

# SAFETY ZONE

Volume 1, Issue 2  
FEBRUARY 2001

## TOM'S CORNER: A MESSAGE FROM THE COUNTY SAFETY OFFICER

By Tom Sproal

The first issue of the **SAFETY ZONE** appears to have been a success, based on the positive feed back we received.

We find it exciting when other departments have already made suggestions for future topics and some are even in the process of submitting articles for future issues.

"Thank you" for your constructive comments, of which will be used to improve future issues of the **SAFETY ZONE**.

### MORE EXCITING NEWS

Also, the County Safety Office now has a website. It provides information on County Safety Office Ser-

vices such as training, regulatory information, and on-line registration for training classes. The web site also has a link to the **SAFETY ZONE**

See "**FLASH**" for our website address

### THIS MONTHS ISSUE.

County Safety Inspections for 2001 are now under way. This months **SAFETY ZONE** provides information on what needs to be in place at your facilities. This is a good time to audit your Safety Manuals, Safety Posters, Emergency Preparedness Plans, Evacuation Plans, Self Inspections and Safety Minutes, along with documentation of training.

Should you find items are

missing or outdated, now is the time to give the Safety Office a call. We will make every effort to provide these materials to you as soon as possible. This is so much easier than receiving a Safety Violation from the County Safety Office, or worse yet, from Cal/OSHA.



FLASH says, "Visit us at our new website, It is so cool!" . . . .  
<http://intranet.co.riverside.ca.us/Safety>

### In This Months Issue

- Safety Officers Message
- Contacting Safety Office Personnel via phone, FAX or Email
- Workplace Violence
- Monthly Safety Topic
- Safety Requirements
- Driver Safety Tip
- And other Safety Tips to assist you

## Workplace Violence Top Concerns for Employers

By Art Pereida, Safety

Workplace violence was rated the most significant security concern for U.S. businesses for the second year in a row, according to a survey of Fortune 1000 companies conducted by Pinker-

tons Inc.

*Top Security Threats & Security Issues Facing Corporate America*, released in April, found that workplace violence was ranked as the top security concerns in 1999.

Quoting figures compiled

from the Workplace Violence Institute and the Department of Justice, it cost employers \$36 billion annual costs and resulting in an average of 3 deaths per day and thousands of . . .

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### POINTS OF INTEREST

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## SAFETY DRIVING TIP OF THE MONTH

By Art Pereida, Safety Coordinator

Multi-tasking may be good for computers, but it is decidedly not recommended for drivers.

A study conducted by the Network of Employers for Traffic Safety (NETS) says that more than 25% of the 6.5 million automobile crashes that occur each year are the result of drivers who are trying to do more than one thing at a time. This refers to more than the ubiquitous use of cell phones. Drivers also have been seen eating, drinking coffee, putting on makeup, fighting with passengers, reading the

newspaper and writing down notes.

Distracted drivers cause about 4,000 collisions daily, at an annual cost of about \$40 billion.



“Concentrate on driving”

NETS representation rank such incidents fourth in a list that is topped by drunk driving, aggressive driving and speeding.

Researchers recommend that cell phone conversations be kept brief; that makeup be applied or hair combed only when the car is parked; and that a driver not drink coffee while trying to merge with rush-hour traffic.

Should you desire additional information, please don't hesitate to contact the Safety Office.

**Article : National Safety Counsel  
Publication:: Safety + Health**

## ENVIRONMENTAL TIP OF THE MONTH

### Hidden Killer: Carbon Monoxide-CO

By Steve Hutchings, Safety Coordinator

CO poisoning results in flu-like symptoms with headaches, nausea and dizziness. More severe effects include difficulty breathing, unconsciousness and death.

Frequently, sources of CO inside the home are heating and cooking equipment.

Running vehicles or generators in attached garages are also contributors.

CO alarms are inexpensively available at department and small appliance stores throughout the Inland Empire and can even be purchased through the convenience of the internet.

*“flu-like symptoms with headache, nausea and dizziness. More severe effects include difficulty breathing, unconsciousness and death.”*

### Helpful Safety Tips on CO Detectors

- Purchase approved CO appliances
- Install as per manufacturer
- Test monthly
- If alarm sounds: Ventilate, Leave the house and call 9-1-1 from a neighbors
- Don't re-enter until it is safe..
- Have your appliance checked.

## FALL PREVENTION FOR THE OFFICE WORKER

### Avoiding Slips and Falls at the Office

By David Rich, Safety Coordinator

It may come as a surprise that falls are the most common type of office injury. Using common safety sense, learning how to recognize and correct typical fall hazards in the office environment can prevent almost all falls.

