Operations Manual



DOCUMENT NUMBER: 1001

REVISED DATE:

2/4/04

SUBJECT:

General Safety Rules

General Work Procedures

Starting April 2017, will be including a snap shot of one of the sections within the County Safety Manual. "General Safety Rules" section 1001 covers general work procedures and we will take a quick look at the topics below on a monthly basis.

Sections To Be Covered

Chemicals	Housekeeping	Office Safety
Electricity	Ladders, Stairs, Scaffolds & Staging	Street Work Area Protection
Fire Prevention	Machinery	Tree Work
Gas Cylinders	Material Handling	Trenching, Excavating, Street Repairs, Sub-Surface Operation and Confined Spaces
Hand Tools		

Workstation Set Up 101

Whether you are an active or a new employee on a new workstation there are 4 ergonomic points to keep in mind. Follow these 4 easy steps to help set up your computer workstation:

STEP 1 Chair

- Push your hips as far back as they can go in the chair.
- Adjust the seat height so your feet are flat on the floor and your knees are equal to, or slightly lower than, your hips.
- Adjust the back of the chair to a 100°-110° reclined angle. Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes.
- Adjust the armrests so that your shoulders are relaxed. If your armrests are in the way, remove them.

Step 2 Keyboard

An articulating keyboard tray can provide optimal positioning of input devices. However, it should accommodate the mouse, provide leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials such as your telephone.

- Pull up close to your keyboard.
- Position the keyboard directly in front of your body.
- Determine what section of the board you use most frequently, and readjust the keyboard so that section is centered with your body.
- Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (90°), and your wrists and hands are straight.
- The tilt of your keyboard is dependent upon your sitting position. Use the keyboard tray mechanism, to adjust the tilt. If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position.
- Palm support can help to maintain neutral postures and pad hard surfaces. However, the palm support should only be used to rest the palms of the hands between keystrokes. Resting on the palm support while typing is not recommended. Avoid using excessively wide palm support, or palm support that are higher than the space bar of your keyboard.
- Place the pointer as close as possible to the keyboard. Placing it on a slightly inclined surface, or using it on a mouse-bridge placed over the 10-keypad, can help to bring it closer.

If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height, the height of your chair, or use a seat cushion to get in a comfortable position. Remember to use a footrest if your feet dangle.

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Step 3 Monitor, Documents and Telephone

Incorrect positioning of the screen and source documents can result in awkward postures. Adjust the monitor and source documents so that your neck is in a neutral and relaxed position.

- Center the monitor directly in front of you above your keyboard.
- Position the top of the monitor approximately 2-3" above seated eye level. (If you wear bifocals, lower the monitor to a comfortable reading level.)
- Sit at least an arm's length away from the screen and then adjust the distance for your vision.
- Reduce glare by careful positioning of the screen.
- Place screen at right angles to windows .
- Adjust curtains or blinds as needed.
- Adjust the vertical screen angle and screen controls to minimize glare from overhead lights.
- Other techniques to reduce glare include use of optical glass glare filters, light filters, or secondary task lights.
- Position source documents directly in front of you, between the monitor and the keyboard, using an in-line copy stand. If there is insufficient space, place source documents on a document holder positioned adjacent to the monitor.
- Place your telephone within easy reach. Telephone stands or arms can help.
- Use a headset or speaker phone to eliminate cradling the handset.



Step 4 Pauses and Breaks

Once you have correctly set up your computer workstation use good work habits. No matter how perfect the environment, prolonged, static postures will inhibit blood circulation and take a toll on your body.

- Take short 1-2 minute stretch breaks every 20-30 minutes. After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during lunch breaks.
- Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance.
- Rest your eyes by covering them with your palms for 10-15 seconds.
- Use correct posture when working; Keep moving as much as possible.

Hello? Is your refrigerator running?



It's no secret moisture coupled with various organic materials are known to be a breeding ground for mold growth. Frost buildup and poorly maintained office refrigerators can be a major source of office property damage and mold growth. This can result in water leaks on the floor creating slip hazards as well as leaks on the carpet creating stains, musty smells, mold and mildew. Mold and musty odors originating from even the smallest of refrigerators can emit odors that can be smelled in a large office causing sneezing, coughing and nausea in sensitive people.

To avoid such occurrences, it's extremely important to maintain personal and community refrigerators. Below are some tips to consider regarding work refrigerators:

1. Place all office refrigerators on non-carpeted surfaces;
2. If you are placing refrigerators on carpet or pressed wood, use a catch pan (see photo);
3. If you are away for more than a week (vacation, leave, etc.), unplug your personal refrigerators, this is especially true for those in personal offices with lockable doors;
4. Periodically inspect the rubber seals around the doors to ensure they close tightly;
5. Make sure all liquid containers in refrigerators have lids;
6. Defrost your refrigerators when you observe excess frost buildup;
7. Setup your mini refrigerator far from direct daylight or anything that could cause it to take on additional heat (space heater, water heater, etc.). You don't want to overwork the cooling compressor or you could find yourself with a broken fridge faster than expected;
8. Place mini fridges on an even surface. This ensures the fridge won't tip over and cause damages, as well as making sure the coolant can circulate without any struggles;
9. When starting out with your mini fridge, set the internal thermostat to a medium temperature. You don't want items so cold that they could freeze in certain areas of the fridge, and you also don't want to waste energy keeping things colder than needed. If you're storing dairy products or meat, you should make sure the temperature remains below 40 degrees at all times.

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10. Keep the items in your fridge spread out evenly so air can circulate between the items. This is key to making sure the mini fridge doesn't develop any cold or hot spots.
11. Clean out the inside of the refrigerator every month or two. You want to get rid of any old items to ensure your mini fridge doesn't develop a bad odor and wipe down the shelves and walls with some sort of cleaning solution. You can use warm water and soap for regular maintenance, but don't be afraid to use a cleaner with bleach if you have bad odors.
12. Clean the coils of the mini fridge at least once per quarter to establish it's running efficiently. Start

by unplugging the fridge, then use a vacuum hose to sock away any dust or build-up that has accumulated around the fridge. If you have pets or a freezer compartment, you should do this more often.

13. If you're going to be away for some time, you may want to empty the refrigerator and power it down while you're away. If you're gone and there's an extended power outage, items in your mini fridge could hit dangerous temperatures and start growing harmful bacteria.



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

<https://chem-scope.com/mold-grown-in-offices/>

What Makes Mold Grow?

1. *Water / Moisture*

- *Is the main controllable factor*
- *No water = no growth*

2. Food (it's abundant)

- Wood, carpeting, padding
- Wallpaper, sheetrock, paper
- Ceiling tiles, cotton, wool, leather
- Body cells, hair, dust

3. Heat

- like many living things, mold grows best at room temperature.

