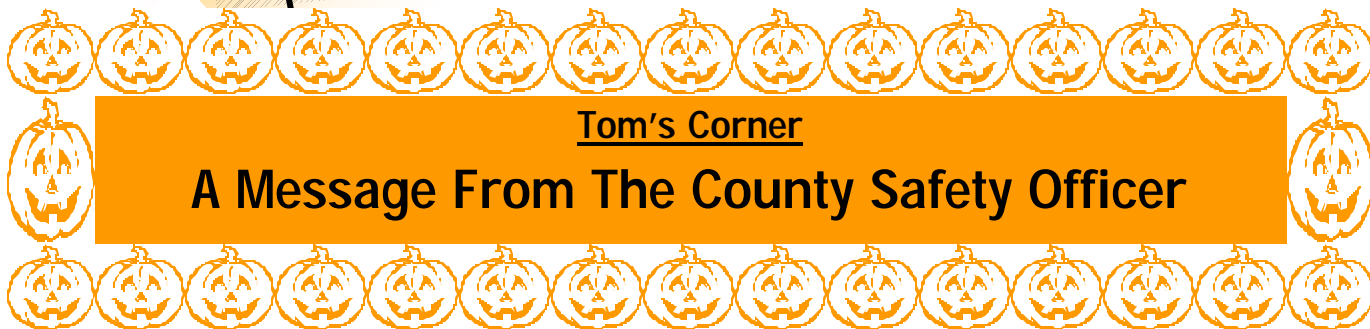


# SAFETY ZONE

Safety Division

Volume 3, Issue 10

October 2003



## Tom's Corner

### A Message From The County Safety Officer

From Red Ribbon Week through Crime Prevention Month, October, in my opinion, has established itself to be the "prevention month" for the year.

I do not have the room to discuss the importance of each but as you will note the emphases is on children—to educate them so they will be the good "role models" for their children, and their children will continue to do the same, and so forth.

Each site has important information for you and your family and I, as a father, a grandparent and great-grandpa, encourage you to share this information with them—*"Yes, we can make a difference" . . . Tom*

#### **Crime Prevention Month**

<http://www.ncpc.org/>

#### **Domestic Violence Awareness Month**

<http://www.ncadv.org/community/dvamguide.htm>

#### **Americas Safe School Week**

<http://www.nssc1.org/>

#### **Character Counts Week**

<http://www.charactercounts.org/>

#### **Pray For The Children Weekend**

[http://www.prayforthechildren.net/01public/\\_main/](http://www.prayforthechildren.net/01public/_main/)

#### **Make a Difference Day**

<http://www.makeadifferenceday.com/>

#### **Fire Prevention Month**

<http://www.usfaparents.gov/>

<http://www.usfa.fema.gov/kids/index.htm>

#### **Red Ribbon Week**

<http://drugfreeamerica.org/Home/Default.asp?ws=PDF&vol=1&grp=Home>

## Emergency Evacuation Drill

October is one of the two months set aside to conduct an Emergency Evacuation Drill at your workplace—the other month is April.

Make sure your drill is documented and identify those who participate by signature.

# SAFETY TAILGATE MEETINGS: WHAT ARE THEY?

By Joe Salinas, Safety Coordinator

First of all, TAILGATE MEETINGS are a means of providing safety related information to your “non-office” employees of either specific hazards they may encounter on the job or general safety information.

A Tailgate Meeting, when conducted properly, is not merely a time to relax and have conversation. General Industry Safety Construction Orders, Section 1509, mandates these meetings be conducted and the manner of their importance. Also, the County of Riverside Safety Manual emphasizes the need for such meetings, as regulated by Cal/OSHA.

Safety training is delivered in many formats, depending on the audience one is trying to reach. Formal classroom training, "chalk-talks", hands-on operational skills training, videos, posters—the list is endless. It all comes down to the Supervisor taking the initiative to conduct such training. Supervisors must “lead by example”, making sure not to compromise safety! Your employees are watching, and they remember it (and talk about it) when they see safety go down the drain because the pressure to produce on a deadline is high. Safety is everyday, not a convenience item.

