



*happy new year*



Photo by Scott McC. Redden

**RIVCO 1HR**  
safety division

# CAL-OSHA DOCUMENT REQUEST SHEET

COUNTY OF RIVERSIDE HUMAN  
RESOURCES SAFETY DIVISION

*Safety Newsletter*

With a plethora of investigative agencies that may show up at your door, it is important to understand the purpose of a visit from Cal-OSHA. It is equally important for employers to take action during the course of the inspection to place themselves in a favorable legal position.

Because Cal-OSHA inspections are unannounced, your facility should pre-plan its strategy in the event of an inspection. The federal government looks at OSHA penalties not only as a deterrent, but also as a source of revenue enhancement, so six-figure penalties are not uncommon. In addition, Cal-OSHA citations require that employers "abate" violations, and corrective action may, in some cases, be more expensive than the actual penalties.

## CAL-OSHA DOCUMENT REQUEST SHEET

STATE OF CALIFORNIA  
DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

[www.dir.ca.gov/DOSH](http://www.dir.ca.gov/DOSH)

**DOCUMENT REQUEST**

EMPLOYER: \_\_\_\_\_ DATE: \_\_\_\_\_ Postmark by: \_\_\_\_\_  
EMPLOYER CONTACT: \_\_\_\_\_ Cal/OSHA Inspector: \_\_\_\_\_

As discussed during the inspection on \_\_\_\_\_, it has been determined that copies of the following documents are required for review. Please provide the Cal/OSHA inspector with the required copies by the "postmark" date noted above. If the copies are not provided by that date, it will be interpreted as an admission that the documents do not exist, and possible citations and monetary penalties could result.

Federal ER ID No./

<input type="checkbox"/> Licenses & Permits: <input type="checkbox"/> Business License <input type="checkbox"/> State ER Tax ID No. <input type="checkbox"/> CSLB <input type="checkbox"/> Garment Reg. <input type="checkbox"/> Farm Labor Contractor	Rec'd _____
<input type="checkbox"/> Facility Layout (floor plan, evacuation routes, etc)	Rec'd _____
<input type="checkbox"/> OSHA Log 300 (from _____ to _____) § CCR 14301	Rec'd _____
<input type="checkbox"/> OSHA 5020 (Employer's First Report of Injury) _____	Rec'd _____
<input type="checkbox"/> DWC Form 1 (Worker's Compensation Claim) _____	Rec'd _____
<input type="checkbox"/> Worker's Compensation Insurance Carrier _____	Rec'd _____
<input type="checkbox"/> Injury and Illness Prevention Program (written safety program) § CCR 3203	Rec'd _____
<input type="checkbox"/> Safety Inspection Records _____	Rec'd _____
<input type="checkbox"/> Employee Training Records _____	Rec'd _____
<input type="checkbox"/> Safety Committee Meeting Minutes _____	Rec'd _____
<input type="checkbox"/> Heat Illness Prevention Program § CCR 3395	Rec'd _____
<input type="checkbox"/> First Aid Kit approval § CCR 3400	Rec'd _____
<input type="checkbox"/> Emergency Action Plan § CCR 3220	Rec'd _____
<input type="checkbox"/> Fire Prevention Plan § CCR 3221	Rec'd _____
<input type="checkbox"/> Hazard Communication Program § CCR 5194	Rec'd _____
<input type="checkbox"/> Material Safety Data Sheets, for _____	Rec'd _____
<input type="checkbox"/> Respiratory Protection Program § CCR 5144	Rec'd _____
<input type="checkbox"/> Hearing Conservation Program (Noise) § CCR 5097	Rec'd _____
<input type="checkbox"/> Exposure Control Plan / Bloodborne Pathogens § CCR 5193	Rec'd _____
<input type="checkbox"/> Workplace Exposure Records/Monitoring Results _____	Rec'd _____
<input type="checkbox"/> Chemical Hygiene Plan § CCR 5191	Rec'd _____
<input type="checkbox"/> Carcinogen Registration § CCR Article 110	Rec'd _____
<input type="checkbox"/> Permits / Variances, for _____	Rec'd _____
<input type="checkbox"/> Maintenance Records of Equipment _____	Rec'd _____
<input type="checkbox"/> Safety Instructions / Equipment Manuals _____	Rec'd _____
<input type="checkbox"/> _____	Rec'd _____
<input type="checkbox"/> _____	Rec'd _____

If you require an extension of time in order to satisfy this request, please contact the Cal/OSHA inspector identified with your inspection at the phone numbers above **before** the deadline.

