

SAFETY ZONE

Safety Division

Volume 4, Issue 8

August 2004



Safety Corner

A Message from the County Safety Division

In today's work environment, employees are protected by a variety of safety laws, rules, regulations, and of course, concerned employers. Safety is just good business and it requires a team effort and responsibility by all employees.

Remember that it doesn't do any good to have rules if they aren't enforced. Accident statistics from all industries have been compiled over the years by insurance companies and governmental agencies. The results of analyzing hundreds of thousands of accidents reveal that the vast majority of accidents result from the unsafe acts of employees. There may be more than one cause of an accident, but most

accidents are caused, in whole or part, by the unsafe acts of employees.

If you're really conscientious and take the time to perform your job in a safe and healthful manner, that's what's going to happen. If you watch where you walk, you won't slip and fall. If you see a safety hazard, correct it or report it so it can be corrected before someone gets injured.

Think of the possible injuries to avoid so accidents, cuts, lacerations, back injuries, slips and falls, and muscle strains can be eliminated. You're worth it, so attack those unsafe acts and it will make your job easier and much safer!

Is Your Safety Manual Current?

By Art Pereida, Safety Coordinator

The following is a reproduction of the County Safety Manual website, Table of Contents. When you visit the Safety Manual website, please note the changes we have made. Each DOCUMENT Title is a “hotlink” to the document itself, so all you have to do is “point and double click” on the desired DOCUMENT to open it.

In addition, just to the right of the DOCUMENT title, you will also see a LAST REVISED date. This indicates the date of the last revision for a specific DOCUMENT. So, if you are checking to see if your Safety Manual is up to date, all you have to do is check your Safety Manual DOCUMENT date with the date posted on the website.

As DOCUMENTS are updated, the Safety Division will inform you via the Safety Newsletter so you can update your Safety Manual accordingly. Check it out by clicking on the following link:

<http://intranet.co.riverside.ca.us/safety/index.html>

STANDARD SAFETY OPERATIONS MANUAL

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Form Description	Form Number	Last Revised Date
Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business	General Form 30	Mar 03
Confidential Report of Vehicle Accident	942-6	Jan 03
Employee Comfort Survey		1993
Hazard Reporting Form	SOP Form No. 401	Aug 92
Immediate Supervisor's Report of Employee Injury	Safety Form 674	Dec 02
Office Ergonomic Assessment Form		1993
Workplace Threat Incident Report Against County of Riverside Employee	SOP Form N. 2010-1	Jan 99

Injury and Illness Prevention Programs

By Ken Brooks, Safety Coordinator

As the manager of a County of Riverside departmental office, you are sitting at your desk in the afternoon and you get a call from the County Safety Division telling you that there will be a Safety Evaluation at your facility the following morning. You think to yourself, wow that is not much advance notice and what is all this fuss over safety anyway?

Since 1991, with the advent of Senate Bill 198, Cal/OSHA has required that businesses in the State of California have written Injury and Illness Prevention Programs. These programs have specific requirements but OSHA grants employees some flexibility in how to meet the requirements of the written safety programs. The idea behind this legislation was to have a uniform approach to safety in California where all private businesses, city and county governments as well as state governments provide a safe and healthful work environment **for all employees working in the state of California.** In the year 2000, there was more legislation passed in the form of Senate Bill 1127 that substantially raised the penalties for safety violations. This legislation extended fines to previously exempt state, county and city governments. The fines are directly related to the type of safety violation, whether it is classified as willful, serious or general on the part of the offender. In the case of willful violations, Senate Bill 1127 ties the Penal Code with the Safety Orders making supervisors and managers subject to jail terms for willful negligence resulting in the on duty death of one of their employees.



With this in mind, the County Safety Division conducts safety evaluations of all County owned and leased facilities to assess the safety programs in County departments. When we uncover deficiencies in the safety

programs or the facility, the Safety Division sends a written report to the department head and to the facility manager listing all of the safety violations, the applicable code of reference and recommendations on how to correct the deficiency. The County Safety Division tries to be as proactive as possible while working with the departments to correct safety problems. From an administrative standpoint, it is much better (and cheaper) for our office to find safety problems than for Cal/OSHA to find them.

