County of Riverside Safety Division

Safety Newsletter

February 2018

CAL/OSHA REQUIRES POSTING OF THE FORM 300A

Beginning February 1 and through April 30, 2016, all Riverside County Facilities are required to post the Cal/OSHA Form 300A annual summary log of injuries and illnesses which occurred in 2015. Even if there were no recordable injuries or illnesses during the year, facilities are required to post the summary with (0) zero values appearing in the total line.

Cal/OSHA requires employers to record certain injuries, maintain records, post summaries, and make these records available to Cal/OSHA during an inspection. The Form 300A Summary of Work-Related Injuries and Illnesses must be posted from February 1st - April 30th.

Where do I post the Form 300A?

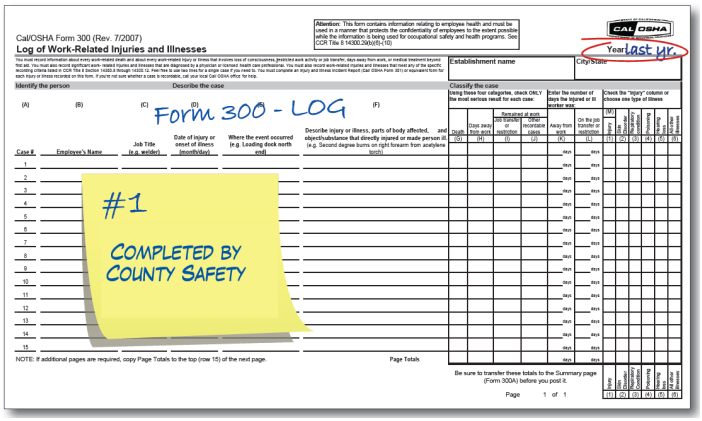
Post in each establishment in a conspicuous place, where notices to employees are usually posted.

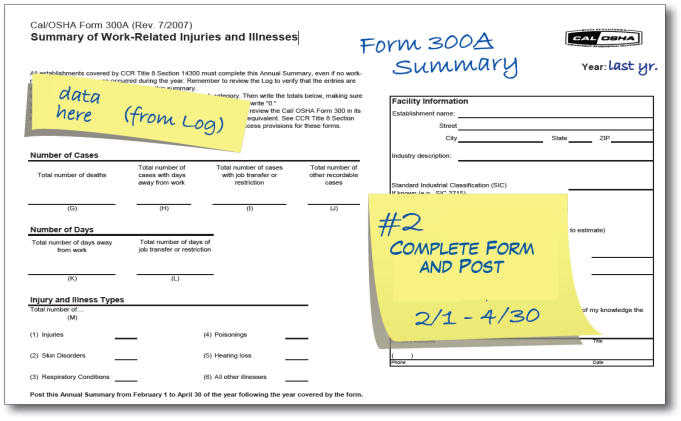
How long do I keep these Forms?

Keep the Form 300 Log, the Form 300A Summary and the Form 301 Incident Report for five years

We had no recordable injuries - do we need to post the 300A Form?

Yes. Complete the facility information (right side of form) and fill in the injury data with zeros.





Where can I find out more?

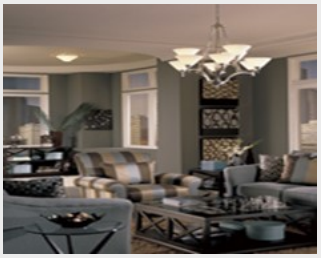
- Your Department assigned Safety Coordinator/ Safety Office.
- Go to www.dir.ca.gov/t8/ch7sb1.html for a complete text of the regulations.
- Visit Cal/OSHA's recordkeeping eTool:
- www.dir.ca.gov/dosh/etools/recordkeeping/index.html
- for more Q&A, regulation interpretation and forms.

Basic Types of Lighting

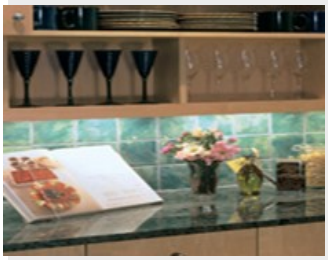
Three are three basic types of lighting that work together in your home and workplace:

Ambient (general lighting) **Task** **Accent**

A good lighting plan combines all three types to light an area according to function and style.

