

RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Risky Business

SAFETY & LOSS CONTROL NEWS — FEBRUARY 2021

VOL 6, NO 2

**THIS
MONTH'S
SAFETY
EMPHASIS IS
EMERGENCY
ACTION PLAN**

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Are YOU Ready?

Would you know what to do if a fire, earthquake, medical, or other emergency occurred at work?

In an emergency, adrenaline, fear and confusion can take over; you may forget the proper procedures to keep yourself and your coworkers safe. To better prepare for workplace emergencies, get training and practice your workplace emergency procedures. Know and understand your facility emergency leadership, evacuation plan, exit routes, your assembly area and how to check in. Read and think about your bomb threat actions, shelter-in-place procedures. Get training on medical emergency response, and where to locate and use important safety equipment such as fire alarm pull stations, fire extinguishers, first aid kits, and AEDs. Knowing these procedures can help minimize injuries and facility damage. Ask yourself: Are YOU ready for a

~Kayvan Vafa



A Step in the Wright Direction

by Norman Wright

The British Pound has its origins in continental Europe during the Roman era (AD 43 to AD 410). Its name derives from the Latin word *poundus* meaning weight. The £ symbol comes from an ornate 'L' in Libra. The Pound was a unit of currency as early as AD 775 in An-

glo-Saxon England, equivalent to the value of one pound of silver.

Nearly 1,200 years later, on February 15, 1971 (known as Decimal or D-Day), the United Kingdom overthrew overnight the everyday currency and adopted a decimal system with 100 'new' pence (p) to the Pound over the 240 'old' pence (d) in the traditional Pound Sterling. The British said goodbye to farthings, shillings, florins, crowns, and guineas and hello to a decimal system with only pounds and pence (a plural for a penny).

Few economic events had ever affected the entire country so immediately.



(SEE WRIGHT PAGE 2)

Wright Direction *continued...*

To help educate the public, the government published booklets, broadcast educational television programs, played songs (*Decimalisation* by Max Bygraves), and posted conversion tables in all stores.



“In for a penny, in for a pound.”

DON'T take your emergency plans for granted; pre-plan for a successful and SAFE outcome!

Heraclitus of Ephesus (500 BC) was one of the

early Pre-Socratic philosophers attributed with the observation that *“The only constant in life is change.”* Not all changes are as dramatic as completely changing how you count money. Subtle changes can still have a significant impact.

Throughout my career, I have worked in many buildings. Not to my surprise, they have always been in a state of flux. Non-structural walls moved, floor plans changed, exits added or moved, fire extinguishers added, fire hoses removed. In two new buildings, one in Maryland and one in San Francisco, changes were being made to the finished building even as we were moving in. Being aware of some changes, even minor ones, can have a major impact on your ability to evacuate during an emergency to save your life.

Title 8, California Code of Regulations, Section 3220 requires an Emergency Action Plan (EAP). The EAP will address a wide range of emergencies; fires, explosions, floods, hurricanes, tornadoes, toxic material releases. Its purpose is to facilitate and organize your actions during workplace emergencies. An EAP with proper employee training will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. An outdated or ill-prepared EAP will likely lead to a disorganized evacuation or emergency response, resulting in confusion, injury, property damage and even death.

There are six minimal elements of any EAP:

- Emergency evacuation procedures;
- Procedures followed by employees

Emergency Action Plan



(SEE WRIGHT' DIRECTION PAGE 4)

What's That Sound?

Audible Alarms: Bells, horns, whistles

Visual Alarms: Strobes, flashing lights

Verbally: Public-address system

Verbally: By a Supervisor or Safety Coordinator

Various emergencies may create the need to evacuate a County facility.

If an evacuation is required, employees must understand how they will be alerted in order to react promptly. Occasionally, false alarms may occur; however, when alerted to an emergency, employees should always treat the situation seriously and follow emergency

evacuation procedures. If evacuation is required, building occupants will be notified through at least one of the notifications above.