The following is a list of the required parts of a written safety program and some information on how supervisors and managers can ensure that these requirements are carried out.

1. **RESPONSIBILITY:** The written program must designate the department head by name as having the ultimate responsibility for the safety program in his or her department. Supervisory personnel and managers are directly responsible for the safety of their employees according to OSHA regulations. Some safety responsibility can be delegated to departmental safety representatives to assist but safety is always a supervisory responsibility.
2. **COMMUNICATION:** There must be a system of safety communication with employees. This is usually accomplished by monthly safety meetings and the safety meetings must be documented.
3. **COMPLIANCE:** There must also be a system to ensure that employees comply with the County's safety program. This can include a system of disciplinary actions and employee rewards to enhance safety in the workplace.
4. **HAZARD ASSESSMENT:** The safety plan must have a system of hazard assessment in the form of internal safety self inspections. These self inspections are usually accomplished by using a safety inspection checklist and must be documented.
5. **ACCIDENT/EXPOSURE INVESTIGATION:** All work related injuries and vehicle accidents must be thoroughly investigated and reported as part of the safety program.
6. **HAZARDOUS CORRECTION:** Once safety deficiencies and unsafe and unhealthful work practices are identified, there must be written procedures to correct the hazardous problems in a timely manner.
7. **TRAINING AND INSTRUCTION:** Safety Training must be given to all employees concerning general safe and healthful work practices and to provide instruction concerning the hazards associated with each employee's job assignment.
8. **RECORD KEEPING:** As part of the required safety program, each department must have records concerning safety on file and available to outside inspection agencies. Safety inspection records, records of safety meetings, injury and accident records such as Cal/OSHA Form 300, and records on employee training must also be documented.

The written Illness and Injury Prevention Program must be on file in each County work location. If supervisors and managers are unsure of what their responsibilities are concerning safety, the Safety Division offers a training class entitled Supervisors' Safety Orientation which clearly outlines supervisors responsibilities under the County safety program. This class can be scheduled by calling the County Safety Division at (951) 955-3520.

*6 ARE YOU READY? - Tips For Preparing For An Earthquake At Home

By Dan Kerker, Safety Coordinator, Waste Management

With the prediction of a 6.4 earthquake sometime before September 5, 2004—Are you prepared to be self-sufficient (able to live without running water, electricity and/or gas, telephones and assistance from safety services) for up to 72 hours following an earthquake? Whether or not the prediction comes true, we live in an earthquake prone area and it is not a matter of if, it is a matter of when it happens.

PRIOR TO AN EARTHQUAKE

- Learn how to shut off gas, water and electricity in case the lines are damaged.
- Secure heavy furnishings.
- Secure water heater and appliances that could move enough to rupture utility lines.
- Keep breakable and heavy objects on lower shelves. Put latches on cupboard doors to keep them closed during the shaking.
- Keep flammable or hazardous liquids such as paints, pest spray or cleaning products in cabinets or secured on lower shelves.
- Maintain emergency food, water, medicines, first aid kit, tools and clothing. A list of supplies will follow at the end of this article.

DURING AN EARTHQUAKE

When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall. Stay undercover until the shaking stops, and hold onto your cover. If it moves move with it.

- If you are in a **HIGH-RISE** building, and not near a desk or table, move against an interior wall and protect your head with your arms.
- If you're **OUTDOORS**, stay clear from trees, signs, buildings, electrical wires and poles.
- If you're **DRIVING**, pull over to the side of the road and stop. Avoid overpasses, power lines and other hazards. Stay inside the vehicle until the shaking stops.
- If you're in a **CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for exits. Move away from display shelves containing objects that could fall.
- If you're in a **WHEELCHAIR**, stay in it.

Move to cover, if possible, lock your wheels, and protect your head with your arms.

- If you're in the **KITCHEN**, move away from the refrigerator, stove and overhead cupboards. (Take time **NOW** to anchor appliances, and install security latches on cupboard doors to reduce hazards.)

