

Daily Vehicle Inspections

There are many types of County vehicles on the road performing commercial and non-commercial operations. From commercial trucks, cars, pickups, delivery vans to forklifts, all County vehicles regardless of type should be inspected at regular intervals and before each use to ensure the vehicle is in safe operating condition.

COUNTY OF RIVERSIDE STANDARD SAFETY OPERATIONS MANUAL Document Number 4001 Vehicle Use and Safety Guidelines require that each driver is responsible to ensure that his/her County assigned and or personal vehicle is safe to operate prior to use on behalf of the County. Vehicle defects or damage of a County vehicle MUST be reported in writing and or repaired as required by Agency/ Department/District or County Policy. Vehicles deemed to be in an unsafe condition must not be driven until proper repairs are made. No employee is allowed to, nor can be, required to operate a motor vehicle that has defective steering, brakes, tires or other defective components or accessories required for safe operation. If any County vehicle is unsafe to operate, do not drive the vehicle. Notify your supervisor and turn in the vehicle to County Fleet Services. Request towing service if necessary.

Inspect County Vehicles

Conduct a visual inspection before driving a vehicle especially if rented or new. Check around the vehicle for hazards/obstacles that might interfere with safe movement. Inspect headlights, taillights, windshield, side and rear windows and body for any damage. Visually inspect tires for damage and under inflation. This is best done in the morning before the first drive. Start the vehicle and check for any warning/trouble lights.

Refer to the Owner's manual for inspection information for other types of vehicles like forklifts, golf carts, and off road vehicles.

Commercial Vehicles

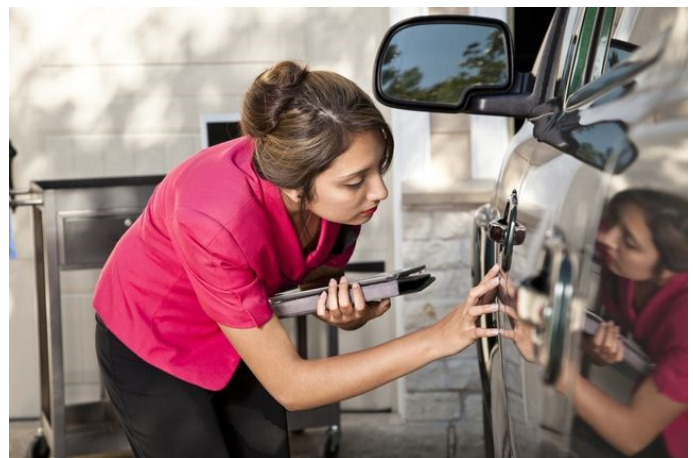
Examples include 10-15 seat passenger vans, buses, box or straight trucks, cargo vans, delivery vans, tank trucks, dump trucks, and flatbed trucks. Inspection records must be kept for commercial vehicles including tractor trailer trucks, buses and other weight qualifying vehicles.

Before driving a commercial motor vehicle, the driver shall:

- (a) Be satisfied that the motor vehicle is in safe operating condition;
- (b) Review the last driver vehicle inspection report; and
- (c) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. [Reference: 49 CFR Part 396.13]

Securing Loads

Before proceeding, drivers will make certain that all loads are properly secured. (1) No vehicle shall be



Daily Vehicle Inspection - continued

driven or moved on any highway unless the vehicle is so constructed, covered, or loaded as to prevent any of its contents or Load, other than clear water or feathers from live birds from dropping, sifting, leaking, blowing, spilling or otherwise escaping from the vehicle. (2) Whether or not you load and secure the cargo yourself, you are responsible for: inspecting cargo, recognizing overloads and poorly balanced weight, and knowing cargo is securely tied down or covered. (3) As part of your pre-trip inspection, check for overloads, poorly balanced weight and cargo that is not secured correctly. (4) Inspect the cargo and its securing devices again within 25 miles after beginning a trip. Make any adjustments needed. Check the cargo and securing devices as often as necessary during a trip to keep the loads secure. Inspect again: after you have driven for three (3) hours or 150 miles, whichever comes first and after every break you take during driving.

For personal vehicle maintenance:

Check tire pressures at least once each month (every other fill up), because a visual inspection alone may not reveal an improperly inflated tire.

Check under the vehicle for fluid leaks upon backing up from driveway.

If you're comfortable doing so, check under the hood under normal driving conditions at least once a month or as recommended in your vehicle owner's manual. Failure to conduct inspections can lead to unsafe operating conditions and costly repairs. Consult your owner's manual to verify what components should be on your checklist.