Treating all facility alarms seriously is imperative during an emergency. By reacting quickly, you provide yourself with time to evacuate the building quickly and safely. Additionally, treating all these alarms seriously can give you additional time if your initial exit route is

Choking Victims

Choking can happen anywhere, so it is important to quickly know the signs of a choking victim. Because choking stops oxygen supply to the body, it is important to act quickly when these signs are first observed. The longer the body is deprived of oxygen, the greater the damage can be. The universal sign for choking is an individual clutching their hands to their throat. If you suspect a person is choking and they are not giving this sign, check for the following indications that they may be choking:

Inability to Speak

Problems Breathing

Inability to Cough Forcefully

Skin, Lips, Nails Turning Blue

Loss of Consciousness

If you observe any of these signs in a conscious adult victim, take immediate action. Follow these steps to identify if the person is choking and to help clear their airway:

- If the person **can** speak, cough, or breathe, do not interfere
- If the victim **cannot** speak, cough, or breathe, ask if they are choking. If they nod yes, ask for permission to help, and explain you will be administering abdominal thrusts (formerly called the Heimlich Maneuver)
- Administer and continue abdominal thrusts until the foreign body is expelled or the victim becomes unconscious. If the victim becomes unconscious, provide cardiopulmonary resuscitation (CPR) and ask someone to call 911. If you are alone, quickly call 911 then administer CPR.

Wright Direction *continued...*

- performing critical operations before they evacuate;
- Processes to account for all employees after the evacuation;
- Rescue or medical duties assigned to employees;
- The preferred means of reporting fires and other emergencies; and
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.



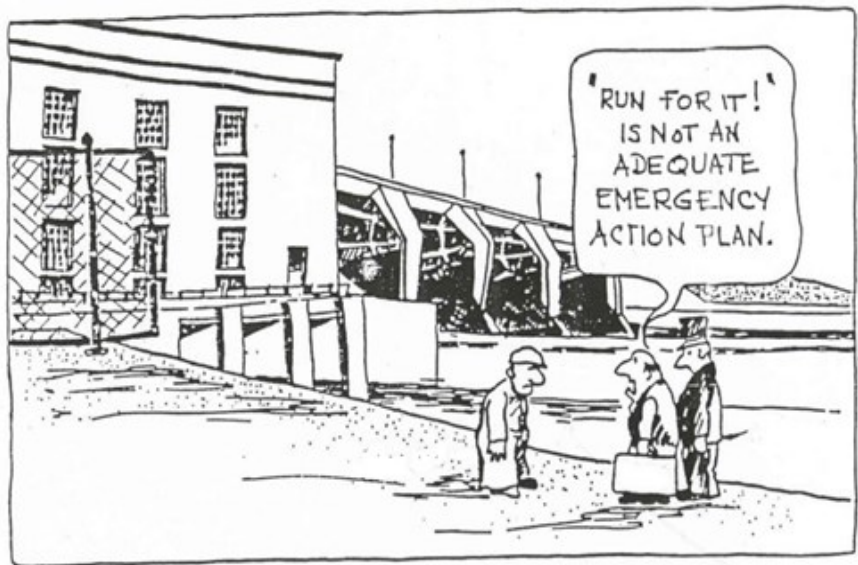
The EAP should also address the type of alarm system used in the facility. If the alarm system is used for more than one purpose (evacuation, shelter in place, breaks, etc.), the EAP will address each distinctive signal and its meaning.

Training on the EAP is given before it is implemented and when changes are made. Each employee should receive instructions on those parts of the plan that the employee must know

to protect them in an emergency. The written plan shall be kept at the workplace and made available for employee review.

The United Kingdom started preparing to change to a decimal monetary system in 1966. Three years before Decimal Day, new 5p and 10p coins were introduced. They were of the same size and value as the existing one and two shilling coins. Then in 1969, a 50p coin was introduced to replace the 10-shilling note. The 50p coin was referred to as a 10-shilling coin at the time.

Changes to an EAP are not gradual; the EAP needs to change as soon as conditions at the facility change. You won't be given three years to prepare for new exit routes or assembly areas. Employees should be familiar with the EAP for their workplace, and it should be reviewed and updated regularly.*



Fires in the Workplace



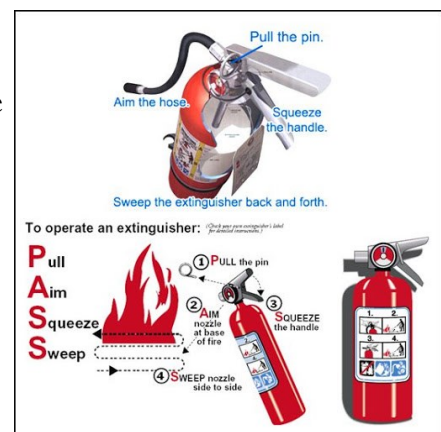
As with any emergency, having a fire response plan is critical to limiting injuries and potential fatalities. An evacuation team, to include a building warden, floor/suite/unit wardens, and evacuation monitors, should be designated and trained for each building. Fire drills should be conducted so employees know emergency exit routes and assembly area procedures. Emergency evacuation maps should be posted at key locations throughout buildings and updated when major structure modifications or seating layouts change.

