



Safety Newsletter

January 2018

DMV - Pull Notice

The County of Riverside is an active participant in the California State Department of Motor Vehicles Employer Pull Notice Program (EPN). The EPN is a voluntary program designed to promote driver safety through ongoing review of driving records. This is an overview of the County's EPN and how it correlates to the County of Riverside Vehicle use Authorization as promulgated by Board of Supervisors Policy C-10, C-34 (for commercial driver i.e. Safety Sensitive Operations) and the Standard Safety Operations Manual (SSOM) Document 4001.

Detailed information about the CA DMV's EPN is provided at the California DMV web-site. Follow the link below:

https://www.dmv.ca.gov/portal/dmv/?1dmy&uril=wcm:path:/dmv_content_en/dmv/vehindustry/epn/epngeninfo

Every county employee that is required to drive a county vehicle and/or a private vehicle to conduct county business is required by the Board or Supervisors (BOS) policy to have a Driver's Authorization (Form 30) on file with the HR-Safety Office. This includes any employee whose job description does not "require" a person to drive but "may" have a need or an opportunity to do so.

Attending off-site meeting or training sessions are work related activities. Work on county time (work related) will also count if an employee is expected to start their day at one location but have to drive to their "Home" location/facility before the workday is over.

The Form 30 authorization form is used by individual

departments to authorize employees to drive a form used by which an employee is authorized to drive on County business. It must be completed and signed by the employee and then approved by the Department head. The form 30 is also used to enroll the employee in the EPN.

Enrolment in the EPN generates a driving record as a result of an action/activity on a person's driving record. Expired Driver's licenses are the most common type of notification made by the DMV to an employer. **Do you know when your DL expires?** Keep an eye on it or your supervisory staff will receive a letter indicating your license expired on your birthday.

DMV also notifies an employer of pending actions such as suspensions and citations. Always notify your supervisors if you are aware of any actions against your driving record. It should be comforting to know that only authorized County employees have access to these notifications. It is a way of protecting your privacy as much as possible while this process is in action.

For any questions related to your County Driving privileges, always start with your supervisors.

Form 30



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

The Safety Meeting

A safety meeting is usually a brief 15-20 minute discussion with employees about safety hazards that exist in their job or work environment. The goal of the meeting is to educate employees about safety hazards and empower them to work safely to reduce or eliminate injuries. The meeting can be an add-on to a regularly scheduled staff meeting or it could be a tailgate meeting with a crew out in the field before the work day begins.

Why have safety meetings?

Safety meetings give employees the ability to express their concerns about safety in the workplace. It is also a great way to educate management about the hazards which are within their control and responsibility. In addition, if employees are educated about safety in their work environment, they are more inclined to work safer because they have the knowledge to spot potential hazards. Cal/OSHA (Title 8) the County's Injury and Illness Prevention Program (IIPP) requires communication between the management and employees commonly satisfied through periodic safety meetings.

Guidelines for communications can be found in Standard Safety Operations Manual (SSOM) document 601 <http://safety.rc-hr.com/SafetyCenter/SafetyManual.aspx>

What should be discussed in these meetings?

The most important component of a safety program is the written programs or policies and procedures that have been established which outline expectations of employees in terms of working safely. Programs like the IIPP and Emergency Action Plan should be very familiar with all staff. Employees cannot be expected to work safely if they do not know their responsibilities. Departments should consider discussing these programs in detail at least once a year with all staff. In addition to written program awareness, discuss what else is going on in specific work environments, new operations or work groups. Discussion topics could include computer ergonomics, workplace security, safe work practices, new equipment/machinery, actual injuries or illnesses without revealing names, or even trends

that may be occurring such as an increased number of trip and fall injuries, security incidents, etc. Consider creating a meeting schedule with topics picked that pertain to the workplace or operations. Ask staff for topics or ideas to include in your safety meeting.

Tips for a good meeting:

Here are some tips for an effective meeting.