## HOW CAN YOU ENSURE A GOOD SAFETY SESSION?

We all want current, well-received training. Some basics of a successful session, whether in the field, the production floor, or the parking lot, include the following:

- **Be enthusiastic:** Or, at least be pleased to be there.
- **Be prepared:** Employees know when you've selected your topic within the first 10 minutes.
- **Know which employees are being trained:** Maybe not by name, but at least know their duties.
- **Explain your priorities:** Most employees understand the economics of on-the-job safety, so encourage the behavior you want to accomplish.
- **Choose your topic early:** Set up well in advance and have a back-up plan in case it is needed.
- **Be specific:** The more grassroots your talk can be, the wider your audience acceptance. After all, that's what it's all about: employee understanding.
- **Focus on your need on your site:** Why talk about a ladder if your crew is not using one on site?
- **Use good visual aids:** If you're speaking about hearing protection, have the type that your employees are using.
- **Ensure that your training equipment is in working order:**

## MAKE THE TOPIC MEANINGFUL:

- **Be brief:** Twenty minutes is quite adequate.
- **Follow a schedule and a format:**
- **Document the attendance:** Extremely important in the event that an employee should get injured on the jobsite following the training. This means that the employee / employees' attending the training must sign the attendance roster legibly or have them print their names.
- **Follow up to ensure that the topic is well understood:**

**Have fun. Training need not be a drudgery. As a professional you can be confident your attitude ensures success and remember, the more you do it the better you get. The better you get the more your employees will get from the training.**



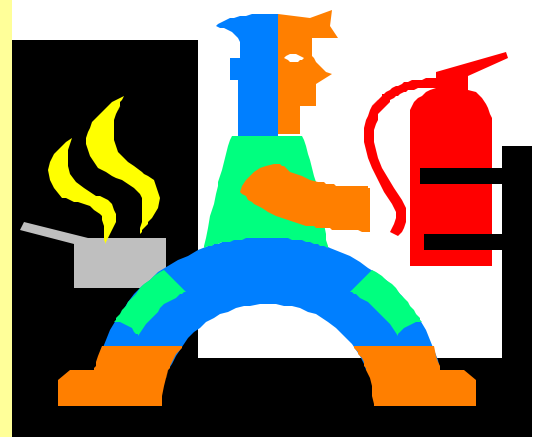
# Fall Safety Tips

By Annette Dora, Safety Specialist I

October is Fire Safety and Auto Care Month. Here are some items to check during the month:

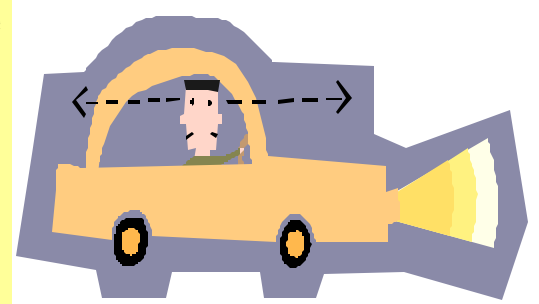
## Fire

- Replace smoke and carbon monoxide detector batteries.
- **Test detectors monthly.**
- Replace detectors that are 10 or more years old.
- **Discuss with your family fire safety, your emergency escape and meeting place plan.**
- You might even try a drill.
- **Have your home heating system tested for proper operation and CO2 (carbon monoxide) at safe levels.**
- Replace or clean (if cleanable) forced air furnace air filters.
- **Visually check fire extinguisher pressure. Replace unit if pressure is low.**
- Check the following web site:  
<http://firepreventionweek.org/>



## Auto Safety Checks, Prepare Your Vehicle for Winter

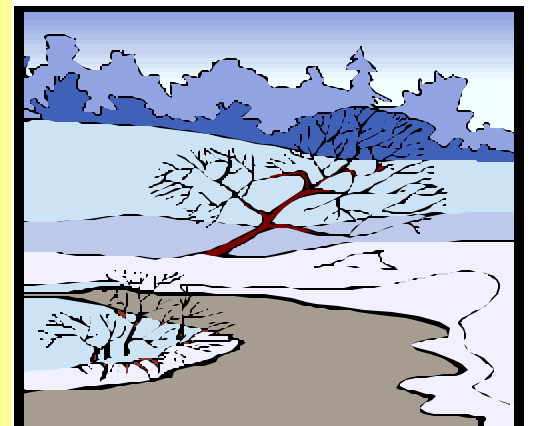
- Check all fluids, oil, coolant and windshield washer, replace as required.
- **Check tire pressure when tires are cold.**
- Properly inflated tires will increase traction, fuel mileage, and will wear longer.
- **Replace windshield wiper blades.**
- Replace tires, belts and hoses as needed.
- **Get an engine tune up.**
- Check battery and clean terminals.
- **Pack an emergency safety kit for the trunk: Blanket, extra clothing, jumper cables, snack food, water, small shovel and flashlight with new batteries.**



## Prepare Yourself for Winter Driving:

- Start out a little earlier for your trip.
- **Slow down.**
- Leave extra space between you and the vehicle in front.
- **Stay calm, watch for ice and slippery conditions.**

**Remember:**  
**Daylight Savings ends on Sunday,**  
**October 26.**



# Halloween Safety Alert

A few safety tips from the U.S. Consumer Product Safety Commission can protect children who plan to go trick-or-treating this Halloween.