If the Fire Can Be Safely Extinguished

When a fire ignites, it is important to always put your safety first. Even with proper training, it may not be possible to extinguish fires with a portable extinguisher. If the fire is past its beginning stages, you should not attempt to extinguish it. The **FIRST** thing to do when you see a fire is to sound the alarm. Only fight a fire if you are trained and it is safe. If the fire is growing, if there are multiple fires, or you feel your safety is threatened for any reason, evacuate the area and leave the fire suppression to the firefighters. If you are trained to use a fire extinguisher, the fire is in its initial stages, **and** you have a good escape route, you can attempt to extinguish it if you are comfortable doing so.

When using an extinguisher, use the **PASS** system:

- ⇒ **P**ull the pin
- ⇒ **A**im at the base of the fire
- ⇒ **S**queeze the trigger
- ⇒ **S**weep the extinguisher nozzle back and forth towards the base of the fire



Sound the alarm if safe to do so and immediately depart the area, closing doors behind you

If you encounter smoke, try another route. If you pass through smoke, stay low to the ground

When passing through doors, test knobs for heat. If they are cool to the touch, open with caution

Never use the elevator when escaping a fire, use the stairs

Once outside, meet at the assembly area and provide any important information to your suite/floor/building warden or Fire Department

If Evacuation is Necessary

When fire alarm sirens or strobes activate, it is important to treat this as a real emergency and follow your evacuation plan. If working at a facility that is unfamiliar to you, ask about their evacuation plan, including assembly areas.

During evacuations, one of the most important things you can do is to stay calm and not panic. Assess the situation for the safest exit and evacuate quickly. During an evacuation, follow the actions on the left to help keep yourself and others safe.

Evacuations: Know “The Four”

During evacuations, employees must understand their site-specific evacuation plan. It is important for employees to know more than one safe evacuation route from the facility in the event that one route is unsafe to use. The following are details on evacuation procedures for County facilities:

1) Call 911/Follow Emergency Procedures/Pull the Fire Alarm

- Call 911 to notify them of the emergency. When talking with a dispatcher, stay calm and clearly answer their questions. Some County building alarm systems do not connect with the fire or police dispatch, and require a call to 911
- Notify a supervisor or other designated emergency contact
- Follow emergency procedures to contain the situation only if you are trained. This includes the use of fire extinguishers, first-aid kits and chemical spill equipment
- If the notification to evacuate the building is provided verbally and you do not hear or see audible alerts, activate the fire alarm at the nearest pull station. Do not attempt to go out of your way to the fire pull station if this action will put you in harm's way!

2) Exit Calmly and Quickly/Help Others

- Stay calm and immediately leave the building. Bring only nearby belongings and use the closest safe exit. If the main exit pathway is blocked, use another exit. If there is visible fire and smoke, stay low to the ground and move toward the exits. Do not re-enter the building to retrieve personal articles!
- Help visitors and co-workers exit. You are protected by the GOOD SAMARITAN law, and encouraged to help others in need if safe to do so
- If you or another person is injured or cannot exit, report it. Shout for help or call 911 to let emergency responders know your location. Ask for medical assistance and help moving them to a safe area



3) Check-In at Your Assembly Area

- Meet with your group at the designated Assembly Area and check-in
- Report names of missing employees and visitors to emergency responders, who will search the building for anyone reported missing



4) Wait for the “All Clear”

- Remain quiet
- Wait at the Assembly Area until an All Clear signal is given and you are instructed to leave



Active Shooter Events

As part of emergency preparedness, plans should include instructions for how employees should respond to an active shooter in the workplace. Proper planning and training can help reduce the chances of injury and can help employees remain calm in stressful situations. Emergency plans should be reviewed and updated regularly, particularly when there are changes to building layouts, such as after construction or renovation. There are two main types of active shooter events, external and internal, each which have their own response actions.