- Hold meetings in a comfortable, non-distracting environment. Managers and supervisors should be in attendance for the entire meeting which shows commitment.
- Meeting topics should relate to the specific work environment or operations. If addressing a specific safety concern research the problem before the meeting. For example, what procedures are in place for dealing with violent individuals or consult with the manufacturer for machinery safety issues.



Here are some free Internet safety meeting resources to pull topics from. Some of these sites offer free email subscriptions also.

County Human Resources Safety Division Website

<http://safety.rc-hr.com/SafetyCenter/SafetyTopics>

Federal OSHA Topic Index

<https://www.osha.gov/pls/publications/publication.AthruZ?pType=Industry>

California OSHA Consultation

<https://www.dir.ca.gov/dosh/consultation.html>

National Safety Council Safety / Safety Tips

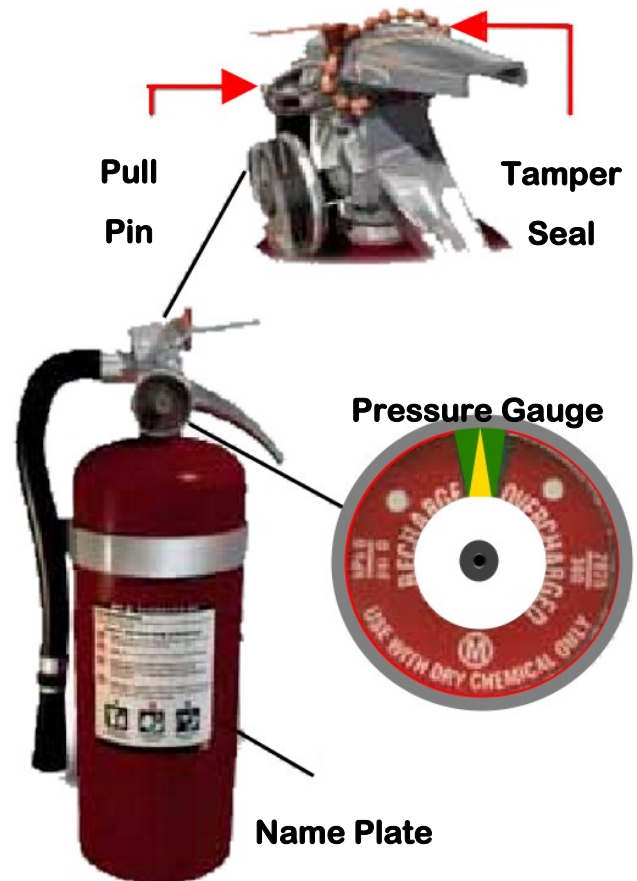
<http://www.safetyandhealthmagazine.com/topics/175-safety-tips>

IS THE EXTINGUISHER FULLY CHARGED AND WORKING PROPERLY?

Regular maintenance and inspections of your portable fire extinguishers will provide assurance that they will operate effectively and safely if they are needed.

Inspect all extinguishers at least once a month. Use the following checklist as a guide.

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?
4. Is the pin and tamper seal intact?
5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion, or leakage?
6. Have all dry powder extinguishers been gently rocked top to bottom to make sure the powder is not packing?



NOTE:

If you did not answer **yes** to all of these questions, have the extinguisher fixed or replaced immediately!



If further assistance is needed
Contact the Safety Division

951-955-3520

FYI

All too often we turn on the news and witness the ails of security breach. Therefore , it's vitally important to address and implement proactive measures to safeguard against such. Consider how much "security" is associated with your County of Riverside badge. Losing your badge not only gives away identity and job information, it could potentially allow access to secured locations. Essentially, every effort to ensure your badge is with you while at work is well worth it. Additionally, be careful not to leave your badge visible in your car , while the car is parked.

In the event of a loss or misplacement, notify your supervisor immediately!



Calling all DSR's! What's A DSR?

A DSR is a Department Safety Representative (DSR). They are your onsite Safety Representative responsible for complete your monthly facility inspections and communicate issues to the Safety Division Coordinator assigned to your department.

Below is information gathered from last months survey..

If you didn't complete the survey please click on the link at the bottom DRS's ONLY

To be completed by current DSR's only

[Link](#)

Hi
I'm the link!