



# IDENTIFYING WORKPLACE SAFETY AND HEALTH HAZARDS

Hazard identification is the process of recognizing what a hazard is, what creates the hazard and how it causes injury or harm to workers in the workplace. Identifying workplace hazards provides the employer the opportunity to eliminate, control or mitigate the hazard before it causes costly injury or damage.



## What is a workplace hazard?

A workplace hazard refers to a situation within the workplace that has the potential to cause injury or adverse health effects for people and damage to the workplace environment and/or equipment. Hazards are present at every workplace and originate from a number of sources. Identifying and eliminating workplace hazards is a major component of maintaining a safe workplace. Workplace hazards can be classified into two types, health hazards and safety hazards.

## TYPES OF HAZARDS

Common types of health hazards in the workplace are:

- *Chemical (asbestos, solvents, chlorine)*
- *Biological (tuberculosis, HIV, hepatitis, molds)*
- *Physical (noise, heat and cold, radiation, vibration)*
- *Ergonomics or Repetitive Strain Injuries (carpal tunnel syndrome, back injuries)*
- *Psychological (stress)*



## Common types of safety hazards in the workplace are:

- Slips, trips and falls
- Being caught in or struck by moving machinery or other objects
- Fire and explosions
- Transportation and vehicle-related accidents
- Confined spaces



**What are examples of a workplace hazard?**

Workplace hazards come from a wide range of sources. General examples include any object, substance, material, process, practice, machinery/tool, condition, etc. which has the ability to cause harm or adverse health effect to workers.

***Examples of Hazards and Effects***

<b>Workplace Hazard</b>	<b>Example of Hazard</b>	<b>Example of Harm Caused</b>
Object	Utility knife	Cut, laceration
Substance	Chemical	Burn
Process	Welding	Metal fume fever
Hazardous Energy	Electricity	Shock, electrocution
Biological	Novel Coronavirus	COVID-19 illness
Condition	Wet floor	Slip and fall
Practice	Improper lifting	Back injury
Machinery	Noise	Hearing loss
Ergonomic	Repetitive Motion	Carpal Tunnel Syndrome

**HAZARD AWARENESS TRAINING**

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. Initial training and refresher or retraining programs should be in place for all workers.



**HAZARD ASSESSMENT**

Supervisors and employees should conduct periodic hazard assessments (A.K.A. self-safety inspections) of their work areas to identify and correct hazards before they cause injury or accidents. Supervisors are required to conduct safety observations of work areas and employees they are responsible for. Hazard assessments should be documented and kept on file.

A complete hazard assessment checklist is available in County Safety Manual document 1002 available at <http://safety.rc-hr.com/safety/SafetyCenter/SafetyManual.aspx> and/or from Cal-OSHA consultation at <https://www.dir.ca.gov/dosh/etools/09-031/HazAssessCheck.pdf>

**HAZARD CORRECTION**

Hazard recognition is only effective if hazards are reported, documented and corrected accordingly. Employees are required to report hazardous conditions and actions in their workplaces to supervision. Supervisors and Management must address and resolve reported workplace safety and health hazards in an appropriate and timely manner to prevent accidents. The goal of every organization should be to eliminate or control worker exposure to know health and safety hazards. It makes good business sense, achieves compliance and is the right thing to do.



# HEAT ILLNESS TRAINING

COUNTY OF RIVERSIDE HUMAN  
RESOURCES SAFETY DIVISION

*Safety Newsletter*



As temperatures rise, so does the risk of heat illness, a medical condition that results from the body's inability to cope with heat and cool itself. Whether you are patching asphalt in Blythe or serving a search warrant in Temecula, we cannot emphasize strongly enough to all County Departments that heat illness can be **deadly**. This risk is generally the highest for people who work outdoors, and that is why California's Heat Illness Prevention Standard was developed.

The best defense against heat-related illnesses and fatalities is prevention. The Heat Illness Prevention Standard, [Title 8, California Code of Regulations, Section 3395](#), adopted August 12th, 2005, requires all employers with outdoor worksites to take the following steps to prevent heat illness:



- **Training** —Train all employees and supervisors about heat illness prevention.
- **Water** — Provide enough fresh water so that each employee can drink at least 1 quart per hour, or four 8 ounce glasses, of water per hour, and encourage them to do so.
- **Shade** — Provide access to shade and encourage employees to take a cool-down rest in the shade for at least 5 minutes. They should not wait until they feel sick to cool down.
- **Planning** — Develop and implement written procedures for complying with the Cal/OSHA Heat Illness Prevention Standard.

## **TRAINING**

Both County employees and their supervisors should participate in continuous training to ensure understanding and compliance with Cal-OSHA regulations involving Heat Illness. Some topics to cover in your training can include:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body
- Importance of frequent consumption of small quantities of water
- Different types of heat illness, common signs and symptoms; and appropriate first aid or emergency response
- Knowledge that heat illness may progress rapidly
- The concept, importance, and methods of acclimatization
- Importance of immediately reporting signs or symptoms of heat illness to a supervisor
- Procedures for responding to possible heat illness
- Procedures to follow when contacting emergency medical services, providing first aid, and if necessary transporting employees

The County of Riverside Heat Illness Prevention Procedures—including, but not limited to, the employer's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

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## ACCESS TO WATER

In high heat environments, access to drinkable water to replenish fluids lost due to perspiration is essential to the well being of staff working in those environments. Some topics to cover in your training can include:



- Potable (safe to drink, drinkable) drinking water must be made available at no cost to the employee.
  - Water must be fit to drink. Water containers CAN NOT be refilled from non-potable water sources (e.g. irrigation wells, sprinkler or firefighting systems.)
  - Maintain, at all times, sufficient quantities of pure and cool potable drinking water (i.e. enough to provide at least one quart per employee per hour for the entire shift.)
- Implement and maintain effective replenishment procedures when beginning the shift with smaller quantities.
  - Locate the water containers as close as practicable given the working conditions and layout of the worksite.
  - Encourage the frequent drinking of water.