**Treats:** Warn children not to eat any treats before an adult has carefully examined them for evidence of tampering.

**Flame Resistant Costumes:** When purchasing a costume, masks, beards, and wigs, look for the label Flame Resistant. Although this label does not mean these items won't catch fire, it does indicate the items will resist burning and should extinguish quickly once removed from the ignition source. To minimize the risk of contact with candles or other sources of ignition, avoid costumes made with flimsy materials and outfits with big, baggy sleeves or billowing skirts.

**Costume Designs:** Purchase or make costumes that are light and bright enough to be clearly visible to motorists.

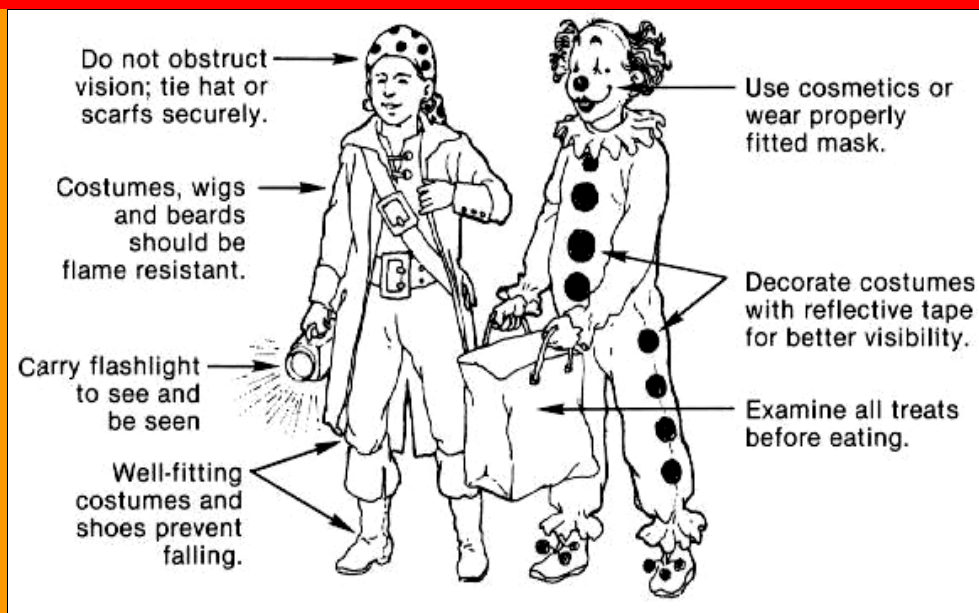
- For greater visibility during dusk and darkness, decorate or trim costumes with reflective tape that will glow in the beam of a car's headlights. Bags or sacks should also be light colored or decorated with reflective tape. Reflective tape is usually available in hardware, bicycle, and sporting goods stores.
- To easily see and be seen, children should also carry flashlights.
- Costumes should be short enough to prevent children from tripping and falling.
- Children should wear well-fitting, sturdy shoes . Mother' s high heels are not a good idea for safe walking.
- Hats and scarfs should be tied securely to prevent them from slipping over children's eyes.
- Apply a natural mask of cosmetics rather than have a child wear a loose-fitting mask that might restrict breathing or obscure vision. If a mask is used, however, make sure it fits securely and has eyeholes large enough to allow full vision.
- Swords, knives, and similar costume accessories should be of soft and flexible material.

**Pedestrian Safety:** Young children should always be accompanied by an adult or an older, responsible child. All children should WALK, not run from house to house and use the sidewalk if available, rather than walk in the street. Children should be cautioned against running out from between parked cars, or across lawns and yards where ornaments, furniture, or clotheslines present dangers.

**Choosing Safe Houses:** Children should go only to homes where the residents are known and have outside lights on as a sign of welcome.

- Children should not enter homes or apartments unless they are accompanied by an adult.
- People expecting trick-or-treaters should remove anything that could be an obstacle from lawns, steps and porches. Candlelit jack-o'-lanterns should be kept away from landings and doorsteps where costumes could brush against the flame. Indoor jack-o'-lanterns should be kept away from curtains, decorations, and other furnishings that could be ignited.

For further information on product safety, consumers may call the U.S . Consumer Product Safety Commission's toll-free hotline on (800) 638-2772. Hearing impaired consumers may use TTY (800) 638-8270.