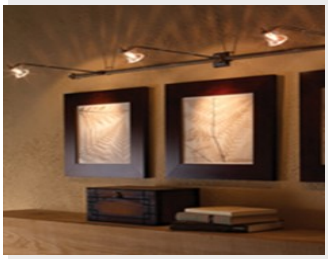


Ambient lighting provides an area with overall illumination. Also known as general lighting, it radiates a comfortable level of brightness without glare and allows you to see and walk about safely. In some spaces such as laundry rooms, the ambient lighting also serves as the primary source of task lighting. It can be accomplished with chandeliers, ceiling or wall-mounted fixtures, recessed or track lights and with lanterns mounted on the outside of the home. Having a central source of ambient light in all rooms is fundamental to a good lighting plan.



Task lighting helps you perform specific tasks, such as reading, grooming, preparing and cooking food, doing homework, working on hobbies, playing games and balancing your checkbook. It can be provided by recessed and track lighting, pendant lighting and under-cabinet lighting, as well as by portable floor and desk lamps.

Task lighting should be free of distracting glare and shadows and should be bright enough to prevent eye strain.



Accent lighting adds drama to a room by creating visual interest. As part of an interior design scheme, it is used to draw the eye to houseplants, paintings, sculptures and other prized possessions. It can also be used to highlight the texture of a brick or stone wall, window treatments or outdoor landscaping.

To be effective, accent lighting requires as least three times as much light on the focal point as the general lighting surrounding it.

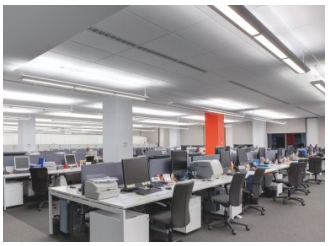
Accent lighting is usually provided by recessed and track lighting or wall-mounted picture lights.

High healthcare costs associated with back pain and carpal tunnel syndrome have raised awareness about the importance of ergonomics. But there's more to ergonomics than proper support for the back and wrists. Anything in the physical environment that affects the fit between a person and her work is ergonomic by nature.

A good fit includes lighting, which is as important as any other workspace tool to worker comfort. In the absence of good light, people will hunch, squint, and frown over their work, without realizing it. By reducing eyestrain and allowing people to maintain healthy posture, proper lighting can improve productivity by more than six percent.

What We Know

When it comes to the working environment in general, we know that control over many environmental factors, e.g., noise levels, temperature, and lighting, contributes to comfort and enhances productivity. We know that while access to natural lighting enhances psychological well-being, natural light alone isn't enough for most office-related tasks because there's a wide variation in light intensity (i.e., foot-candles) even in spaces that have plentiful natural light. We also know that when they don't have enough light or the right kind of light, people experience eyestrain and headaches and make more mistakes.



But what's the "right" kind of light? That depends in large part on a person's age. Under the same lighting conditions, people in their twenties have eyesight that's eight times better than people in their sixties. It also depends on quality of eyesight, which varies widely even among people of the same age group. Finally, it depends on how tired the eyes are, since as eyes tire, their need for light increases. Note: people's eyes tire at different rates during the day. Lighting in the workplace ideally includes task lighting the person can control, as well as ambient light and natural daylight.

Design Problem

Trends in office design and the push to reduce energy use and costs are causing companies to re-think their lighting. In commercial buildings, lighting accounts for 35 percent of energy use—more than any other single end use. Because lights give off heat in addition to giving off light, lighting also contributes to the next highest category, space cooling, which accounts for 16 percent of energy use. Many systems furniture workspaces come with individually controlled task lighting built in. As companies move to a more open design, they see an opportunity to reduce costs by relying on natural lighting and ambient overhead lighting to meet workers' needs.

When deciding just how much ambient light is needed, designers take technology use into consideration, and rightly so. Computers, electronic tablets, and smart phones have their own light source and people need less ambient light when using these tools. Unfortunately, the reduced levels of luminance recommended for computer use make reading text on paper more difficult. That's particularly true for aging workers, but younger workers struggle with low light, too, when their eyes are tired.

In addition, workers increasingly expect to have control over every aspect of the environment, from bringing their own device to choosing where they'll work to controlling their lighting. Furthermore, when offered control and basic education, people will turn off the lights when they don't need them or when they leave the room. The fact that light emitting diodes (LED) lights are user controlled is one of the reasons that Leadership in Energy and Environment Design (LEED) awards points for them. The other reason is that LEDs use 75 percent less energy and last 25 times longer than incandescent bulbs.