External Active Shooter Events

An external event is when a neighborhood alert of a suspected or imminent threat has been issued by law enforcement. Essentially, the threat is outside the building. If you find yourself in this situation, the Department of Homeland Security recommends these steps:

1) Calmly alert all personnel of the situation

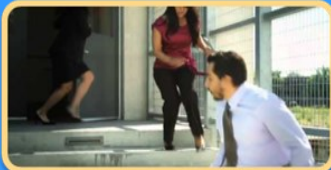
2) Lock all exterior leading doors and close windows and blinds

3) Stay away from doors and windows

4) Shelter in-place until the alert is lifted or instructed by law enforcement

Internal Active Shooter Events

An internal active shooter event is where an aggressor has physically entered the building and is threatening or committing acts of violence. In these scenarios, there are three main courses of action employees can take. First: RUN if possible and safe to do so. Second: If running is not possible, HIDE. If these are not possible, and only as a last resort: FIGHT.



- Getting away from the shooter is the top priority
- Leave your belongings behind and get away
- Help others escape, if possible, but evacuate regardless of whether others agree to follow
- Warn and prevent individuals from entering an area where the active shooter may be
- Call 911 when you are safe, and describe shooter, location, and weapons



- Get out of the shooter's view, stay quiet
- Silence electronic devices
- Lock and block doors, close blinds, turn off lights
- Don't hide in groups
- Try to communicate with police silently (text message, social media to tag your location, sign in a window)
- Stay in place until law enforcement gives direction
- Hiding places should provide protection if shots are fired



- Only fight back as an absolute last resort!
- Commit to your actions and act as aggressively as possible against the shooter
- Recruit others to ambush the shooter with makeshift weapons (e.g., chairs, fire extinguishers, scissors, books, etc.)
- Be prepared to cause severe or lethal injury to the shooter
- Throw items and improvise weapons to disarm the shooter

Important Training Dates for 2021

In-person training classes have been suspended, but there are plenty of safety training classes and the County's mandatory compliance classes available online at Target Solutions and the County's Intranet! Consider these safety and compliance classes:

General Coronavirus Training in Target Solutions:

- Courses - Coronavirus 101 - What You Need to Know (Newest Version)
- Courses - Coronavirus 102 - Preparing Your Household
- Courses - Coronavirus 103 - Managing Stress and Anxiety
- Courses - Coronavirus 104 - Transitioning to a Remote Workforce
- Courses - Coronavirus 105 - Cleaning and Disinfecting Your Workplace
- CCC - COVID-19 Safety Training
- COVID-19 - Reporting Positive Results to Public Health
- Tailgate - CCC Emergency Evacuation Procedures during COVID-19

COVID-19 Training webinars at [COVID-19 Resources](#) on the County's Intranet:

- COVID-19 Guidance Training: Non-SOS General Employees
- COVID-19 Guidance Training: SOS General Employees
- COVID-19 Training: AB 685 & Cal/OSHA Emergency Regulations
- COVID-19 Prevention Program - 01-20-2021
- COVID-19 Vaccination Webinar 02-02-2021

General Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures - All County
- Anti-Harassment Training for All Employees (every 2 years)
- Workplace Diversity (every 3 years)

Log into the Target Solutions website at www.targetsolutions.com/ccc

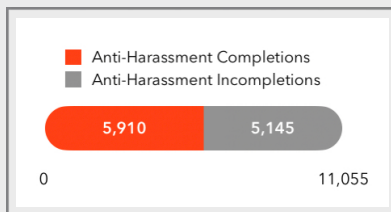


TRAINING TIME

...is *all* the time!

Required Trainings

- ◆ [Anti-Harassment for Non-Supervisory Personnel](#)
- ◆ [Anti-Harassment for Supervisors and Managers](#)



Upcoming Trainings for 2021

Implicit Bias Awareness (Zoom)

- Thursday, February 25th
- Tuesday, March 16th
- Tuesday, March 23rd
- Tuesday, March 30th

Implicit Bias for Supervisors and Managers (Zoom)

- Wednesday, February 24th
- Wednesday, March 3rd
- Wednesday, March 17th

Video Resources

- ◆ [What Is Privilege?](#)
- ◆ [Systemic Racism Explained](#)
- ◆ [Equity and Equality](#)

Diversity *Drives* Performance

Defined as the uniqueness of individuals along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, religious beliefs, physical abilities, etc., diversity is important in the workplace. By welcoming individuals from a variety of backgrounds into an organization and including them in decision-making processes, diversity helps more perspectives be accounted for and increases innovative ideas.¹ Increasing diversity in an organization's workforce can mean hiring more individuals who are qualified *and* from marginalized groups. However, it can also mean consciously creating diverse teams so as to ensure that ideas and solutions are reached that are "stronger, well rounded and optimized."² Diversity is a critical component of any workforce, and should be valued both during the recruitment process and as employees work collectively. To learn more about diversity and how implicit biases affect diversity and inclusion in the workplace, attend one of our implicit bias trainings. Upcoming training dates are located in the left-hand column of this article. We look forward to seeing you there!