AFTER AN EARTHQUAKE

- Be prepared for aftershocks, and plan where you will take cover when they occur.
- Check for injuries. Give first aid, as necessary.
- Remain calm and reassure others.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water and electric lines. If damaged, shut off service.
- Replace telephone receivers and use for emergency calls only.

EMERGENCY SUPPLIES

- Fire Extinguisher
- Adequate supplies of medication that you or your family members are taking.
- Crescent and pipe wrenches to turn off gas and water supplies.
- First-Aid kit and handbook.
- Flashlights with extra bulbs and batteries.
- Portable radio with extra batteries.
- Water for each family member for a minimum of three days (1 gallon per person per day) and purification tablets or liquid chlorine bleach to purify drinking water from other sources. Also, enough water for your pets.
- Canned and packaged foods, enough for several days and a **MECHANICAL** can opener.—Don't forget pet food for your pets.
- Camp stove or barbecue to cook **OUTDOORS**.
- Waterproof, heavy duty plastic bags for waste disposal.
- Cash in small denominations and coins. Without electricity any items you don't already have in your supplies will be cash and carry.

“Are you Ready?”

By Dan Kerker, Safety Coordinator

- Extra clothing.
- Tent.
- Blankets or sleeping bags.
- Hygiene items such as bar soap, deodorant, toothpaste, toothbrushes and toilet paper.
- Animals will need to be secured because they will be frightened. An airline cage works well for small pets such as cats and dogs.

WATER SOURCES

- Bottled water from the store – one and two gallon sealed containers. **NOTE:** The one and two gallon containers that you purchase in your local grocery store are not designed for long term storage and will begin to leak after about six months.
- One and five gallon sealable containers from camping or survival stores. Be sure to sanitize and treat the water that you are storing.
- Five gallon sealed containers from private water companies. Water companies claim their water containers are good forever if still factory sealed. Store all plastic containers on a wooden pallet or shelf. Keep water containers in a location where container failure will not destroy your other supplies. Keep all water and supplies in a cool dark place.
- Another water source is your water heater. Every water heater has a drain valve near the bottom. Use extreme caution and let the water cool. Turn off the cold water supply to the tank. Turn off the gas or electric heater for the tank. Open the drain valve at the bottom.
REMEMBER: Some sediment at the bottom of the tank may at first make water flowing look murky. Continue to drain until it becomes clear.

Now that you are prepared at home you need to consider having survival kits in your office and in your car. These are smaller kits but will give you the ability to get along until you are able to make it to your home.

EMERGENCY COMMUNICATIONS

After a major disaster, most of our normal methods of communication will be interrupted. Telephones

will be out and you may be isolated at work and unable to travel to your family.

Immediately after an earthquake, your phones will probably not work. This could be because of damage to switching centers, local phone lines, and trunk lines. It could be that power to operate the phone system itself is unavailable.

The number one cause of phone failures is too many phones off the hook at one time. A number will be off the hook because they were knocked off in the shock, but a larger number will be because everyone is trying to call friends and family. This overload can damage the phone companies switching system. To prevent this damage, whole sections will be shut down automatically when a certain percentage of phones are off the hook.

It's normal, after trouble, to check on your family, or let family know you're OK. But, we need to limit our calls if we want the system to work at all. The solution to this problem is to have an **OUT-OF-STATE** contact for all your family members. This way all your relatives and friends will not be tying up the phone lines trying to get you, and you them. Long distance lines do not go down from too many calls or phones falling off the hook. Another advantage is that if an earthquake shuts down the long distance lines, these lines will be one of the first lines returned to service. You will be able to reach someone out of state before you could reach someone next door.

We also recommend that you go to a pay phone to make your calls. These lines will be put in service before residential phone lines. When you reach your out-of-state contact **KEEP IT SHORT**, and quick. The phone system may go out again at any time. Give your condition and the condition of the family members you know about. Get information on members who are not with you and have already called the out-of-state contact. It may take 24-36 hours to be reunited with family members. Knowing their condition may decrease your anxiety level to where you can concentrate on the recovery process.

