PHYSICAL OFFICE HAZARDS

IDENTIFY THE HAZARDS

In a perfect world, every office worker should come back home in good health. Employers should commit to sustaining proper office safety and health protocols to ensure the long-term wellness of their employees and the company. The Occupational Safety and Health Administration (OSHA) states office safety as an obligation and requires employers to provide an office environment free from hazards. Management should ensure that employees are educated about the many office hazards which many workers may not be aware of, such as noise, poor ergonomics, damaged electrical wires, inoperative fire extinguishers, and lack of emergency plans.

The most common physical hazards in the office are temperature; air quality; ventilation; noise; and slips, trips, and falls. Here are some ways to manage these hazards:

Temperature	• Remind employees to wear appropriate clothing to the office, especially during summer and winter season. • Always check whether the air-conditioning system is working properly and regulate accordingly.
Indoor Air Quality and Ventilation	• Ensure proper maintenance, cleaning, and filtration of the ventilation, heating, and air-conditioning system. • Schedule office housekeeping regularly. • Comply with office and building smoking policies.
Noise	• Adhere to the acceptable sound level limits stated in your country's respective occupational health and safety laws • Place a barrier between the noise source and employee (e.g., sound walls or curtains). • Identify the sources, paths, and levels of sound. Once identified, prioritize the control of
Slips, Trips, & Falls	• Keep walkways and hallways free of debris, clutter, and obstacles. • Implement good housekeeping practices, such as cleaning up spills immediately.

HIGH VISIBILITY CLOTHING / SAFETY

JULY 2022

When your team is in the field, your employees may need to wear safety vests, or high-visibility vests. These vests are made with highly reflective materials that keep individuals visible, especially at night. Some safety vests are rated and approved by the American National Standards Institute (ANSI). Safety vests are classified as Class 1 (non-ANSI), Class 2, or Class 3, based on the amount of both reflective material and high contrast (orange or lime color) fabric making up the vest. The degree of reflectivity in the tape and intensity of the background fabric colors are specified in the ANSI standard. The more hazardous your workplace, the more visible your team needs to be.

Selecting the appropriate high-visibility (HV) safety vest can be a challenge considering many vests look alike. This page is dedicated to making your selection as easy as possible by clearly identifying the different classes safety vests. When choosing a safety vests consider the material, (mesh vs. solid), the ANSI class, type of closure and number of pockets.

Class 1 (Non ANSI)

These vests are for those working in low-impact areas. According to OSHA, this includes areas where traffic flow does not exceed 25 mph. Workers should also be stationed a good distance away from the traffic to prevent injury. Class 1 vests are typically used by parking attendants, delivery drivers, and roadside assistance personnel in low traffic areas.

Class 2 Safety Vests

These safety vests (meet ANSI 107 -2010) are required for workers near traffic between 25-50 mph, heavy machinery, inclement weather and low visibility conditions. Workers should still be stationed a good distance away from the traffic. ANSI class 2 vests are the most commonly required safety vests. You can also find ANSI class 2 jackets and t-shirts.

