

HAZARD RECOGNITION: IDENTIFICATION AND ASSESSMENT



One of the "root causes" of workplace injuries, illnesses, and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated. A critical element of any effective safety and health program is a proactive, ongoing process to identify and assess such hazards. Hazard Recognition is one of the eight required elements in an Injury and Illness Prevention Program as required by [Section 100 of the County Safety Manual](#) and Title 8 of the California Code of Regulations (GISO 3203) and is enforceable by Cal-OSHA.

Hazard identification is part of the process used to evaluate if any particular situation, item, thing, etc. may have the potential to cause harm. Hazard Identification involves the identification of hazards and risk factors that have the potential to cause harm, the analysis, and evaluation of the risk associated with that hazard and the determination of appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated. Overall, the goal of hazard identification is to find and record possible hazards that may be present in the workplace.

"Any practice or situation that occurs in an occupational setting and has the potential to cause bodily or mental harm or poses any other risks to the health of one or more workers constitutes a workplace hazard. Hazards can be classified by categories such as:

- Biological – bacteria, viruses, insects, plants, birds, animals, and humans, etc.,
- Chemical – depends on the physical, chemical and toxic properties of the chemical,
- Ergonomic – repetitive movements, improper set up of computer workstation, etc.,
- Physical – radiation, temperature extremes, pressure extremes, noise, etc.,
- Psychosocial/security – stress, violence, etc.,
- Safety – slip/trip/fall hazards, missing machine guarding, equipment malfunctions or breakdowns. (1)

Known hazards are required to be labeled but most inherent or behavioral hazards, unfortunately, are not. What hazards do you see in these pictures? Driving hazards, Electrical hazards, Trip hazards, Fall hazards, Computer ergonomic hazards, Lifting hazards...



These are just a few of the types of hazards that exist in the workplace. When people come in contact with these hazards injury and/or illness may occur. Workplace injury and illness can be prevented if supervisors and employees are made aware of hazards, conduct regular self-inspections and eliminate or control hazards.

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HAZARD AWARENESS AND TRAINING

One way to recognize hazards is to ask the following questions. (This is not a conclusive list. Supervisors and employees should conduct their own workplace hazard assessments.)



What materials or situations can workers come into contact with? Possibilities could include electricity, chemicals (liquids, gases, solids, mists, vapors, etc.); temperature extremes of heat or cold, ionizing/ non-ionizing radiation (e.g., x-rays, ultraviolet (sun) rays).

What materials or equipment can workers be struck by? Moving objects (e.g., forklifts, heavy equipment or vehicles), flying objects (e.g., sparks or metal shards from grinding, windblown dust and debris).



What objects or equipment can strike or hit workers, or what part of the body might be caught in, on, or between? Stationary or moving objects, protruding objects with sharp or jagged edges, pinch points on machines, moving objects (conveyors, chains, belts, ropes, etc.)



What can workers fall from? Falls to lower levels from elevated objects, structures, tanks, lofts, ladders, overhead walkways, roofs, trees.



What can workers slip or trip on? Falls on the same level from obstructions on floors, stairs, wet, oily or icy walking and working surfaces, footwear that is in poor condition.

How can workers overexert themselves? Lifting, pulling, pushing, carrying, repetitive motions, computer/technology.



What other hazardous situations can workers encounter? Unknown/unauthorized people in the area, a potentially violent situation working alone, confined spaces, missing/damaged materials or equipment, new equipment or procedure at work site, fire, chemical spill or release.

Supervision and employees should be trained on the inherent hazards of their jobs including environmental, safety and security hazards, chemical process hazards, equipment and tool operation hazards. Regular training should occur addressing workplace hazards and be a combination of formal instruction and discussions in workplace safety meetings.

DMV EMPLOYER PULL NOTICE PROGRAM



HAVE YOU EVER HEARD OF THE CALIFORNIA DMV EMPLOYER PULL NOTICE PROGRAM?

Have you ever forgot to renew your license, received a moving citation, been in an accident in your personal vehicle, or maybe forgot to take care of a matter in traffic court? Depending on the circumstances, those incidents can affect an employees driving privileges. As employees of the County of Riverside, we provide a diverse range of services to the public from Corona to Blythe. In many positions, the use of a County fleet vehicle is required to accomplish our mission to provide the best public services available in California. But our

status as a public employee does not eliminate the State's or County's requirement to hold a valid license while operating a vehicle (County or private.)

To ensure County employees are legally permitted to operate County fleet vehicles while working, the County of Riverside participates in the [California Department of Motor Vehicles' Employer Pull Notice Program](#) (EPN.)

SO HOW DOES IT WORK?

When an employee is hired they are to complete and submit a Form 30 (Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business) to the HR Safety Division—then the employee will automatically be enrolled in the EPN Program. The HR Safety Division immediately receives a confirmation of your license's valid status, and then annually from the date of enrollment.

The DMV notifies the HR Safety Division using the "Pull Notice" system if the employees drivers license is amended, expired, suspended or revoked. (BOS Policy D-1,6C)

WHAT HAPPENS IF THE COUNTY RECEIVES A "PULL NOTICE" OR MY LICENSE IS SUSPENDED OR REVOKED?