As a final note, the mandatory Anti-Harassment training **deadline was January 1, 2021**. This training must be completed by every Contra Costa County employee and contracted worker every two years. So, **if you still have not taken the Anti-Harassment training, please enroll in the training** by clicking on the appropriate link for your job position in the column on the left-hand side of this page. You will be redirected to Target Solutions, and the on-screen prompts will assist you in completing the training. For Target Solutions-related questions, please contact our support team at targetsolutions@riskm.cccounty.us.

Sources:

¹ [Why Your Lack of Diversity Is Hurting Your Business](#)

² [A Study Finds That Diverse Companies Produce 19% More Revenue](#)

Training Unit Contacts

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Training Manager

Ron Martin
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Training Time Word Search

Directions: Find the following Implicit Bias Training-related terms in the word search below. Submit your accurately completed word search, your name, and your department to Ivy Hughes by **February 24th** at rmintern@riskm.cccounty.us to have your name published in the March Training Time article!

- ◆ cultural groups
- ◆ confirmation bias
- ◆ representativeness heuristic
- ◆ expectation anchor
- ◆ intuition
- ◆ microaggression
- ◆ implicit bias
- ◆ diversity
- ◆ stereotype
- ◆ attitude
- ◆ schema
- ◆ institutional bias
- ◆ individual bias
- ◆ structural bias
- ◆ explicit bias
- ◆ microinsult
- ◆ microassault
- ◆ microinvalidation

O I N D I V I D U A L B I A S M C P G J L N I B M H T S I C
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J A Y V W Z B R L Y D E E G A P I T F D I V S Q I B O N H P
R X H H K L L I E W L Y M Q G S J A I Y U O N P Z I P T A N
N C Y F L P Y M I C R O A G G R E S S I O N N W M A W U O Z
N M Q W Q V A F A U S L R G Z M T M O Y W A Q S E S M I H S
R H D D F K Q D N H B I U Z S U T F S V I M C R S K W T C C
J U M K U D I V E R S I T Y P N Z I M H H D G B W G B I Q H
R E P R E S E N T A T I V E N E S S H E U R I S T I C O M E
E M I C R O I N S U L T R D V I F D N S Q T W I L B P N R M
H E B Y W Q F Q W J I O P S N W L O H D Z M F X O Z U R K A

Shelter-in-Place

Certain emergencies may require County employees to shelter in place until the danger has passed. "Shelter-in-place" means selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.

Emergencies which may require employees to shelter indoors include earthquakes, bomb threats, community warnings, industrial chemical releases, and nearby police activity. Employees should first notify a Supervisor, Area Manager or Safety Coordinator of the emergency. If possible, listen to online or local radio (local AM stations) for more information. Response measures for different types of emergencies include:



Earthquakes

Drop, Cover, and Hold On

Shelter beneath a desk or doorway until the shaking stops

Stay away from windows

Additional instructions will follow if necessary



Police Activity/Community Warnings

Remain indoors until notified of the "All Clear"

For industrial chemical releases, keep windows and doors closed, and turn off HVAC system if possible



Bomb Threats

Complete the County's "Bomb Threat Checklist"

Have someone call the local law enforcement agency or 911

Your management team or local law enforcement agency will determine if an evacuation is necessary

Sheltering in Your Vehicle

In some emergencies it is safer to pull over and stay in your car than to keep driving. If you are very close to home, work, or a public building, go there immediately and go inside. If you can't get indoors quickly and safely:

- **Pull over** to the side of the road
 - Stop your vehicle in the safest place possible and turn off the engine
 - If it is warm outside, stop under a bridge or in a shady spot
- **Stay where you** are until officials say it is safe to get back on the road
- **Listen to the radio for updates** and additional instructions

Natural Gas Leak Procedures

Natural gas leaks from damaged lines or appliances are a common problem following earthquakes, and can ignite dangerous fires. Since natural gas is odorless and colorless, as a safety precaution, distributors such as Pacific Gas and Electric (PG&E) inject an odorant called mercaptan into pipelines. Mercaptan gives off a foul smell, similar to rotten eggs. This odor is highly concentrated so that even the smallest amounts of natural gas can be detected. A natural gas odor within a building may indicate a possible natural gas leak and should be investigated, particularly after an earthquake.