# Removing the Barriers

A Fire Safety Factsheet for People with Disabilities and their Caregivers

**M**ore than 4,000 Americans die each year in fires and approximately 25,000 are injured. The risk of death or injury from fire is even greater for people with physical, mental or sensory disabilities. The good news is deaths resulting from failed emergency escapes are preventable through preparation.

The United States Fire Administration (USFA) and the Disabled American Veterans (DAV) want people with disabilities, their caregivers and all Americans to know that there are special precautions you can take to protect yourself and your home from fire.

## UNDERSTANDING THE RISK

*Why are People with Disabilities at Risk?*

- People with disabilities should be more cautious because of physical limitations and a decreased ability to react in an emergency.
- People with disabilities are typically fiercely independent and do not wish to alter their lives from those of the general public. However, this can lead them to ignore their special fire safety needs. In some cases people with disabilities may need the help of a caregiver to practice proper fire safety precautions.

## INSTALL AND MAINTAIN SMOKE ALARMS

People with disabilities should be aware of the special fire warning devices that are available.

- Smoke alarms with a vibrating pad or flashing light are available for the deaf and hard of hearing. Additionally, smoke alarms with a strobe light outside the house to catch the attention of neighbors, and emergency call systems for summoning help are also available.
- Ask the manager of your building, or a friend or relative to install at least one smoke alarm on each level of your home.
- Make sure your smoke alarms are tested monthly and change the batteries at least once a year.

## LIVE NEAR AN EXIT

Although you have the legal right to live where you choose, you'll be safest on the ground floor if you live in an apartment building.

- If you live in a multi-story home, arrange to sleep on the first floor.
- Being on the ground floor and near an exit will make your escape easier.

## PLAN YOUR ESCAPE

Plan your escape around your capabilities.

- Know at least two exits from every room.
- If you use a walker or wheelchair, check all exits to be sure you get through the doorways.
- Make any necessary accommodations, such as providing exit ramps and widening doorways, to facilitate an emergency escape.

## DON'T ISOLATE YOURSELF

People with disabilities have often been excluded from the development and practicing of escape plans and fire safety drills. As a result, their vital input is omitted and their fire safety needs remain unfulfilled. Speak up to ensure that all parties receive the fire safety information that everyone deserves.

- Speak to your family members, building manager, or neighbors about your fire safety plan and practice it with them.
- Contact your local fire department's non-emergency line and explain your special needs. They will probably suggest escape plan ideas, and may perform a home fire safety inspection and offer suggestions about smoke alarm placement and maintenance.
- Ask emergency providers to keep your special needs information on file.
- Keep a phone near your bed and be ready to call 911 or your local emergency number if a fire occurs.

## KNOW YOUR ABILITIES

Remember, fire safety is your personal responsibility...*Fire Stops With You!*

### For More Information Contact:

The United States Fire Administration  
Office of Fire Management Programs  
16825 South Seton Avenue  
Emmitsburg, MD 21727

Or visit the USFA website:

[www.usfa.fema.gov](http://www.usfa.fema.gov)

Visit our Kid's Page:

[www.usfa.fema.gov/kids](http://www.usfa.fema.gov/kids)



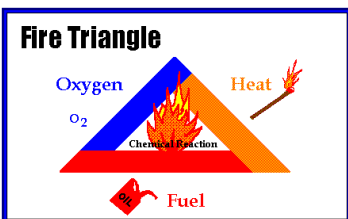
# FIRE SAFETY - You can make a difference!

by Brian Teig, Safety Specialist II



Structure fires don't just happen spontaneously; in fact, almost every fire can be prevented. Yet many employees do not know how to help ensure their own safety. Some employees have a casual attitude about fire safety. They have never been through a serious experience with fire and therefore fail to understand the potential cost of lives and damage. Others think fire safety is someone else's responsibility like housekeeping, a safety person or even the Fire Department. Fire safety and prevention is everyone's concern. Knowledge of how fires start and spread, the steps to take to prepare and prevent fires and how to extinguish fires can reduce fire hazards at work and at home. Fire prevention refers to the activities necessary to keep fires from starting. Before taking steps to prevent fires, first, each person must have general knowledge about how fires start and spread.

**How Fires Start**—The three basic ingredients for a fire—Fuel, Heat and Oxygen—make up the “Fire Triangle.” When all three are present, a chemical reaction occurs and a fire starts. The fire will continue to burn until one or more of the ingredients are removed, or the chemical reaction is stopped. Almost all material will burn but some make better fire starting fuels than others. Paper, wood, an oily rag, flammable liquids or combustible metal dusts are examples.