## SHADE

When the temperature exceeds 80°F, it is important to provide shade cover or identify areas of shade to utilize while employees are working outside. Employees must be given at least 5 minutes to cool down every 2 hours. Some topics to cover in your training can include:

- Have and maintain one or more areas of shade at all times, when employees are present.
- Locate the shade as close as practical to the area where employees are working.
- Provide enough shade to accommodate the number of employees on recovery or rest periods.
- Provide enough shade to accommodate the number of employees on meal period who remain on site.
- Remember: Access to shade must be permitted at all times.

When temperature equals or exceeds 95° you must implement additional preventive measures:

- Observe employees for alertness and signs and symptoms of heat illness.
- Supervisory or designee observation of 20 or fewer employees
- Mandatory buddy system
- Regular communication

# HEAT ILLNESS TRAINING

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## PLANNING

This is where compliance starts. Every County department is mandated by County Safety Manual Section 2014 ([LINK HERE](#)) "To ensure that all County of Riverside employees that spend a significant amount of time outdoors working on job tasks are protected from heat illness," because "It is the policy of the County of Riverside that any employee that spends a significant amount of time participating in job tasks in outdoor places of employment will comply with the procedures in this document and in their department's Injury and Illness Prevention Program."


Central to the requirement is the Heat Illness Prevention Program (HIPP.) Completion and distribution of this document is vital to preparing employees for working in high heat areas. Within your program, you can tailor your plans to fit the variety of environments we as County employees find ourselves in. If your department doesn't have a Heat Illness Prevention Program, contact your Department Safety Coordinator and request assistance in developing one.

HEAT ILLNESS PREVENTION POLICY		
DOCUMENT NUMBER: 2014		
COUNTY OF RIVERSIDE STANDARD SAFETY OPERATIONS MANUAL		
DOCUMENT NUMBER:	SUBJECT:	DATE ISSUED: EFFECTIVE DATE:
2014	Heat Illness Prevention Policy	06/01/09 05/01/09
<b>PURPOSE:</b> To ensure that all County of Riverside employees that spend a significant amount of time outdoors working on job tasks are protected from heat illness and to establish the minimum requirements for compliance with California Code of Regulations (CCR), Title 8, Section 3395.		
<b>POLICY:</b> It is the policy of the County of Riverside that any employee that spends a significant amount of time participating in job tasks in outdoor places of employment will comply with the procedures in this document and in their department's Injury and Illness Prevention Program.		
<b>OBJECTIVE:</b> To protect employees while also complying with applicable state law.		
<b>SCOPE:</b> Applies to all outdoor places of employment.		
<b>REFERENCE:</b> California Code of Regulations, Title 8, Article 10, Section 3395.		
TABLE OF CONTENTS		Page
I	OVERVIEW & OBJECTIVES	2
II	DEFINITIONS	2
III	RESPONSIBILITIES HR-SAFETY DIVISION MANAGERS & SUPERVISORS AFFECTED EMPLOYEES	3
IV	REQUIRED ELEMENTS OF PROGRAM SCOPE ACCLIMATIZATION PROVISION OF WATER PROVISION OF SHADE MONITORING OF EMPLOYEES' CONDITION EMERGENCY PROTOCOLS TRAINING	4
V	WRITTEN REQUIREMENTS	7
VI	APPENDIX A CCR, Title 8, Article 10, Section 3395 – Heat Illness Prevention Standard	8
VII	APPENDIX B Heat Illness Prevention – Training Tips	12
VIII	APPENDIX C Documentation of Individual Training	21

2014-1

Beyond the HIPP, ensuring that employees have the equipment necessary to work in high heat environments available prior to commencing work is crucial. Consider having the following equipment available for deployment as needed:


- Pop up shade structures
- Large insulated water coolers and ice
- Folding chairs or mats for employees to sit on
- Personal cooling towels that can be issued to staff




### Health effects of heat


Two types of heat illness:

**Heat Exhaustion**



**Heat Stroke**





**1** Watch out for early symptoms. You may need medical help. People react differently – you may have just a few of these symptoms, or most of them.



### Stay safe and healthy!

**WATER. REST. SHADE.** *The work can't get done without them.*

**Drink water even if you aren't thirsty – every 15 minutes.**




**Rest in the shade.**




**Watch out for each other.**



**Wear hats and light-colored clothing.**




**2** "Easy does it" on your first days of work in the heat. You need to get used to it. Rest in the shade – at least 5 minutes as needed to cool down.

# THANK YOU SAM!

COUNTY OF RIVERSIDE HUMAN  
RESOURCES SAFETY DIVISION

*Safety Newsletter*



On June 3rd, 2020, after 14 years with the County of Riverside (and 14 years with the County of Orange for a total of 28 years public service,) Safety Division Manager Sam Love retired from County service. The Safety Division saw tremendous growth under his leadership, helping to make the Safety Division an integral part of all County operations. It's with a heartfelt thank you, that your colleagues and friends wish you and your family a happy retirement and smooth sailing ahead.