### COMMON FALL HAZARDS

One of the most common causes of office falls is tripping over electrical cords or other

unsecured cords. Office falls are frequently caused by using makeshift “ladders” (such as a chair or stack of boxes) and by slipping on wet floors (by the water cooler or coffee machine). Loose carpeting, objects stored in halls or walkways and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable.



“I've fallen and I can't get up”!

### FALL PREVENTION LIST

- \* Look before you walk
- \* Avoid bending, twisting and leaning backwards while seated
- \* Close drawers after every use
- \* Clean up spills immediately and/or block off area
- \* Report loose carpets or flooring
- \* Walk, don't run

# Safety Requirements of All County Facilities

By Art Pereida, Safety Coordinator

It is the beginning of the year and it is a good time to check your facilities/office/clinic safety requirements. The following is provided to assist you. Should you have any questions, please don't hesitate to contact the County Safety Office.

The following items are required and shall be in place: at all times

1. County Safety Manual
2. Injury Illness Prevention Program (IIPP)
3. Emergency Action Plan
4. MSDS (Material Safety Data Sheet), yellow binder
5. Monthly Safety Minutes, w/signature of attendance
6. Monthly Self-Inspection Forms
7. Respiratory Program (When required)
8. Blood borne Program (When required)
9. TB/Airborne Program (When required)

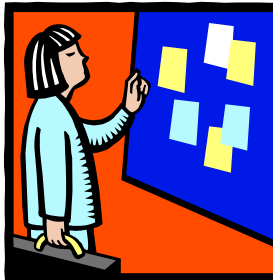
## 10. REQUIRED SAFETY POSTERS—General:

- A. Federal Minimum Wage
- B. Cal/OSHA Safety and Health
- C. Employee Communications IIPP
- D. Discrimination & Harassment
- E. Equal Opportunity
- F. If a Work Injury Occurs
- G. Family Medical Leave Act
- H. Cal/OSHA Emergency Numbers
- I. EDD-Notice to Employee
- J. Medical & Exposure Records
- K. Off Duty Recreation Letter
- L. Hazard Communication
- M. Emergency Procedures HAZMAT (Blue)
- N. Voting
- O. Forklift Poster (When applicable)

All posters must meet the following criteria:

1. Posters must be issued by County Safety Office—**Do not purchase posters from commercial vendors.**
2. Posters must be originals issued by the County Safety Office
3. Posters must be clear and unobstructed
4. Posters must be accessible at all times

Should you have any questions or are in need



Safety Posters must be accessible at all times

of any of the materials mentioned, please don't hesitate to contact the County Safety office for assistance.

Remember, County Safety inspections are now underway throughout the county and now is a good time to order what you need, prior to your Safety Inspection.

## Workplace Violence—Continued from front page

(cont.) injuries each year.

Companies that labeled workplace violence as the top security threat included manufacturers, business-service firms and utility companies. According to the study, retailers were more concerned about general employee theft than violence in

*“Workplace violence costs employers \$36 billion, results in three deaths per day daily and causes thousands of injuries each year.”*

the workplace, which they ranked second, the study said.

Despite workplace violence concerns, approximately 29 percent of the Fortune 1000 companies surveyed said that they do not consistently perform criminal-record checks on job applications.

Forty percent of respondents, however, anticipate increased

funding for security programs, while half expect their safety budgets will be unaffected over the next several years.

The study also notes that the top challenge facing security professionals is keeping up with advance technology, specifically the selection and integration of access controls, monitoring, incident management and other electronic systems to reduce risk.

**Article: From Occupational Hazards—Safety and Health**

## “ R C R M C Interim Life Safety Measures ( I L S M ) ”

By Mike Bowers, RCRMC Safety Coordinator

Ever wonder what precautionary measures hospitals take for the safety of patients, visitors and all its employees? It takes a team effort to bring a multistory, multi-operation together. Twenty-four hours a day, 365 days a year.

Hospitals, such as RCRMC, are required to have “Interim Life Safety Measures”. These are put into practice when temporary conditions degrade life safety conditions. This may

include natural or man made emergencies and routine hospital renovations.

Fire and life safety components remain in place at all times, such as fire extinguishing systems, emergency early warning detection systems, clear and unobstructed exits, structural fire protection, emergency power and emergency vehicle access, just to name a few.

RCRMC prides itself of past Joint Commission Accreditation of Hospital Organizations

(JCAHO) by maintaining the highest ratings in the state and continually works to maintain this recognition.

Should you or your family find yourself using RCRMC services, rest assured, you and your



family are in good hands during your stay or visit.