Class 3 Safety Vests

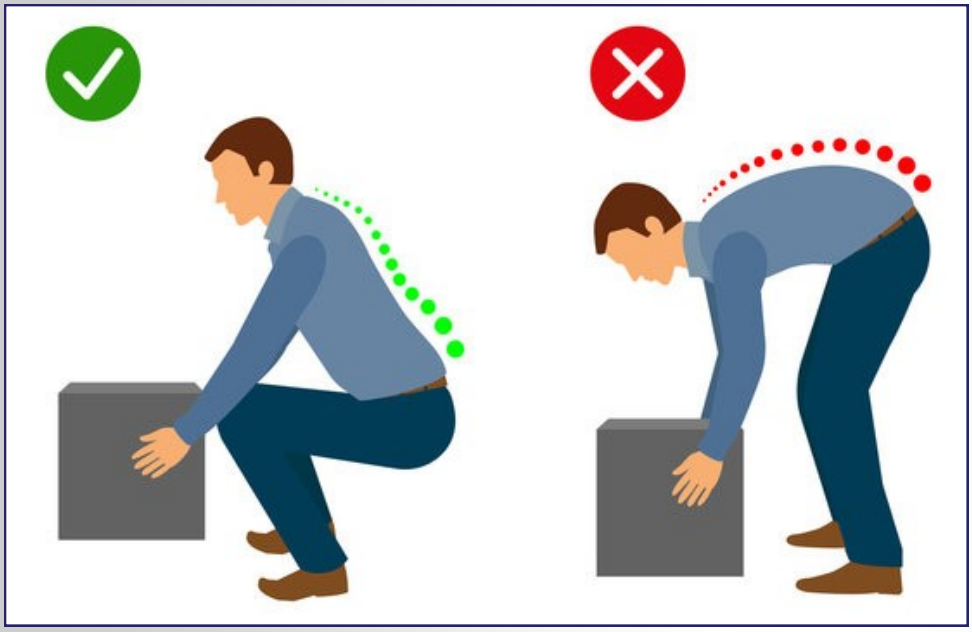
These safety vests (meet ANSI 107-2010) are required for workers near traffic exceeding 50 mph and very dark or “no visibility” conditions. These traffic safety vests have longer sleeves than class 2 vests, in order to meet the requirements for HV and reflective material. Workers typically work right next to the road or in other hazardous areas, so they should be as visible as possible to prevent injury. In addition to vests, ANSI class 3 apparel can include safety jackets and long-sleeve shirts.

Public Safety Vests

Public Safety Vests meet ANSI 207-2006 standards which require a minimum background material of 450 sq. inches and a minimum reflective material of 201 sq. inches with a minimum width of 2 inches. They are designed shorter to allow quick access to belts and tools.

TYPE P PUBLIC SAFETY	TYPE O “OFF-ROAD”	TYPE R “ROADWAY”
Public Safety Use (Class 2 and Class 3) Enhanced visibility for emergency and incident responders and law enforcement personnel in both roadway and off-road environments. for emergency and incident responders and law enforcement personnel who are exposed to struck-by hazards in roadway or off-road work environments. These garments provide additional options addressing competing hazards or the need for access to special equipment. Type P HVSA may be Performance Class 2 or 3.	Occupational High Visibility Safety Apparel (HVSA) for Non-Roadway Use provides daytime and nighttime visual conspicuity enhancement for workers in occupational environments which pose struck-by hazards from moving vehicles, equipment and machinery, but which will not include exposure to traffic on public access highway rights-of-way or roadway temporary traffic control (TTC) zones.	Occupational High Visibility Safety Apparel (HVSA) for Roadway use provides daytime and nighttime visual conspicuity enhancement for workers in occupational environments which include exposure to traffic (vehicles using the highway for purposes of travel) from public access highway rights-of-way, or roadway temporary traffic control (TTC) zones or from work vehicles and construction equipment within a roadway temporary traffic control (TTC) zone.