Good vehicle inspection practices will minimize the risk of breakdowns and accidents from mechanical failures and keep you on the road safely.

Vehicle Inspection Form Templates

next 3 pages 

Feel free to create your own

Pre Travel Department: _____ Vehicle #: _____ Week of: _____

Vehicle Inspection Log (to be conducted prior to vehicle travel)

Date	
Time	
First Name	
Last Name	
Employee Number	

Pre trip	Yes	No	Y / N	Y / N	
Insurance and registration available					
Gas for trip					
Vehicle Exterior	Y / N	Y / N	Y / N	Y / N	
Any structural damaged to the vehicle ?					
Any damage/cracks to the vehicle windows?					
Any damage to the side mirrors?					
Any damage/cracks to head/tail lights?					
Any leaks visible?					
Vehicle Interior	Y / N	Y / N	Y / N	Y / N	
Is vehicle free from odors (food etc...)?					
Is vehicle clean?					
Are seatbelts working properly?					
Are any warning gauges signaling issues					
Driving Issues	Y / N	Y / N	Y / N	Y / N	
Are brakes working properly?					
Is steering responding safely?					
Is vehicle pulling either to the left or to the right?					
Are windshield wipers working properly?					

Notes:

Workplace holiday safety



With the holiday season underway, people are feeling festive – including at work. But whether you're decorating your cubicle or taking part in the office potluck, safety should always remain a top priority.

Safe decorating

Don't stand on a chair to hang decorations. Use a stepladder, and make sure to read and follow the instructions and warnings on the label and never hang decorations from fire sprinklers (**they can prevent the sprinklers from operating properly**). CalOSHA regulations state that stacked materials should never be closer than 18 inches below fire sprinklers.

Planning to string decorative lights or other electrical items in your workspace? The Electrical Safety Foundation International, a nonprofit organization, states that workers should:

- Be sure that all electrical items are certified by a nationally recognized independent testing lab.
- Inspect all lights, decorations and extension cords for damage before using.

- Avoid overloading electrical outlets with too many decorations or electrical devices – **they can overheat and cause a fire**.
- Never try to make a three-prong plug fit into a two-prong outlet.
- Turn off all indoor and outdoor electrical decorations before leaving.

If you'll be using an extension cord, ESFI offers additional tips:

- Refrain from placing extension cords in high-traffic areas of your workplace, or under rugs, carpets or furniture.
- Never attempt to extend the length of an extension cord by connecting it to another extension cord.
- Never nail or staple extension cords to walls – doing so may damage existing wire insulation.
- Don't place extension cords in walls or

Food safety

If your workplace is hosting a potluck to celebrate the holidays, keep in mind these safety tips from the U.S. Department of Agriculture:

- Bringing a dish to share? Follow safe food-handling guidelines. Always wash your hands before and after handling food, and serve prepared dishes on clean plates – never on dishes that previously held raw meat.
- If you're preparing a dish ahead of time that contains meat, ensure the meat's internal temperature reaches the proper temperature. USDA recommends cooking raw beef, pork, lamb and veal to a minimum internal temperature of 145° F; raw ground beef, pork, lamb and veal to an internal temperature of 160° F; and all poultry items to a minimum internal temperature of 165° F.
- Concerned about your co-worker's casserole? If it has been sitting out at room temperature for more than two hours, just say no. Which leads us to the next tip ...
- Keep hot foods hot and cold foods cold. USDA notes that hot foods should be 140° F or warmer. Use chafing dishes or slow cookers to help keep hot foods at safe temperatures. Cold foods should be 40° F or colder. Keep foods cold by placing dishes in bowls of ice or by serving in small batches and replenishing from the refrigerator as needed.

Have a co-worker with a food allergy? Don't be a Grinch! Be mindful of their needs as you plan your office potluck. [Read more about food allergies at work.](#)

And finally, remember that your employer's drug and alcohol policy doesn't take a holiday break.

Use of Personal Space Heaters at Work

As winter approaches and temperatures drop, employees who are cold at work may be breaking out their personal space heaters to keep warm. Should Departments allow the use of space heaters in the colder areas of the workplace? Consider that improper use of electric space heaters can be dangerous. Although statistics about damage caused by space heaters in the workplace are not readily available, public information is available on the effects of poorly utilized space heaters in the home. Space heaters, whether portable or stationary, accounted for two of every five (40%) of home heating fires and four out of five (84%) of home heating fire deaths ⁽¹⁾.

OSHA Rules?

