

## PERSONAL PROTECTIVE EQUIPMENT— HEALTHCARE

Personal protective equipment is special equipment you wear to create a barrier between you and germs. This barrier reduces the chance of touching, being exposed to, and spreading germs. Personal protective equipment (PPE) helps prevent the spread of germs in the hospital. This can protect people and health care workers from infections. All hospital staff, patients, and visitors should use PPE when there will be contact with blood or other bodily fluids.

TYPES OF PERSONAL PROTECTIVE EQUIPMENT



### Masks

- Cover your mouth and nose.
- Some masks have a see-through plastic part that covers your eyes.
- A surgical mask helps stop germs in your nose and mouth from spreading. It can also keep you from breathing in some germs.
- A special respiratory mask (respirator) forms a tight seal around your nose and mouth. It may be needed so that you do not breathe in small germs like tuberculosis bacteria.

### Wearing gloves

protects your hands from germs and helps reduce the spread of germs. Some gloves provide sharps protection from needle sticks and sharp instruments used in surgical procedures.



**Clothing** includes gowns, aprons, head covering, and shoe covers-



**Eye protection** includes face shields and goggles. These protect the mucous membranes in your eyes from blood and other bodily fluids. If these fluids make contact with the eyes, germs in the fluid can enter the body through the mucous membranes.

- These are often used during surgery to protect you and the patient.
- They are also used during surgery to protect you when you work with bodily fluids.

Visitors wear gowns if they are visiting a person who is in **isolation** due to an illness that can be easily spread.

### Choose the Right PPE

You may need to use different types of PPE for different people. Your workplace has written instructions about when to wear PPE and what type to use. You need PPE when you care for people who are in isolation as well as other patients. Ask your supervisor how you can learn more about protective equipment. *Industrial Safety and Hygiene News* ([article here](#)) lists four factors in choosing the appropriate PPE for the task at hand. They are:

#### #1 Assessment: Understanding the Environment:

Hazard assessment is arguably the most important step in PPE compliance, because it is the basis from which the entire PPE program is built. You have to be both open-minded and realistic during this phase of the process and understand the significance of each hazard faced in your work environment. One person or office within your organization cannot make this decision alone, collaboration is more likely to result in proper identification and assessment of hazards.

#### #2 Selection to Match PPE to the Hazards:

Before you select your PPE, first decide if PPE is the proper and only solution. As CAL-OSHA points out in the compliance guidance to this regulation, you shouldn't rely on PPE devices alone to provide protection against hazards, but PPE should be used in conjunction with guards, engineering controls and sound manufacturing practices. Ask the following questions:

- *Can the hazard be removed by substitution or elimination of an ingredient or task?*
- *Can the hazard be mitigated by guards or redesign of the equipment?*
- *Can work practices, procedures or administrative controls be put in place to abate the problem?*
- *What is the probability of actual contact?*
- *What is the likely amount of contact?*
- *What is the expected duration of contact?*
- *From what direction is the contact likely?*

#### #3 Training:

##### Proper Wear, Care and Disposal

Training starts with ensuring that employees know what PPE is required and when. Training must include how to don, doff, adjust and wear PPE. This is a good time to confirm sizing. Relying on sizing charts is not enough. How well a garment fits can be impacted by the type of job, whether additional PPE is worn over or under the garment, and the size and shape of the wearer. Employees should not only try on PPE, but also do simulated work activities to test the fit. Where size is concerned, too big is as bad as too little. Too big may cause tripping or movement hazards as well as opportunities for snags, rips or tears."

#### #4 Verification to Maintain Compliance

For the final step, employers must verify that employees know, understand and follow their PPE training. Employers must retrain an employee if there is a change in work assignment, change in PPE or if improper use is detected. This verification process can be accomplished through a physical or paper audit (e.g., questionnaire). Unlike Hazcom training, auditing activities are not required annually. However, it is good practice to couple PPE auditing with the mandated Hazcom training to ensure the PPE program is still effective and that employees are using the equipment in the proper manner.

#### CYTOTOXIC



HANDLE  
WITH  
CARE

You may need special PPE when handling some cancer drugs. This equipment is called **Cytotoxic PPE**.

- You may also need to wear shoe covers, goggles, and special gloves.
- You may need to wear a gown with long sleeves and elastic cuffs. This gown should keep liquids from touching your skin.

### BOARD OF SUPERVISORS POLICY C-27

#### WORKPLACE VIOLENCE, THREATS AND SECURITIES

As an employer, the County of Riverside takes its responsibility to ensure a safe workplace **seriously**. The HR Safety Division is a leader in the use of threat assessment to investigate potential and actual incidents of workplace violence. HR Safety collaborates with other county stakeholders to keep our co-workers safe.

