



Safety Newsletter

COUNTY OF RIVERSIDE
HUMAN RESOURCES SAFETY DIVISION



FEBRUARY 2022

CAL/OSHA REQUIRES POSTING OF THE FORM 300A

Cal/OSHA requires employers to record certain injuries, maintain records, post summaries, and make these records available to Cal/OSHA during an inspection. Beginning February 1st and through April 30th, 2022, all Riverside County Facilities are required to post the Cal/OSHA Form 300A annual summary log of injuries and illnesses which occurred in 2021. Even if there were no recordable injuries or illnesses during the year, facilities are required to post the summary with (0) zero values appearing in the total line.

A recordable injury is defined as: any injury resulting in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

Where do I post the Form 300A?	Display in each establishment in a conspicuous place, where notices to employees are usually posted.
How long do I keep these Forms filed?	Keep the Form 300 Log, the Form 300A Summary and the Incident Report for five years
We had no recordable injuries - do we need to post the 300A Form?	Yes, even if there were no recordable injuries or illnesses during the year, facilities are required to post the summary with (0) zero values appearing in the total line.

Where can I find out more?

- Your Department assigned Safety Coordinator/ Safety Office.
- Go to www.dir.ca.gov/t8/ch7sb1.html for a complete text of the regulations.
- Visit Cal/OSHA's recordkeeping eTool for more Q&A, regulation interpretation and forms:
www.dir.ca.gov/dosh/etools/recordkeeping/

INCIDENT REPORTING

FEBRUARY 2022

WHY INCIDENT REPORTING IS NECESSARY



One of the successes of any workplace safety program relies on reporting all types of incidents (Near misses, vehicle, and serious injuries), and the employees knowledge of when, where, and how to submit each report. Incident reports are a well established idea that are intended to promote and improve safety on the worksite.

Here are some reasons why reporting all types of incidents helps your workplace stay safe:

**SAFETY
FIRST**
**REPORT ALL
INCIDENTS**



- Incident reporting alerts management of problems existing in the workplace and allows them to implement corrective actions to prevent or reduce future incidents.
- Employee feedback from incident reports encourages participation in workplace safety improvement strategies.
- Incident reporting increases safety culture.
- Minor incidents and near misses that go unreported result in more serious incidents down the road because no attention was paid to the hazard. (See safety pyramid below)

Injuries can be foreshadowed through a model called the safety pyramid that works as follows: for every severe injury, like a death or dismemberment, there are 10 major incidents, 30 minor incidents, 300 near-miss incidents and 300,000 unsafe acts that happen before. Rack up high numbers in the lower pyramid and this predictive ratio won't bode well for the fate of your employees.

We can walk you through common approaches to managing potential exposure to loss.



NEAR MISS INCIDENTS

FEBRUARY 2022

What is a Near Miss Incident? A Near Miss incident is an unplanned event that did not result in injury, illness or damage – but had the potential to do so.

An employee walks into a building stepping over a floor mat across his path and catches his foot on the upturned floor mat nearly tripping. To avoid falling, he puts out his hand and stumbles into a bookcase dropping his work onto the floor. He is not hurt and equipment is not damaged; however, he is not the only one to have tripped here. In fact, many other employees have experienced near-miss trips and falls on floor mats in other areas of the building. Any one of these near miss events could have led to a serious fall injury. Some people may be tempted to write off near misses as “no harm, no foul” situations. And even though no one was hurt, the hazard still needs to be reported and corrected.



Why Near Miss Reporting is Important:

If you have ever been injured or been in an accident, after reflecting on it there were probably warning signs and a few near misses. Near misses should awaken us to a hazard whether environmental or behavior. The challenge in recognizing hazards is that they are created by other people.

Who is responsible for, and how we should address Near-Miss Incidents:

People create most workplace conditions that are responsible for causing near-miss incidents and accidents. To recognize hazards, we need to practice awareness and limit distractions. Know your job, follow the procedures and safe practices and do your best to limit distractions. Also, practice good housekeeping. When you recognize a hazard or experience or see a near-miss, care enough to do something about it. Report the hazard to your Supervisor, if safe to do so eliminate the hazard yourself or block off the area, warn others and report it, and then follow up to ensure it was addressed.

Near Miss Incidents should be treated as seriously as a loss incident

Unsafe behaviors and practices can be changed but it takes some extra effort. Supervisors, train and encourage your employees in hazard recognition and encourage them to report hazards or near-misses. Communicate about hazards in staff, safety and job site tailgate meetings. Supervisors should be open to listening to staff concerns and take the time to recognize your employees for speaking up and reporting.

SERIOUS INJURY OR ILLNESS

FEBRUARY 2022

What is a Serious Injury or Illness?

Title 8 section 330 of the California Code of Regulations defines a serious injury or illness as: "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."