There are no federal workplace safety rules that prohibit portable electric space heaters in the workplace. OSHA rules do require that electrical equipment must be used according to manufacturer specifications on the unit's label and in the user manual. There's no question that space heaters can pose a major workplace fire safety hazard. Fires can be caused by space heaters without adequate safety features, space heaters placed near combustibles, or space heaters that are improperly plugged in ⁽²⁾.

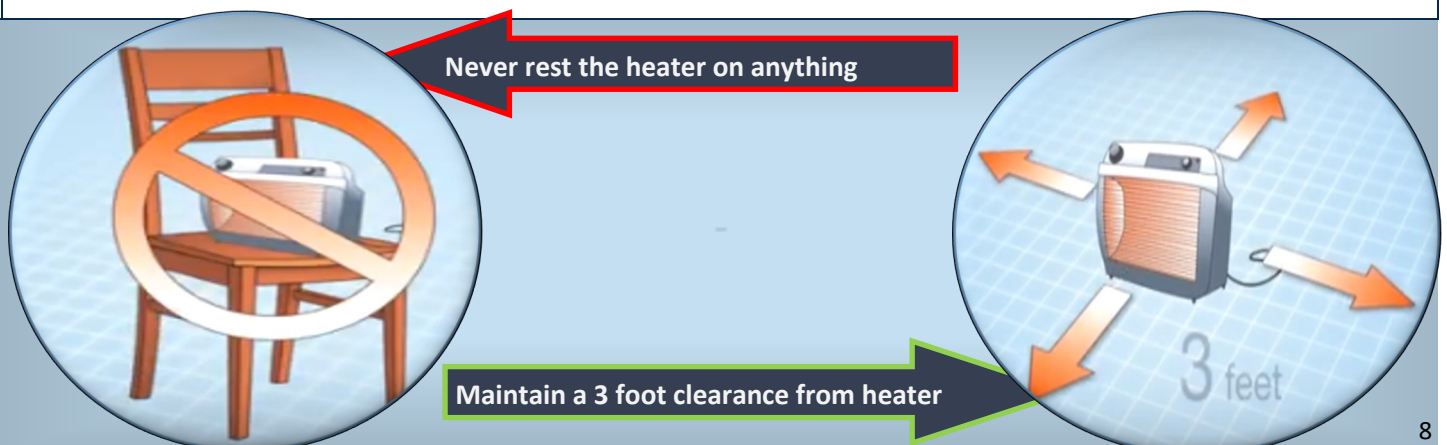
Say No to Personal Space Heaters?

It would be easy to "just say no" to use of personal space heaters in County facilities. Many County Departments discourage the use of space heaters or ban them outright citing governing agency regulations. However, the reality remains that no matter how much an HVAC system is adjusted, or no matter how much weather stripping is added, some areas of the workplace can be just plain COLD. On top of that, some workers may have medical conditions that require extra warmth even in "normal" (68–76 degrees F) work temperatures.

If Departments allow personal space heater use in County facilities, the following requirements must be met.

1. Use of space heaters should not be allowed unless Department approval is provided prior to use. County Facility Maintenance or Safety should inspect/approve that use of a space heater will not cause problems and that the need cannot be met by adjusting the building HVAC system. This applies to both employee owned and Department provided space heaters.
2. Permitted space heaters for use must be listed or labeled by a nationally recognized testing laboratory such as UL (Underwriters Laboratories), CSA (Canadian Standards Association) or ETL (Intertek) ⁽³⁾. They must also be equipped with an auto shut-off switch that turns unit off if tipped over (Authority: 2007 California Fire Code 605.10 and Board of Supervisors Policy H-4) ⁽⁴⁾.

In addition, space heaters should have a timer or thermostat and the capacity should be only to warm only



Safe Use Practices of Space Heaters

Employees who are permitted to use electric space heaters must follow manufacturer's instructions and:

- Inspect space heaters to ensure good condition that the unit shuts off when tipped over and electrical cords and plugs are not frayed or damaged.
- Properly place space heaters by keeping in plain sight and out of high-traffic area or in any area where it may become a tripping hazard.

Never place anything on top of or touching the space heater. Maintain 36 inches of clearance around the unit and only use them in areas free of flammable liquids and easily ignited or combustible materials (Refer to the manufacturer's instructions.)

Always plug the heater directly into the wall or cubicle wall outlet, and be sure the power cord is not crossing a walkway unless it is properly enclosed in an anti-trip cord strip.

-Never use extension cords or power strips, as these could overheat and lead to a fire.

-Never leave a space heater on and unattended. Turn the heater off when leaving the room or area of the heater. Unplug the cord before leaving work for the day.

Say No to Personal Space Heaters?