Here are some interesting sites with additional resource information:

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

[LA Fire Department](http://www.lafd.org)
<http://www.lafd.org>

[US Government Site](http://earthquake.usgs.gov)
<http://earthquake.usgs.gov>

[American Red Cross](http://www.redcross.org)
www.redcross.org

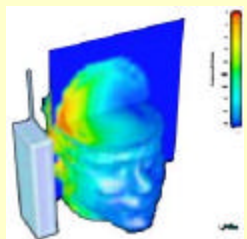
MOBILE CELLULAR PHONE USE, SAFETY AND ETIQUETTE

By: Steve Hickam, Safety Specialist II, Waste Management

The advancements in mobile phone technology and affordability have allowed cell phone use to become commonplace in our society. However, questions about cell phones still linger. Does repeated use of cell phones pose a health hazard to the user? Can using a cell phone while fueling a vehicle cause a fire? Is it safe to use a cell phone while driving? What is proper cell phone use etiquette? Hopefully the information below will provide answers to these questions.



DO WIRELESS CELL PHONES POSE A HEALTH HAZARD? The available scientific evidence does not show that any health problems are associated with using wireless phones. There is no proof, however, that wireless phones are absolutely safe. Wireless phones emit low levels of radiofrequency energy (RF) in the microwave range while being used. They also emit very low levels of RF when in the stand-by mode. Whereas high levels of RF can produce health effects (by heating tissue), exposure to low level RF that does not produce heating effects causes no known adverse health effects. Many studies of low level RF exposures have not found any biological effects. Some studies have suggested that some biological effects may occur, but such findings have not been confirmed by additional research. In some cases, other researchers have had difficulty in reproducing those studies, or in determining the reasons for inconsistent results. (Source: Internet Article – Questions and Answers about Wireless Phones at www.fda.gov/cellphones/qa.html)



CAN USING A CELL PHONE WHILE FUELING A VEHICLE CAUSE A FIRE? The U.S. Naval Safety Center was recently deluged with questions about the validity of reports of fires occurring because of cell phone use while fueling vehicles. They turned to Mr. Robert Benedetti, Principal Flammable Liquids Engineer, National Fire Protection Association International, for his opinion.

Mr. Benedetti categorized such reports as “urban legend”. Most of these reports have not been confirmed. According to Mr. Benedetti, this much is known: (these are excerpts from his opinion):

1. Cellular telephones are not designed for use in an environment where an ignitable atmosphere might exist. The owner's manual of most leading cell phone manufacturers states this fact quite clearly. Whether the manufacturers have actually tested their products to determine this or are just playing it safe is not known.
2. It would be possible to create an ignition capable spark with a cellular telephone. One scenario involves dropping the telephone in such a way that the battery is ejected and is short-circuited across its charging terminals. This, of course, would have to happen in an environment that contains an ignitable atmosphere.
3. The chance of all the right conditions coming together at the same time are distinctly remote. There are numerous potential ignition sources on an automobile, but the incidence of fires during fueling episodes is rare, to say the least. A study done some years ago in Germany estimated the chance of a fire happening during vehicle fueling from ALL ignition sources as extremely low.

There has also been thought on static electricity being an ignition source in some of these fires. The Petroleum Equipment Institute in March 2002 issued a press release warning motorists to be cautious while fueling their vehicles and to follow three basic guidelines while filling up:

1. TURN OFF ENGINE
2. DON'T SMOKE
3. NEVER RE-ENTER YOUR VEHICLE.

Their web site: www.pei.org contains a link to the "STOP STATIC" campaign.

The bottom line appears to be: It could be possible to initiate a fire while using a cellular telephone or through the discharge of static electricity while at the same time fueling one's vehicle. Is it likely to happen?

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MOBILE CELLULAR PHONE USE, SAFETY AND ETIQUETTE

By: Steve Hickam, Safety Specialist II, Waste Management

Not if you follow the guidelines set out by the experts. (Source: Internet Article – Cell Phones and Gas Stations at www.safetycenter.navy.mil/articles/cellphone.htm)

IS IT SAFE TO USE A CELL PHONE WHILE DRIVING?