If your license has been suspended or revoked, your department will be contacted by the County HR Safety Division. Per County Safety Manual Section 4001, Section 1, Subsection 5: "Any driver who has had his/her driver's license suspended or revoked, shall immediately notify his/her supervisor, either in person or by telephone, and must discontinue further operation of any vehicle on County business while in such a status." Authorization to drive a County vehicle or other vehicle on County business is cancelled if the employee's driver's license is expired, suspended or revoked. Once the valid status is restored, the department may reinstate an employee's authority to drive County vehicles.

IMPORTANT TIPS TO REMEMBER...

- ◆ You will not be able to use Fleet Services, including vehicle rental or fueling, unless you complete the Form 30.
- ◆ If your license is pulled for any of the above reasons, you will not be able to use Fleet Services.
- ◆ There is no exemption for sworn employees.
- ◆ Notify your supervisor immediately if/when you receive a notice from the DMV.
- ◆ Drive Safe!

CAN A WATER BOTTLE IN THE CAR BE A FIRE RISK?

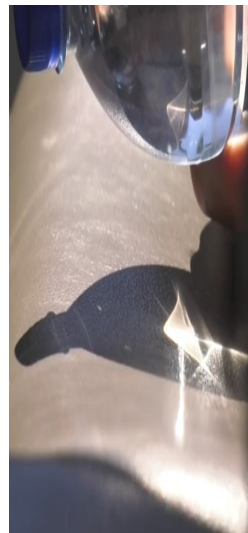


Filed Under... Strange but True Safety Facts:

If you think it's a responsible move to bring a water bottle with you when you are out and about the County, you're right. It is very important, especially on a hot dry day, to drink plenty of water and stay hydrated. Good hydration helps us to stay healthy and focused, so grabbing a water bottle is definitely a smart move.

There is one thing that should be considered though when placing that water bottle in your County vehicle. Recently, there have been instances of water bottles heating up adjacent surfaces to the point of combustion. Of course positioning and conditions must be just right for a fire or heat damage to occur but let's face it...crazier things have happened.

County, as well as personal, vehicles are often left baking in the hot sun. Obviously, the ideal thing is to keep plastic water bottles out of a vehicle in direct sunlight.



The fix is simple if you aren't going to have time to remove the bottles, just make sure that they are kept out of the direct sunlight. Not only is there a possibility of the water bottle causing a hot spot, but it can also be unsafe for health as well. Studies indicate that plastic water bottles left in a hot car may have harmful chemicals that are released into the water. Next time you find an old water bottle in the car, consider using it to water plants.

DON'T FORGET TO USE THE BLUE BIN AT WORK!



Making bottles to meet America's demand for bottled water uses more than 17 million barrels of oil annually, enough to fuel 1.3 million cars for a year¹.

1. Pacific Institute. "Fact Sheet: Bottled Water and Energy – Getting to 17 Million Barrels." December 2007.





Managing Fatigue in the Workplace

By The National Safety Council ([View Article Here](#))

POLICIES AND PRACTICES

Clarify roles and expectations: A recognized internal point of contact with responsibility for fatigue management efforts is a necessary first step towards effective implementation. This individual should be responsible for managing communications about the program and coordinating all program activities. This "fatigue champion" recognizes both the benefit to the organization and to employees' lives. The champion can provide an extra level of motivation and inspiration that can lead to an exceptional fatigue management program.

Effective policies and practices for hours of work and rest should be science-based and recognize the physiological need for sleep and circadian rhythms. They should also take into consideration the type of work that needs to be done and recognize the characteristics of the workforce. There is no "one size fits all" number for daily or weekly work hours. Consider the following-

Daily and weekly limits:

Daily fatigue risks increase with more hours on duty, or with more time on task (hours of work without break). Daily work limits should also address the impact of hours awake, and how factors such as commute times and shift start times will affect the amount of time workers are awake prior to the start of their work period.

Sleep loss over the course of a workweek impairs performance. Setting weekly limits on total work hours and including a provision for a weekly off-duty "reset" period are common ways that organizations seek to manage the cumulative effects of sleep loss over time.

Time-of-day fatigue: (circadian rhythm misalignment)

Working at night and corresponding daytime sleep are both misaligned with the normal circadian rhythms. Fatigue risks increase during night shifts, and sleeping during the day is less than optimal due to the circadian clock. For those working a night shift, consideration should be given to minimizing boring or monitoring tasks that can unmask underlying sleepiness, and safety-sensitive tasks should be scheduled earlier in the shift when possible.

Limits on night shifts:

With increased fatigue risks associated with working at night, employers should consider implementing shorter night shifts. This provides a way to minimize the interaction of risks associated with hours awake and the increased likelihood of fatigue during the low point in circadian rhythms. Fatigue risks have also been found to increase over consecutive night shifts, so minimizing multiple nights in a row and providing regular breaks should be considered.

Limits on early morning shifts:

Early-morning shift starts can also infringe on individuals' normal sleep periods. With long commutes, wake times necessary for early shift starts may feel more like the middle of the night than morning. The ability to get adequate sleep in these circumstances is further challenged by the difficulty in getting to bed earlier than our circadian clock's programming.

Non-standard operations:

In some workplaces, employees may need to be available for work during on-call periods. This may lead to working more hours than scheduled. Without the ability to reliably plan for sleep while on call, employees may also experience additional stress due to the unpredictability. This may affect sleep quality and lead to increased fatigue during subsequent duty.

ONLINE SAFETY TRAINING

Safety Newsletter



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1	http://corlearning.rc-hr.com/
2	Click Training Log in
3	Click Library
4	Then click Safety
5	Find your class



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