For additional guidance regarding use of personal space heaters at work, contact Department Administration, County Facility Maintenance Customer Service 951-955-4850 or the County HR Safety Division at 951-955-3520.

See the link below for sample electrical space heaters available through Staples:

<https://www.staplesadvantage.com/shop/StplCategoryDisplay?catalogId=4&langId=-1&storeId=10101>

Source references:

<http://www.nfpa.org/Public-Education/By-topic/Top-causes-of-fire/Heating>

<https://www6.slac.stanford.edu/>

www.travelers.com/resources/workplace-safety/space-heater-safety-in-the-workplace.aspx

<http://www.rivcocob.org/boardpolicies/policy-h/POLICY-H04.pdf>

Fan-forced space heater

(safest type of heater)



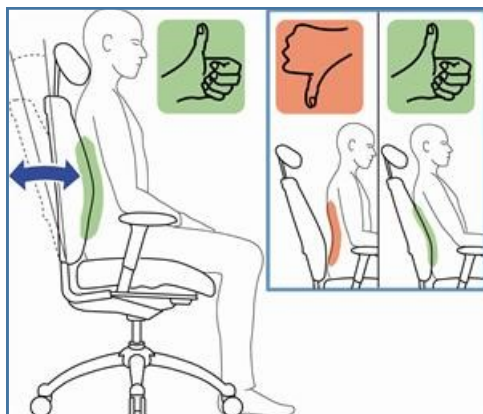
Ceramic space heater



EXAMPLES

Tips for Computer Users

Repetitive and prolonged use of a computer keyboard and/or mouse can lead to muscle aches and discomfort. Posture and positioning are important. Try to incorporate the following tips into your work style to avoid problems.



Maintain Good Posture When Working

- Sit all the way back in the chair against the backrest.
- Keep your knees equal to, or lower, than your hips with your feet supported.
- Keep your elbows in a slightly open angle (100° to 110°) with your wrists in a straight position. The keyboard tilt can help you attain the correct arm position. A negative tilt (front of keyboard higher than back) helps when working in upright sitting positions. If you recline, a positive tilt (front of the keyboard lower than the back) might be necessary.

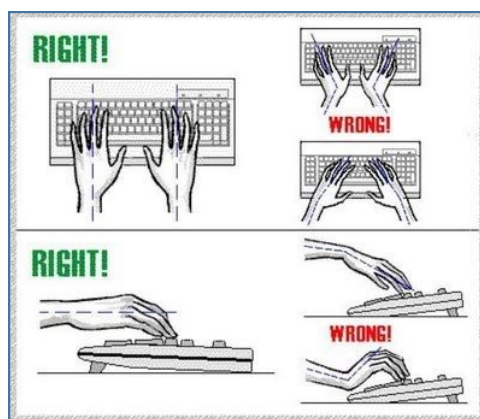
Avoid Overreaching

- Keep the mouse and keyboard within close reach.
- Center the most frequently used section of the keyboard directly in front of you.

- Center the monitor in front of you at arm's length distance and position the top of the monitor 2" to 3" above seated eye level. You should be able to view the screen without turning or tilting your head up or down.
- Place source documents on a document folder positioned between your monitor and keyboard. If there is not enough space, place documents on an elevated surface close to your screen.

Use Good Typing Technique

- Float your arms above the keyboard and keep your wrist straight when keying.
- If you use a palmrest, use it to support your palms when pausing, not while keying.



- Hit the keyboard keys with light force. The average user keys four times harder than necessary.
- Keep your wrists straight and hands relaxed when using your pointer.
- Don't hold the pointer with a tight grip or extend fingers above the activation buttons.

- Avoid moving the pointer with your thumb or wrist. Movement should originate at your shoulder and elbow.

Reduce Glare and Eye Fatigue

- Place your monitor away from bright lights and windows. Use an optical glass glare filter when necessary.
- Take eye breaks and intermittently refocus on distant objects. Try palming your eyes in your hands to reduce eye fatigue.

Take Breaks

- Take 1 or 2 minute breaks every 20-30 minutes, and 5 minute breaks every hour.
- Take eye breaks and intermittently refocus on distant objects. Try palming your eyes in your hands to reduce eye fatigue.

Wallets

- Sitting on your wallet may cause pain, tingling, and numbness in the gluteal muscles. Any pelvic tilt caused by your wallet may also lead to imbalanced muscle strain in your back and hips.
- To relieve pain associated with wallet-related imbalances, carefully stretch your hamstrings and hip muscles. Also consider the Piriformis Stretch to focus on your deeper gluteal muscles.