What to do if You Smell Gas

For Faint Odors

Notify key emergency personnel and management of the potential problem

Investigate to try and determine the location and source of the leak. Do not use flashlights, candles, etc.

If you cannot **quickly** find the source of the natural gas smell, **call General Services and PG&E** immediately for further instructions

For Strong Odors or Hissing Sounds

Act quickly and evacuate the building using the emergency evacuation procedures

Notify building occupants of the evacuation by activating a fire alarm pull station

DO NOT operate electrical switches, appliance controls, or pull plugs from outlets

Where possible, leave doors and windows open while exiting

Use a telephone outside the building to call General Services and PG&E

Remain outside until you receive the "all-clear" from an authorized person

Employees:

Immediately notify your supervisor or safety coordinator that you smell natural gas. They will investigate the issue and take necessary follow-up actions, which may include notifying the General Services Department or PG&E for follow up or issuing a building evacuation if necessary.

Building Emergency Personnel:

Investigate & follow the steps at the right and on the following page General Services Dept.: (925) 313-7052
PG&E: (800) 743-5000

Appliance Gas Shutoffs



Most gas appliances have a gas shutoff valve located near the appliance that allows you to isolate gas to that specific appliance. These valves are useful during service, maintenance, and leak investigations.

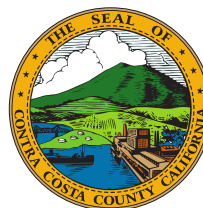
Get training on the use of these valves from appliance service personnel and/or General Services. If you suspect an appliance has a gas leak, or if the pilot light is out and cannot be relit, turn off the gas at the appliance's shutoff valve.

Main Gas Shutoff

Do not shut off gas at the main valve to a building unless you have been trained to do so, have the proper equipment, and it is an emergency. There may be a considerable delay before PG&E can restore gas service. If you smell strong, continuous amounts of natural gas, hear gas escaping, see a broken gas line, or if you suspect a large-scale gas leak, consider shutting off the main gas valve. Once the main gas valve is closed, **DO NOT** turn it back on yourself. PG&E or another qualified professional should perform a safety inspection before the gas service is restored and appliance pilot lights

Seasonal Safety: Spring

Although we are still in the Winter season, Spring is quickly approaching, and with it, new hazards. It is important to understand that as the seasons change, so do the hazards that can cause injury or illness to employees. Spring is a great time to review and prepare for hazards that may be present when working outdoors, such as insect bites and stings and sun exposure. It's also a good time to prepare for the fatigue that can be caused by daylight savings time.



RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

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**Dedicated to
preventing
injuries and
illnesses.**

**CONTACT
US!**

Insect Bites/Stings

Stinging and biting insects can pose serious threats to workers. Outdoor workers are at greater risk of being stung by flying insects such as bees, wasps, and hornets, and biting insects, such as black widow spiders. These risks are usually higher during the spring and summer. While most bites and stings cause only mild discomfort, some may result in severe allergic reactions which require immediate medical care.

Before beginning any outdoor task, take the following steps to ensure you have the necessary materials and information if you or a coworker or stung or bitten:

- ⇒ Inspect work areas before beginning outdoor tasks to identify potential signs of biting or stinging insects and avoid these areas if possible
- ⇒ Have a fully-stocked and up-to-date first-aid kit with supplies for bites and stings
- ⇒ Identify people with severe allergies to bites/stings before commencing outdoor work
- ⇒ Know where epinephrine pens ("Epi-pens") are located at the work site



Spring Forward: Fatigue

Daylight Saving Time begins every year on the second Sunday in March. We "lose" an hour when the clocks are set forward, and for many, that means a tired couple of days or weeks as our bodies adjust. The consequences of fatigue can be serious and include reduced mental and physical functioning, impaired judgement and concentration, slow reaction times, increased risk-taking behavior, and decreased motivation. To make the transition easier, go to bed 15 minutes earlier starting several days before the change, take a short nap in the afternoon (not close to bedtime, and wake up at the same time each day).

Sun Protection

It's easy to forget that the sun is no safer in April than it is in July, so don't wait until summer to put your ultraviolet (UV) exposure protections in place! Overexposure to harmful UV rays can occur any time of the year and can lead to heat stress and sunburn. Wear the proper clothing and use sunblock as directed to protect your skin. Be aware that it takes time for your body to reacclimate to working in warmer weather. Even during spring, ensure you are mobilizing with at least one quart of drinking water per hour for each employee for the entire shift and taking breaks in cool areas.