**How Fires Spread**—A fire spreads and becomes larger by producing more heat and using more fuel and oxygen. Fire gives off heat which ignites more fuels. Fire seeks more oxygen in order to burn more fuel. More fuel is burnt producing gas and heat that ignites more fuel. Fire seeks any an every space to spread. It rapidly spreads through open doors and windows and even through ventilation systems, and holes in walls and ceilings. An understanding of how fire starts and spreads is essential to fire prevention and safety activities.



**Preventing Fires**—Fire can be prevented by keeping heat and fuel from uniting. Keep heat and fuel sources from combining and initiating the chemical reaction.

## **Maintain Equipment.**

- Provide enough ventilation to prevent overheating and failure.
- Keep equipment and appliances clean of oil and debris that can easily burn.
- Be alert to unusual odors, a first sign of bad wiring or overheating caused by friction, and investigate.

## **Follow Instructions and Precautions.**

- Read and follow product warning labels and Material Safety Data Sheets (MSDS).
- Use, store and dispose of materials properly.
- Observe posted warning labels and instructions.

## **Be Aware of Heat Sources.**

- Keep fuels away from open flames, sparks and hot surfaces.
- Use grounding wires when moving flammable liquids to discharge static electricity which can ignite fuel vapors.
- Keep space heaters well away from fuels.

## **Practice Good Housekeeping.**

- Store flammable liquids and gases away from ignition sources.
- Keep your work area clean.
- Don't overload electrical outlets by connecting surge protectors or using them for appliances.

**Preparing for Fires**—Not all fires can be prevented, accidents will occur so we must prepare. Bottom line, your safety during a fire depends on how well you've prepared.

## **Follow evacuation procedures.**

- Remember the acronym **R.A.C.E.**—Respond. Activate the alarm. Confine the fire by closing doors and windows. Evacuate the building.]
- Know the sound and location of your fire alarm and how to activate it.
- Plan your escape route out of the building and have a backup route also. **(Continued on Page 7)**

## RIVERSIDE COUNTY SAFETY DIVISION

3901 Lime Street  
Suite #100  
Riverside

Office Hours: Monday—Thursday  
7:30 A.M. to 5:00 P.M.

Friday: 8:00 A.M. to 5:00 P.M.

**Safety Hotline: (909) 955-5868**

**Phone: 909-955-3520**

**Fax: 909-955-9200**

**Email: Safety Office Publications**

**Web site:**

<http://intranet.co.riverside.ca.us/>

## FIRE SAFETY

(continued from Page 6)

- Keep your escape route clear of materials.
- Don't block, lock or prop open fire doors.
- Know where to assemble outside the building.
- Don't go back inside for anything.
- Extinguish a fire only if it is small enough and you know how to use a fire extinguisher.
- Remember the acronym **P.A.S.S.**—**P**ull the pin. **A**im low at the base of the fire. **S**queeze the handle. **S**weep from side to side until empty.

**Find and Eliminate Fire Hazards**—For your next safety meeting, do a walkthrough of your workplace looking for fire hazards.

- Blocked or obstructed egress routes, exits, fire alarm pull stations and fire extinguishers.
- Improper storage of flammable liquids and gases.
- Overloaded surge protectors, use of extension cords.
- Improper use of space heaters.
- Un-kept work areas.

*County Safety Office Staff are available to assist you at all times. Our office is in the (909) area code, on MICRO and all have Email.*

### COUNTY SAFETY OFFICER

*Tom Sproal, County Safety Officer 955-5859*

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*Ken Brooks, Safety Coordinator 955-9205*

*Neil Connolly, Industrial Hygienist III 955-5853*

*Annette Dora, Safety Specialist I 955-3522*

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*Tony Gonzales, Safety Coordinator 955-5881*

*Steve Hickam, Safety Specialist II 955-5892*

*Steve Hutchings, MH Safety Coordinator 955-3521 or 358-5272*

*Dan Kerker, Safety Coordinator 955-5880*

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*Dave Rich, Safety Coordinator 955-9527*

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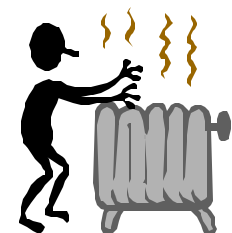
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*Tawni Grubbs, OA III*

*Lydia Temmen, OA III*

*Jan Zimmermann, OA II*



*"Remember that fire safety and prevention is every person's concern. Don't create fire hazards. I instead, be alert for hazards, eliminate them when you can and report them. Each of us can make a difference in the safety of our workplaces if we simple care enough to do so ." - Brian*