INSPECTION NO. \_\_\_\_\_ INSPECTOR ID. \_\_\_\_\_ OPT RPT NO. \_\_\_\_\_  
Cal/OSHA 1AY(08/08)

If you've ever had the opportunity to work with a Safety Division coordinator, you've probably been asked, "when did you update your Emergency Action Plan (EAP) or Injury Illness Prevention Plan (IIPP) last?" The reason we ask for those documents, which are required by Cal-OSHA regulations and County policy, is two fold: When properly constructed and implemented, safety plans such as the EAP and IIPP assist County departments with informing staff of life saving procedures specific to their assigned facilities, and second the County can be seriously fined if an accident occurs and the required safety plans were not in place.

**The image to the left is a Document Request Sheet from Cal-OSHA.**

If Cal/OSHA opens an investigation, they will present you with a document request with a deadline for production. The one-page form is entitled "Document Request (Cal/OSHA 1 AY)" and contains 23 different documents that could be requested. That is why we must have our policies and procedures available and updated. If an employer fails to submit the requested documents, Cal/OSHA may conclude that they do not have the documents, and a citation/penalty might be issued.

## WHEN TO NOTIFY CAL-OSHA OF SERIOUS WORK RELATED INJURY/ILLNESS OF FATALITIES

COUNTY OF RIVERSIDE HUMAN  
RESOURCES SAFETY DIVISION

*Safety Newsletter*

Serious injuries and illness occur occasionally in spite of the best efforts made to avoid them. These "serious" injuries and illnesses are often traumatic and can require immediate medical treatment. The County of Riverside, like many other employers in the State of California are under regulatory requirements to make a formal report to Cal/OSHA when a Serious injury or illness occurs.

There is very specific information that must be collected and reported. The Human Resources' Safety Division is tasked with the responsibility to assess the injury and or illness for reporting criteria and for submitting the report to Cal/OSHA. Should a serious injury or illness occur at your place of business always notify County Safety immediately at (951) 955-3520. Failure to comply with the State's reporting, timeline, requirements will result in an automatic \$5,000 dollar fine assessed by the State of California.

## Important Cal/OSHA Updates

Governor Gavin Newsom recently signed two bills, effective January 1, 2020, that expand Cal/OSHA reporting requirements and change the methods of that reporting.



This bill changes the definition of "serious injury or illness" by removing the 24-hour minimum time requirement for qualifying hospitalizations, excluding those for medical observation or diagnostic testing, and explicitly including the loss of an eye as a qualifying injury. The bill deletes loss of a body member from the definition of serious injury and instead, includes amputation. The bill also eliminates the exclusion of injury or illness caused by certain violations of the Penal Code and narrows the exclusion of injuries caused by accidents occurring on a public street or highway to include those injuries or illnesses occurring in a construction zone. The bill also changes the definition of "serious exposure" to include exposure of an employee to a hazardous substance in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.

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## WHEN TO NOTIFY CAL-OSHA OF SERIOUS WORK RELATED INJURY/ILLNESS OF FATALITIES

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The bill establishes that a serious violation exists when the division determines that there is a realistic possibility that death or serious injury could result from the actual hazard created by the condition alleged in the complaint.

### **A Portion of Section 6302 of the Labor Code is amended to read:**

(h) "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization, for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

(i) "Serious exposure" means any exposure of an employee to a hazardous substance when the exposure occurs as a result of an incident, accident, emergency, or exposure over time and is in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.

### **A Portion of Section 6309 of the Labor Code is amended to read:**

(a) If the division learns or has reason to believe that an employment or place of employment is not safe or is injurious to the welfare of an employee, it may, on its own motion, or upon complaint, summarily investigate the employment or place of employment, with or without notice or hearings. However, if the division receives a complaint from an employee, an employee's representative, including, but not limited to, an attorney, health or safety professional, union representative, or government agency representative, or an employer of an employee directly involved in an unsafe place of employment, that their employment or place of employment is not safe, it shall, with or without notice or hearing, summarily investigate the complaint as soon as possible, but not later than three working days after receipt of a complaint charging a serious violation, and not later than 14 calendar days after receipt of a complaint charging a nonserious violation. The division shall attempt to determine the period of time in the future that the complainant believes the unsafe condition may continue to exist, and shall allocate inspection resources so as to respond first to those situations in which time is of the essence.

# FIRST AID KITS



First aid is important for a number of situations that don't require a trip to the hospital or emergency room. These situations include minor falls, bee stings, burns, allergic reactions, and other common accidents. A first aid kit is helpful for these types of situations. Many people put together a first aid kit for home and their car. A well-stocked first aid kit provides you with the supplies you need to be ready for most minor emergencies.

Putting a first aid kit together is as simple as placing some basic items in a small container that you can keep with you. Store the container in the medicine cabinet in your home to keep it away from young children. You can also keep one in your car or carry one with you

when you're out of the house.

A kit can be large or small. It can contain every possible thing you might need. Or it can contain a few basics. Consider what you need for you, your family, and your lifestyle. Possible items could include:

The main thing to consider is your environment and the type of activities you are planning to engage in.