COUNTY OF RIVERSIDE, CALIFORNIA BOARD OF SUPERVISORS POLICY		Policy Number	Page
<b>Subject:</b>		C-27	1 of 20
<b>Policy:</b>	It is the policy of Riverside County that there is a zero tolerance standard for all threats and violent behavior in the workplace. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this standard. This includes threats and violent behavior, direct, indirect, implied or actual, from any person, and directed toward any person, occurring at any county facility or in connection with the conduct of county business without regard to location.		2 of 20
<b>PURPOSE:</b>	To implement a county wide zero tolerance standard with regard to threats and violent behavior in the workplace.		3 of 20
<b>OBJECTIVE:</b>	<ol style="list-style-type: none"> <li>To assure that all workplace threats and violent behavior are addressed promptly.</li> <li>To assure the level of physical/facility security in Riverside County workplaces is reasonably sufficient to protect the health and safety of county employees.</li> <li>To ensure that the County of Riverside is in complete conformance with all Title 8, California Code of Regulations, General Industry Safety Orders and mandates relative to violence in the workplace.</li> <li>To ensure that all disciplinary action taken for behavior prohibited under this policy is reviewed, evaluated, and administered consistently and equitably throughout the County.</li> </ol>		4 of 20
<b>SCOPE:</b>	All county employees.		
<b>I. GENERAL OVERVIEW</b>	<p>Cal/OSHA requires all employers to develop an Injury, Illness Prevention Program (IIPP) for hazards unique to their place of employment. This IIPP provides the framework for all Riverside County agency, department and special district programs for preventing assaults – specifically, one of the hazards of work in health care and community service, and perhaps the community as a whole. Further, because of the potential for injury to workers, health care and community service organizations must comply with Title 8 of the CCR, Section 3203. This regulation requires an IIPP, which stipulates that responsible persons</p> <p>another person at a county workplace or in connection with the conduct of county business.</p> <ol style="list-style-type: none"> <li>Any aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.</li> <li>Ensuring that an employee who has been the victim of a job related threat or violence occurring away from county work site(s) does not revisit the scene until an investigation has been completed.</li> </ol> <p>behavior, direct, indirect, implied or actual, against co-workers or any other person in connection with county business, are to be subject to legal action by law enforcement authorities and disciplinary actions, up to and including termination of employment.</p>		

"It is the policy of Riverside County that there is a zero tolerance standard for all threats and violent behavior in the workplace. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this standard. This includes threats and violent behavior, direct, indirect, implied or actual, from any person, and directed toward any person, occurring at any county facility or in connection with the conduct of county business without regard to location."

LINK HERE

[Board Policy C-27](#)

According to the Federal Bureau of Investigation, workplace violence is divided into four categories:



**FBI**

**TYPE I**

VIOLENCE BY STRANGERS

**TYPE II**

VIOLENCE BY CLIENTS

**TYPE III**

VIOLENCE BY CO-WORKERS

**TYPE IV**

VIOLENCE BY PERSONAL RELATIONS



## What should I know about Board Policy C-27?

C-27 is a **ZERO TOLERANCE** policy, meaning that the County of Riverside does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The list of zero tolerance behaviors with regard to threats and/or violence shall include, but not be limited to, the following proactive measures and/or prohibited behaviors:

1. Engaging or allowing engagement in violent conduct or making threats of violence, implied, actual, direct, or indirect, or causing actual physical injury to another person at a county workplace or in connection with the conduct of county business.
2. Any aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
3. Intentionally damaging County of Riverside property or the property of another.
4. Being in possession of an offensive or defensive weapon (firearm, club, knife with a blade four inches or longer, etc.) unless specifically required or authorized in the course of employment, at any county facility or in connection with the conduct of county business without regard to location.
5. Committing acts motivated by, or related to, sexual harassment or domestic violence.