Anything that has the ability to distract your attention while you're driving is dangerous and cell phones certainly fall into that category. Ask George Jones, the famous country singer. He was seriously injured in an accident when he lost control of his car while talking on his cell phone. Here are some tips on the subject from Nextel:



- Give driving your full attention. Don't let anything interfere with your concentration.
- Assess road conditions before making or taking a call. (Steve's addition to this tip: If you don't have hands-free calling capability, it's probably safer to pull over and stop before making or taking a call)
- Let voice mail pick up when it's inconvenient or unsafe to answer the phone.
- Program your most frequently dialed numbers into your phone for speed dialing, have a passenger dial for you or use voice activated dialing.
- Position your phone where it is easy to see and reach.
- Keep your eyes on the road. Never take notes while driving.
- Consider using a hands-free speakerphone or hands-free accessories (earpieces, headsets, dash mount holders, portable car kits and hard install kits), which allow you to keep both hands on the wheel when speaking.
- Use your phone's internet capabilities and java applications before you drive.

(Source: Internet Article – Driver Safety Tips at www.nextel.com/fact_driver.shtml)

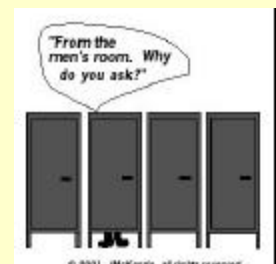
WHAT IS CELL PHONE ETIQUETTE?

Here are some tips offered on the [Ask Yahoo](http://ask.yahoo.com) website to an individual who wrote in asking the above question:

- **Speak softly.** Cell phones are usually more sound sensitive than regular phones, so you don't need to yell to make yourself heard. And no amount of shouting will improve a bad connection.
- **Respect the personal space of others by taking your conversation 10 or more feet away from people.** Ideally, take your phone call into a private space. Refrain from using your phone in a place where others can't escape your conversation, such as in an elevator or on public transit.
- **Do not interrupt a face-to-face conversation to take a cell phone call.** The person you are actually with takes priority. If you have a phone conversation in front of that person, you're showing that he or she is unimportant to you.
- **Keep private matters private.**



Nobody wants to hear you fight with your spouse over your cell phone. If you use the phone for business, you could leak company-confidential information when talking in public.



- **Turn your cell phone off during special events.** These include weddings, funerals, movies, live performances, sports events, business meetings, classes, on dates, in places of worship, restrooms, restaurants, libraries, museums, and doctor or dentist waiting rooms.
- **Be wary of novelty ring tones.** Not everyone will appreciate hearing the latest Britney Spears tune or Beethoven's Fifth every time you receive a call. Try using your phone's "vibrate" function instead of the ringer in public.

(Source: Internet Article – [What Is The Etiquette For Using A Cell Phone?](http://ask.yahoo.com/ask/20030530.html) For more information—visit: <http://ask.yahoo.com/ask/20030530.html>)

AUGUST IS PURPLE RIBBON MONTH

Never Leave a Child Unattended In a Car
Not for a minute...Not for a Second!

Join Riverside County Injury Prevention Services as we support *4 R Kids Sake* in designating the month of August as “Purple Ribbon Month”. This campaign promotes education and awareness of “Kaitlyn’s Law” and of the dangers of leaving children unattended in or around motor vehicles.

In memory of Kaitlyn and all of the children who have lost their lives to preventable injuries in and around cars, *4 R Kids Sake* will be joined by several fire departments, law enforcement agencies and organizations in recognizing the month of August as “Purple Ribbon Month”.

Purple ribbons will be worn on lapels and displayed on car antennas, trees and neighborhood mailboxes throughout cities everywhere serving as gentle reminders that ...

**IT IS NEVER SAFE TO LEAVE A CHILD IN A CAR.
NOT FOR A MINUTE...NOT FOR A SECOND!!!**

“Kaitlyn’s Law” became effective on January 1, 2002, making it illegal in California to leave a child 6 years or younger unattended inside a motor vehicle without the supervision of someone at least 12 years of age.