Dressings and bandages (gauze role, sterile gauze pads, eye pad, roll of adhesive tape, elastic bandage for sprains, sterile cotton balls and swabs); Over-the-counter medicine for cuts, burns, and injuries; Special medicines for members of your household; Latex gloves; Instant cold packs; Safety pins to fasten splints and bandages; finger splint; Syringe and medicine spoon for giving medicine; Thermometer; Tweezers to remove ticks, insect stingers, and small splinters; Scissors for cutting the gauze; Breathing barrier for giving CPR; Blanket; Hand sanitizer and alcohol wipes; First aid manual; List of emergency numbers; Antibiotic ointment; Sterile eyewash saline; Calamine lotion for stings or poison ivy; Hydrocortisone cream, ointment, or lotion for itching; Pain reliever and fever medicines; Antihistamine.

One first aid kit may not be suitable for every incident. When building your First Aid Kit consider the following types of Injuries: Burns; Cuts and scrapes; Sprains and strains; sudden illnesses. This should narrow your list of items to pack.

## ADMINISTRATIVE and/or SMALL TRUCK FIRST AID KIT

TO: Agencies and Department Heads  
FROM: Samuel Love, HR Safety Division Manager  
RE: Approved First Aid Kit Materials

It is the practice of the County of Riverside, as well as policy (CSM 700 I) for all Agencies and Departments to have First Aid Kits readily available for their employees at their work place, including branch offices and remote operations.

Section 3400 (c), in Title 8, of the California Code of Regulations, requires that a list of items contained in the kits be approved by a physician and that they be periodically inspected and replenished as necessary. The HR/Occupational Health Medical Director for Employee Health, County of Riverside approves the following list of components. Please do not alter items in the kit.

**ADMINISTRATIVE and/or SMALL TRUCK FIRST AID KIT**

- 1 pkg. Adhesive Tape, 1/2" ten in pkg
- 1 pkg. Alcohol Wipes, Prep. Pads, Sterile, four in pkg
- 2 pkg. Bandage, Band Aid, Plastic Adhesive, 1"x2", sixteen in pkg
- 1 pkg. Bandage, Compress, 2" Telfa, four in pkg
- 1 pkg. Bandage, Compress, 4" Telfa, four in pkg
- 1 pkg. Bandage, Compress, 36" x 36" one in pkg
- 1 pkg. Bandage, Triangular, 40, one in pkg
- 1 pkg. Eye Wash, Neutralizing, 1/2 oz. white eye pads
- 1 pkg. Insect Swabs, Insect Sting Relief, ten in pkg
- 1 pkg. Iodine Swabs, PVP ten ea. 1/2 cc per swab, ten in pkg
- 1 pkg. Antiseptic Wipes 4 pads per pkg
- 2 pair Synthetic gloves - blue, Nitrile (placed in sandwich bag)
- 1 pkg. Disposable Breathing Barrier, one per pkg
- 1 pkg. Bandage scissors
- 1 pkg. Tweezers (packaged - clean)

It is mandatory that a copy of this letter be placed inside all first aid kits. In this way, when a kit is inspected, missing items can be ordered and replenished as required. Someone should be assigned the responsibility of inspecting and ordering items needed for these kits.

Approved

*Samuel Love*  
Samuel Love  
HR Safety Division Manager

*Benjamin Andrew*  
Benjamin Andrew  
Principal HR Analyst

3403 10th, St. Suite 501, Riverside, CA. 92501  
951-955-3520  
www.SAFETY-AC-HR.com

Document 7001 of the County Safety Manual states that "every facility should have at least one first-aid kit readily available which contains only approved materials. Each first-aid kit should include a letter from the Human Resources/Safety Office with the list of approved materials"

### SO WHAT GOES INTO A COUNTY FIRST AID KIT?

- 1 pkg. Adhesive Tape, 1/2" two in pkg
- 1 pkg. Alcohol wipes, Prep. Pads, Sterile, four in pkg
- 2 pkg. Bandage, Band-Aid, Plastic Adhesive, 1"x3", sixteen in pkg
- 1 pkg. Bandage, Compress, 2" Telfa, four in pkg
- 1 pkg. Bandage, Compress, 4" Telfa, four in pkg
- 1 pkg. Bandage, Triangular, 40, one in pkg
- 1 pkg. Eye Wash, Neutralizing, 1/2 oz. w/two eye pads
- 1 pkg. Insect Swabs, Insect Sting Relief, ten in pkg
- 1 pkg. Iodine Swabs, PVP ten ea. 1/2 cc per swab, ten in pkg
- 1 pkg. Antiseptic wipes 4 pads per pkg
- 2 pair Synthetic gloves - blue, Nitrile (placed in sandwich bag)
- 1 pkg. Disposable breathing barrier, one per pkg
- 1 pkg. Bandage scissors
- 1 pkg. Tweezers (packaged - clean)