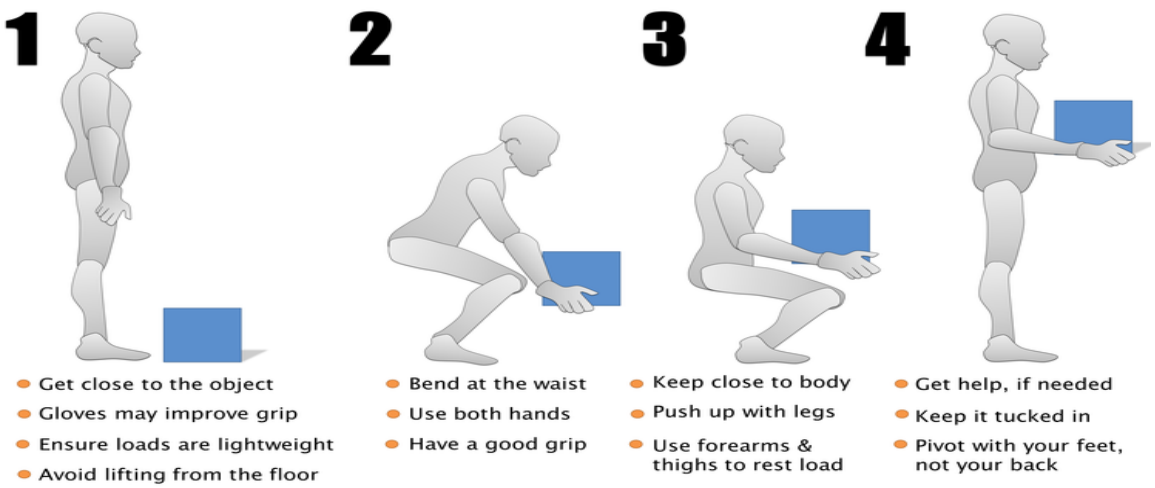
PROPER LIFTING TECHNIQUES



The occurrence of back pain and injuries continues to be a prevalent reality in American society. It's estimated that 4 out of 5 Americans will experience some level off back pain and discomfort in their lifetime. The U.S. Bureau of Labor Statistics estimates that over 1 million Americans annually suffer back injuries in the workplace. Those back injuries represent about 20% of all the workplace injuries American workers suffer annually and represent about 25% of all the annual workers' compensation injury claims that result in indemnity payments because time is lost from work. in 2016 and 2017, the National Safety Council reported that the average cost per back injury claim that resulted in lost workdays was about $33,248. The U.S. Bureau of Labor Statistics reports that 75% of all back injuries occur during lifting activities. The annual cost of treating back injuries exceeds $100 billion. However, the truth is that most back injuries caused by lifting could be **PREVENTED** if proper planning, preparation and lifting techniques were used.

There is a 10 to 1 ratio between the amount of weight that a person lifts versus the amount of force that is exerted on their back to lift the object, when done correctly. When you lift an object correctly, the weight being lifted is the sum of the weight of the object plus the weight of your trunk. So, if the object being lifted weighs 10 lbs. and the weight of your trunk is 100 lbs., you are really lifting 110 lbs., when done correctly. The force or pressure exerted on your back when lifting that 110 lbs., when done correctly, magnifies by a factor of 10, so the force or pressure your back is subjected to when making the lift, when done correctly, totals 1,100 lbs. If the lift is not done correctly, then the force or pressure your back is subjected to during the lift will be more than 1,100 lbs. The bottom line is that you don't have to lift very much weight to exert substantial force or pressure on your back. And, if you use improper lifting techniques, you can easily injury your back when lifting very light objects, or even when not lifting anything at all, but simply bending your trunk forward towards the horizontal plane and then lifting it back up into the vertical plane.

HOW TO LIFT



Heat Illness and How it applies to you

Departments, Managers & Supervisors with outdoor worksites in Riverside County may wish to review their Heat Illness Prevention Plans (HIPP) and obligations under;

Cal/OSHA's outdoor heat illness prevention standard.

Covered Employers

As the name of the standard implies, Cal/OSHA's outdoor heat illness prevention standard applies to all employers with an outdoor place of employment. Simply put, the standard applies whenever an employee is working outside. For example, a supermarket that assigns employees to gather shopping carts in the parking lot would be covered under this standard, even though the market itself is indoors.

Requirements for Covered Employers

Covered employers must take the following steps to prevent heat illness in the workplace by implementing a "Heat Illness Prevention Plan". The following are items that should be covered in the plan:

1. Train employees and supervisors on heat illness prevention.
2. Provide enough "fresh, pure, and suitably cool" water so that each employee can drink at least 1 quart per hour and encourage them to do so.
3. Ensure that timely access to shade can be provided upon an employee's request.
4. Encourage employees to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating at all times.
5. Implement effective emergency response procedures related to heat illness.
6. Closely observe employees that have been newly assigned to a high heat area for the first 14 days of employment, and all employees during heat waves.
7. Develop and implement a written Heat Illness Prevention Plan.

What is meant by "outdoor places of employment"?	For more information and Training Click the links below
Open areas like agricultural fields, forests, parks, equipment and storage yards, outdoor utility installations, tarmacs, and roads are obvious examples of outdoor workplaces. Outdoor workplaces also include construction sites in which no building shell has been completed and areas of construction sites that are outside of any building shells that may be present. Outdoor areas adjacent to buildings (e.g., loading docks) may also be considered outdoor places of employment.	**Heat Stress Recognition and Prevention:** **Heat Illness Prevention for Supervisors – Cal/OSHA** **Heat Illness Prevention FAQ's**