In loving memory of
Kaitlyn Marie Russell,
“Our Littlest Angel”

Kaitlyn was only 6 months old when she was left unattended in her babysitter’s van and lost her life to hyperthermia.

If you would like to volunteer or find your nearest ribbon pick-up location—visit *4 R Kids Sake* at:

www.4rkidssake.org or call (951) 278-1820

Pick up ribbons at Injury Prevention Services in Riverside

Order by calling (951) 358-7171.

Article submitted by:

Kristin Goffman
Injury Prevention
Services

Riverside County Public
Health Department

(951) 358-7171

RIVERSIDE COUNTY SAFETY DIVISION

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Business Phone: (951) 955-3520

Fax: (951) 955-9200

Email: Safety Office Publications

Web site:

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

August and September Training Schedule

CSO: County Safety Office

EWPV: Employee Workplace Violence

SWPV: Supervisor Workplace Violence

RMI: Repetitive Motion Injuries

COUNTY SAFETY DIVISION MANAGER

Mark Carleson, Safety Manager 955-3520

Safety Personnel

Mike Bowers, RCRMC Safety Coordinator 486-4689

Ken Brooks, Safety Coordinator 955-9205

Annette Dora, Safety Specialist II 955-3522

Pat English, RCSD Safety Coordinator 955-2493

Steve Hickam, Safety Specialist II 955-5892

Steve Hutchings, MH Safety Coordinator 358-5272

Dan Kerker, Waste Management Safety Coordinator 486-3231

Art Pereida, Safety Coordinator 955-5883

Becky Perkins, Occupation Health Nurse Consultant 955-5854

Dave Rich, Safety Coordinator 955-9527

Joe Salinas, Transportation Safety Coordinator 955-6788

Brian Teig, CHA Safety Specialist II 358-5547

Safety Office Support Personnel 955-3520

Tawni Grubbs, OA III

Lydia Temmen, OA III

Jan Zimmermann, OA II

Date	Time	Class	Location
Aug. 4	8-5:30	<u>First-Aid/CPR</u>	CSO
Aug. 5	8-12	<u>RMI</u>	CSO
Aug. 11	8-12	<u>EWPV</u>	CSO
Aug. 12	8-12	<u>Driver's Training</u>	CSO
Aug. 18	8-5:30	<u>First-Aid/CPR</u>	CSO
Aug. 23	8-9:30	<u>Airborne Pathogens</u>	CSO
Aug. 23	9:30-11	<u>Bloodborne Pathogens</u>	CSO
Aug. 26	8-12	<u>RMI</u>	CSO
Aug. 30	8-12	<u>Driver's Training</u>	CSO
Indio Workforce Development Conference Center 44-199 Monroe Ave.			
Aug.10	9-12	<u>EWPV</u>	Indio
Aug.10	1-4	<u>RMI</u>	Indio
Aug.17	9-10:30	<u>Airborne Pathogens</u>	Indio
Aug.17	10:30-12	<u>Bloodborne Pathogens</u>	Indio
Aug. 24	8-12	<u>Driver's Training</u>	Indio
Aug. 24	1-5	<u>Supv. Orientation</u>	Indio

Date	Time	Class	Location
Sept. 1	8-5:30	<u>First-Aid/CPR</u>	CSO
Sept. 2	8-12	<u>Driver's Training</u>	CSO
Sept. 8	8-12	<u>EWPV</u>	CSO
Sept. 9	8-12	<u>Supv. Orientation</u>	CSO
Sept. 15	8-5:30	<u>First-Aid/CPR</u>	CSO
Sept. 16	1-5	<u>Driver's Training</u>	CSO
Sept. 22	8-9:30	<u>Airborne Pathogens</u>	CSO
Sept. 22	9:30-11	<u>Bloodborne Pathogens</u>	CSO
Sept. 23	8-12	<u>SWPV</u>	CSO
Sept. 27	8-12	<u>Driver's Training</u>	CSO
Sept. 29	8-5:30	<u>First-Aid/CPR</u>	CSO
Indio Workforce Development Conference Center 44-199 Monroe Ave.			
Sept. 14	9 to 12	<u>Driver's Training</u>	Indio