Design Solutions

Well-designed task lights have the on-off controls within easy reach of the individual; the individual can also control the projection of the light (to reduce glare on the monitor screen and the surface); and the heat generated isn't scalding to the touch.

Ideally, the lamp provides "control within control," i.e., not only is the on/off switch under the control of the individual, but also the amount and position of the light. When available, brightness controls should have a generous range, and continuous light level adjustment (i.e., smooth dim-to-bright settings controlled by the person) is preferable.

Offices should enable people to do work, whatever that work entails. While energy conservation and cost-savings are strong factors in lighting decisions, the fit between the individual and the work—i.e., ergonomics—remains the ultimate consideration.

HAVE YOU CHECKED YOUR EMERGENCY EXITS??

Egress Tips

- Maintain proper signage
- Keep the egress pathway clear
- Make sure there isn't anything preventing the door from freely opening (both indoors and out)
- Report and correct any issues

Health care workers, facility maintenance, fleet maintenance, landfill workers and maintenance construction workers are exposed to irritating substances and work conditions that can be harmful to their skin, especially the hands. Workers who use hazardous chemicals, experience skin injury from tools, components, and materials they handle are at risk of work-related skin disorders. Good hand hygiene includes proper washing and use of hand care products protecting hands from damaging chemical and biological agents.

Healthy, clean skin is less inclined to react with irritants and agents so it is important that exposed skin is washed and moisturized properly on a regular basis to avoid contact dermatitis, the most common skin disorder. Proper hand washing is more involved than what most workers practice. In the health care industry where hand hygiene is a high priority, studies indicate compliance among health care workers is, on average, well below 50 percent. Health care workers who do not properly wash their hands risk passing germs and bacteria on to their patients. Hand washing can help prevent the transfer of pathogens and exposure to chemicals. However, washing with soap and water alone may not remove all germs and contaminants from hands. A germ-free cleaning requires agitation/rubbing the hands together to mechanically remove germs and contaminants from the hands. Many people do not take the time to wash their hands correctly and do not wash frequently enough. Those who do wash their hands frequently spend less than half of the time required.

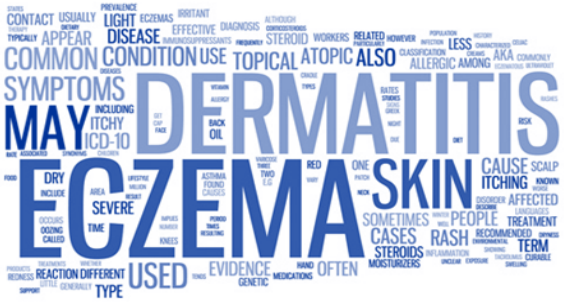
So what does proper hand washing entail?

⇒ Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

⇒ Lather your hands by rubbing them together with the soap for at least 20 seconds. Be sure to lather the backs of your hands, between your fingers, and under your nails.

⇒ Rinse your hands well under clean, running water.

⇒ Dry your hands using a clean towel or air dry them.



Lack of convenience to hand washing facilities also hinders good hand washing practices. If workers don't have convenient access they may feel too pressed for time to wash their hands, or they simply may not make the effort. Use of hand sanitizer by workers without easy access to hand washing facilities provides protection if used correctly and as an interim measure until hands may be properly washed. Hand sanitizers that have at least 60 percent ethyl alcohol should be used in health care settings to kill germs. Sanitizers with 40 percent alcohol may not be effective at reducing and eliminating germs, microorganisms, and other contaminants on hands. Hand sanitizers are not as effective when hands are visibly dirty or greasy. To properly use hand sanitizer;

Skin Protection and Hand Washing

- Apply the product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all surfaces of your hands and fingers until your hands are dry.

Because sanitizers can dry hands, lotion should be applied afterwards to moisturize and protect skin. Hand lotion should also be applied if frequent hand washing is required. Adequate hand washing facilities and products should be available and accessible to workers where and when they are required. Hand washing areas should be located in key areas such as changing rooms, work area entrances, washrooms, and hand washing stations. Remember, good hand hygiene consists of proper hand washing and use of lotions when needed to prevent disease and skin disorders.