## COUNTY SAFETY OFFICE

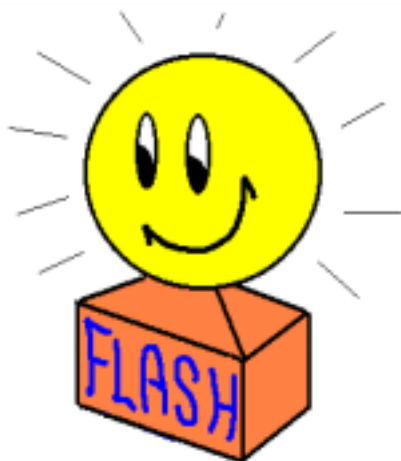
3901 Lime Street  
Suite #100  
Riverside

Phone: 909-955-3520

Fax: 909-955-9200

Email: See Listing

Web site: <http://intranet.co.riverside.ca.us/Safety>



"FLASH Safety Tip"

**"Don't get complacent on the job"**

*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*

### Safety Personnel

*Mike Bowers, RCRMC Safety Coordinator 486-4689*

*Ken Brooks, Safety Coordinator 955-9205*

*Larry Chavez, Safety Specialist II 955-5891*

*Lou Giantonio, Safety Coordinator 955-3522*

*Tony Gonzales, Safety Coordinator 955-5881*

*Steve Hickam, Health Safety Specialist II 358-5547 or 955-5892*

*Steve Hutchings, Safety Coordinator 955-3521*

*Art Pereida, Safety Coordinator 955-5883*

*Dave Rich, Safety Coordinator 955-9527*

*Joe Salinas, Transportation Safety Coordinator 955-6788*

*Brian Teig, M. H. Safety Specialist II 358-4747*

*Office, Monday thru Friday, 7:30 AM to 5:30 PM 955-3520*

*Fax 955-9200*

*Safety Office Support Personnel 955-3520*

*Lydia Temmen, OA III*

*Jan Zimmerman, OA II*

*Tawni Grubbs, OA III*

## SAFETY TOPIC OF THE MONTH: Taking Action To eliminate Close Calls

### By Larry Chavez, Safety Specialist

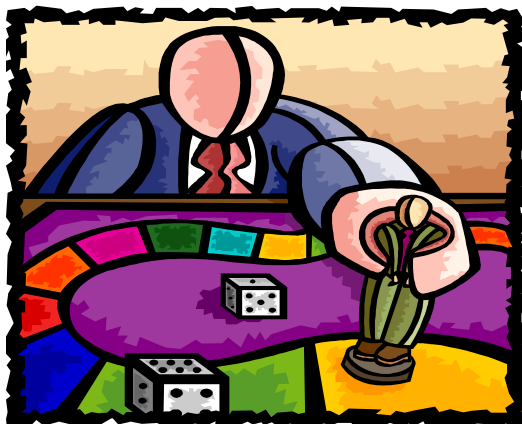
Close calls should be treated as a valuable learning experience, not only for the person who defied injury or possible death, but by his or her co-workers as well. Experience is a great teacher. Supervisors need to share with their employees what they have learned from their own and other's close calls and/or near misses. If your Department manages similar work operations at different locations, share the close calls/near miss incidents with those employees too. Communications will help reduce the exposure, eliminate the risk, and promote safe behavior.

When investigating a close call or near miss, here are a few points to consider:

- ▶ Were safe work practices and/or procedures being ignored?
- ▶ Were shortcuts being taken or attempted?
- ▶ Were the working conditions unsafe?
- ▶ Was lighting adequate?
- ▶ Was required Personal Protective

Equipment/Clothing being utilized?

- ▶ Were employees authorized or cleared to operate the equipment and/or machinery?



"A wise man once said: A fool is not a man who makes mistakes – we all do that. The fool is the man who refuses to learn from them."

- ▶ Were employees adequately trained in the performance of his or her machinery?

- ▶ Was the training documented?

After your investigation, it's important you develop an action plan to ensure such incidents do not occur again. Take immediate action to correct the hazard and/or behavior. Monitor the progress. Sit down with the employee(s) and discuss training, skills, and behaviors leading to the incident. Review and modify work operating procedures, if necessary.

Too often, close calls and/or near misses in the workplace are swept under the proverbial rug with no reporting and no action taken. Any phase of safety, including the management of these close call/near miss incidents, require management attention.

Article: [SAFE SUPERVISION –Your Link To Safety Compliance](#) is a monthly publication in Canada and in the U.S.

For additional information, visit the following website: [www.SafetySmart.com](http://www.SafetySmart.com)