<https://www.rivcocob.org/wp-content/uploads/2018/10/C-27.pdf>

### If an incident occurs, what should I do as an employee?

- If you, or a co-worker (or a member of the public) need help because of a violent incident at your workplace, immediately call 9-911 or 911 they both work!
- DO NOT engage, walk away to a place of safety
- Notify a supervisor or manager of the incident and complete the [Form 2010-1](#). Be as specific as possible, including direct quotes. Complete and email to the HR Safety Division at [safetydivision@rivco.org](mailto:safetydivision@rivco.org)
- Contact Employee Assistance Services and take advantage of trained counseling services at no cost

### If an incident occurs, what should I do as a supervisor?

- Take steps immediately available to provide safety to the victim and others
- Report all incidents to management, County HR and the Safety Division
- Use resources and programs available within the County and the Safety Division to address workplace violence concerns.
- Ensure that all reports of threats & violent behavior, direct, indirect, actual or implied are fully and formally investigated by assisting the Safety Division & HR staff



MANAGING

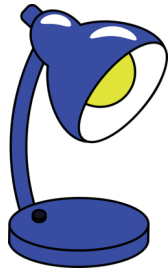
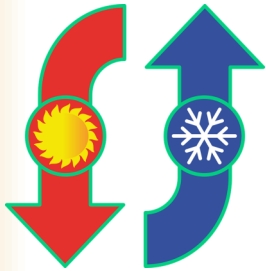
# FATIGUE

DEVELOPING AN EFFECTIVE RISK MANAGEMENT SYSTEM

A 5 PART SERIES FROM THE NATIONAL SAFETY COUNCIL ON MANAGING FATIGUE  
PART 4 OF 5



## FATIGUE MITIGATION



A workplace with positive environmental controls promotes better overall working conditions, and should be less physically stressful in ways that contribute to fatigue on the job. Factors such as high temperatures, noise and vibration have been found to be leading drivers of occupational fatigue.

### Environmental factors can play a role in employees' accumulation of fatigue

PROMOTES ALERTNESS	INCREASES FATIGUE
Moderate Temperature	Extreme Temperature
Bright Lighting or Task Lighting	Dim Lighting
Clean Air	Polluted Air
Quiet Environment	Loud Environment

## Designated Break Areas

Designated break areas sufficiently separated from the worksite can be an important tool in managing fatigue. Bright lighting can have an energizing effect. Break time in moderate temperatures and adequate ventilation can provide an opportunity to reset for those working in physically stressful settings.

**Nap Breaks** Allowing employees to take breaks as needed can reduce time-on-task fatigue and promote subsequent alertness. Opportunities for short naps during breaks can be a powerful option for managing fatigue, especially for employees working long hours or overnight shifts. Even a 10–20 minute nap in a quiet, dark setting with the ability to recline can produce benefits, leading to reduced sleepiness and improved performance when returning to the job .

*DID YOU KNOW EAS HAS AN APP?*



*Take EAS with you wherever you go, on your smartphone.*

*Download the new EAS mobile app today, it's free!*



Have you ever walked into your break room, looked up on the wall and thought...



Currently, there are 26 required labor, CAL-OSHA and County posters that must be placed in an area accessible to all employees. They cover everything from employee rights, emergency information, disability access, safety information and much more.

### THE CURRENT POSTERS ARE

1. Cal OSHA- Safety and Health Protection On The Job
  2. DFEH-Transgender Rights in the Workplace
  3. EDD-Notice to Employees (DE1857 A Rev42)
  4. Equal Employment Opportunity is The Law (EEOC-P/E-1)
  5. Employees Rights Under the Family and Medical Leave Act (WH1420)
  6. California Minimum Wage (MW-2019)
  7. (A) Division of Worker's Compensation Notice to Employees - Injuries Caused by Work (DWC 7)\* Must be above 15B
  8. Emergency Procedures Involving a Hazardous Substance (SOP 6001-4)
  9. Hazard Communication Program Right-to-Know (SOP 6001-2)
  10. Cal/OSHA Emergency Phone Numbers (S-500)
  11. Healthy Workplace/Healthy Families Act of 2014 Paid Sick Leave
  12. California Law Prohibits Workplace Discrimination & Harassment (DFEH-162)
  13. Your Rights and Obligations as a Pregnant Employee (DFEH-100-20)
  14. Federal Minimum Wage (WH 1088)
    - 14(a) Break Time for Nursing Mothers
  15. (B) Employee MPN Information [must be posted next to the (DWC 7)\* – Must be below 7A
  16. Cal/OSHA Access to Medical and Exposure Records (S-11)
  17. Employee Communication under the Injury and Illness Prevention Standard
  18. Voting Statewide Elections – Employees Time Off
  19. Whistleblowers Are Protected
  20. Notice to Employees Concerning Off Duty Recreational Activity
  21. Family Care and Medical Leave and Pregnancy Disability Leave (DFEH-100-21)
  22. Your Rights under USERRA
  23. Forklift Poster (only if powered industrial equipment is used at you locations)
  24. Hazard Reporting Form (for reporting hazards)
- Posted near public entrances-
25. ADA - Disability Access & Nondiscrimination / Assistance Available All 4 displayed separately
  26. 26. Unauthorized Weapons in Public/County Buildings