WORK SAFE STAY SAFE

According to the California Safety and Health Regulations (Cal/OSHA): The provisions of section 342 "reporting Work-Connected Fatalities and Serious Injuries" apply. Paragraph (a) states the following:

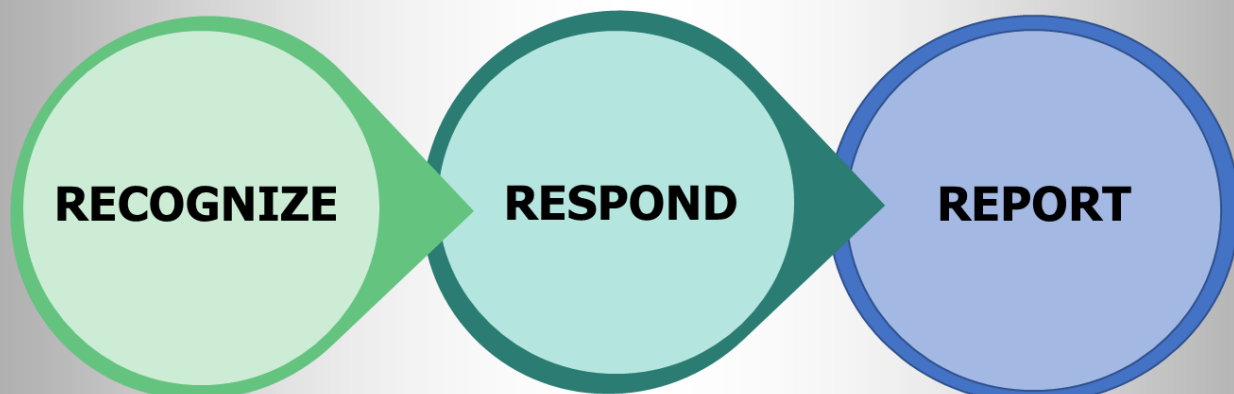
"Every employer shall report immediately to the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. The report shall be made by the telephone or through a specified online mechanism established by the Division for this purpose. Until the division has made such a mechanism available, the report may be made by telephone or email."

"Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident."

What does this mean and how does it apply to you?

Every Department where an injury or illness has occurred must, as soon as practical report the incident to the HR-Safety Division. The report must be made when there is reasonable anticipation that the employee may be hospitalized for a period longer than 8 hours. Once HR-Safety has received your report, we will gather as much specific information as is available and make a formal report to Cal/OSHA. Failure by the department to report the fatality and or injury or illness in a timely manner may, in all likelihood result in a Cal/OSHA citation of \$5,000 minimum. Because of this, it is important to quickly and accurately report all serious injuries or illnesses to the HR- Safety Division to ensure proper reporting within the allotted time frame.

If in doubt, always call the Safety Office at (951) 355-3520, which is available 24/7.




COVID-19 WORKPLACE GUIDANCE


FEBRUARY 2022

As we navigate the continuing pandemic, it is important to ensure we keep our employees safe. To ensure our workplace is in compliance with current guidelines, here are some current safety measures to follow in the workplace.


CASES ARE RISING.
ACT NOW!




WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS



Employers are responsible for maintain safe environments for employees, as well as the public we serve.

Follow the COVID-19 Prevention [Emergency Temporary Standards](#) (ETS) to keep your workplace safe. They cover:

- How to prevent infection in the workplace
- What to do about outbreaks
- How to keep employees safe in employer-provided transportation and housing

Visit [Safer At Work](#) to learn more about COVID-19 workplace safety.

Everyone is required to wear masks in: (with exemptions view exemptions [here](#))

- Indoor public spaces (until February 15, 2022)
- Workplaces (until February 15, 2022)
- Public transit
- Healthcare settings (including long term care facilities)
- Adult and senior care facilities

Recommended signage to post at your facility: (linked below)

When Do You Need Your Mask in California?

Masks are Currently Required for **EVERYONE** in Indoor Public Places

Due to rising COVID-19 rates and hospitalizations, California currently requires **EVERYONE** to wear a mask in indoor public places (such as grocery stores and movie theaters) **regardless of vaccination status.**

Masks are also still required for public transit (airports, planes, trains, buses and stations) and health care settings.

Some Exemptions Apply

Children under age 2 and people with certain medical conditions are not required to wear a mask, and some exemptions apply in certain settings. Visit [cdph.ca.gov](https://www.cdph.ca.gov) to learn more.

Upgrade Your Mask

Choose a mask with **good fit** and **good filtration.**

A well-fitted mask has no gaps between the face and mask. Good filtration blocks virus particles from getting through the mask itself. N95 and KN95 masks are best. Also, double masking is an effective way to improve fit and filtration. A close-fitting cloth mask can be worn on top of a surgical/disposable mask to improve fit and filtration.

Read our [Q&A](#) & our [Get the Most Out of Masking](#).






Scan the QR code to see interactive links on this flyer



December 15, 2021 • © 2021, California Department of Public Health

COVID-19 Protect yourself and loved ones

Help prevent the spread of respiratory diseases like COVID-19

- + WASH YOUR HANDS**
Wash your hands with soap and warm water regularly.
- + COVER A COUGH OR SNEEZE**
Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.
- + DON'T TOUCH**
Avoid touching eyes, nose or mouth, especially with unwashed hands.
- + KEEP YOUR DISTANCE**
Avoid close contact with people who are sick.
- + STAY HOME**
If you experience respiratory symptoms like a cough or fever, stay home.
- + GET HELP**
If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.

MORE INFORMATION
Follow the California Department of Public Health: [@cdphpublichealth](#) and www.cdph.ca.gov/covid19

