Risky Business

THIS MONTH'S EMPHASIS IS:

COVID-19 SAFETY AND ELECTRICAL SAFETY

INSIDE:

Adapt and Overcome

The past few years have proven to be very challenging for us all - at work and home. COVID-19 has impacted nearly every aspect of our lives.

Through vaccines, face coverings, and physical distancing measures, we have made progress to slow the spread of the virus. Many of us may be feeling physically and mentally overwhelmed and exhausted from the on-going pandemic and the County's rapid and widespread emergency response. One thing has become very clear - during this time of rapid response, we have all shown remarkable adaptation and resiliency.

New virus variants and quickly changing protective measures can make it difficult to stay apprised of current COVID-19 requirements. It is important that we stay aware of these current requirements and remain vigilant for ourselves, our coworkers, and our loved ones to continue to limit the spread of COVID-19 at work and in our communities.

The Health Services Department's COVID-19 web page contains valuable information on the County's current status and efforts to prevent the spread of disease. Reach out if you need help - use the County's Employee Assistance Program, call 211, or text HOPE to 20121 for 24/7 emotional support and resource referrals.

Together, we can continue to adapt and overcome COVID-19!

~Kayvan Vafa

The Path to Zero

Stopping Preventable COVID-19 Deaths

Vaccinate
Vacuna

Test
Prueba

Treat
Tratamiento

Workplace Inspections for COVID-19 Safety

Conducting workplace and task-specific inspections is an important part of identifying, evaluating, and correcting COVID-19 hazards. These inspections are required by the County's COVID-19 Prevention Program (CPP). Departments and Risk Management identify and evaluate potential COVID-19 hazards by:

Periodic COVID-19 worksite inspections	Workplace and task-specific job hazard analyses
Investigating all COVID-19 cases in the workplace	Evaluating information, complaints, and suggestions provided by employees and their representatives

The COVID-19 Inspection Checklist in the CPP can be used to evaluate the building's physical layout, available cleaning materials, safe work practices, and the heating, ventilation and air conditioning systems (HVAC), and other exposure prevention methods.

CONTRA COSTA COUNTY   COVID-19 ASSESSMENT CHECKLIST

Facility: _____   Inspected by: _____

Date: _____

Inspection Point	OK	No	N/A
1.0 Screening Procedures and Vaccination Status			
1.1 Department/unit/facility has identified required screening methods applicable to their operation or facility.			
1.2 Procedures for temperature checks have been established, where required.			
1.3 Methods for self-monitoring symptoms are communicated.			
1.4 Supervisors/Managers are aware of vaccination status of employees within their unit for face covering and weekly testing requirements.			
2.0 Cleaning and Disinfecting Workspace			
2.1 The workplace is cleaned on a regular schedule by custodial services.			
2.2 EPA-approved cleaning and disinfecting materials are readily available and stocked for employee use to clean personal and shared work surfaces.			
2.3 Handwashing facilities, including soap and paper towels, are readily available.			
2.4 Hand sanitizer is available for use by public and staff.			
2.5 Disposable gloves are provided to employee for cleaning and disinfection activities, if required.			
2.6 Adequate time for workers to implement cleaning practices has been provided.			
3.0 COVID-19 Prevention in the Office (For use in outbreak events; Maintain barriers where already installed)			
3.1 Measures such as physical barriers or visual cues used for maintaining 6-foot physical distance (or as much space as feasible) are implemented.			
3.2 Choke points, or spaces where gatherings may occur, have been modified to promote 6 feet of physical distance.			
3.3 Hallways and aisleways for foot traffic have been limited or made one-direction.			
3.4 Separate routes for entry and exit into office spaces, lobbies, or other shared locations are designated.			
3.5 Workspaces are reconfigured or alternate work areas are provided and posted to promote 6-foot physical distancing.			
3.6 Shared spaces such as meeting rooms, break rooms, and training rooms have furniture adjusted or removed to enable 6 feet of physical distance.			
3.7 In-person meetings and gatherings are limited to ensure a 6-foot physical distance is maintained.			
3.8 Face coverings are properly worn when required.			
3.9 Procedures for staggering shifts or increasing the number of shifts have been established.			
4.0 COVID-19 Prevention in the Field			
4.1 Adequate EPA-approved cleaning and disinfecting materials are readily available inside the county vehicle.			
4.2 Hand sanitizer is available for use when inside county vehicle or in the field.			
4.3 Face coverings or respirators are properly worn as required.			
5.0 Signage Posted			
5.1 To encourage self monitoring for symptoms before and during shifts.			
5.2 To encourage employees to stay home if they are sick.			
5.3 Requiring face coverings to be worn, where and when applicable.			
5.4 Encouraging frequent hand washing			
5.5 Other signage for COVID-19 prevention.			
6.0 Training and Communication			
6.1 Communicate the County COVID-19 Prevention Program to staff, contractors, and volunteers.			
6.2 Train staff on unit, facility, and task-specific COVID-19 prevention procedures.			
6.3 Staff that are wearing respirators for voluntary use are trained and have signed a Voluntary Use Form.			
6.3 COVID-19 prevention procedures are documented by Department and specialized for each site, where applicable.			
6.4 COVID-19 prevention procedures are reviewed and updated periodically, as needed and conditions change.			
6.5 Exchange COVID-19 Prevention Programs with contractors.			
7.0 Miscellaneous			
7.1 Miscellaneous conditions that could impact COVID-19 prevention efforts.			
7.2 COVID-19 cases are investigated and documented on the Incident Investigation Form.			
7.3 The heating, ventilation, and air conditioning (HVAC) system is functional, maximizing fresh air intake and filtration to the system's capability.			
7.4 All fans in the workplace are removed, disabled, or positioned in a manner to ensure that air is not blown from one occupant to another.			
7.5 Face coverings are worn as required by employees returning to work early from isolation or quarantine with a negative test.			
7.6 Non-compliance Forms are completed when employees are not following face covering, physical distancing, or testing requirements.			

CCC COVID-19 Assessment Checklist   Revised 5/6/22

Important Safety Training Dates for 2022

NEW! The County's custom class **"CCC COVID-19 Safety in the Workplace"** is now available on Vector Solutions. This is required for all County staff. The new **"COVID-19 Field Safety Training"** is also available for staff that conduct field work.

Additional Required COVID-19 Training in Vector Solutions:

- **TAILGATES - CCC - COVID-19 Safety Training**
- **TAILGATES - CCC - Emergency Evacuation Procedures during COVID-19**

Required for Departmental Personnel Contacts in Vector Solutions

- **COVID-19 - Reporting Positive Results to Public Health**

General Coronavirus Training in Vector 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**

General Safety Training:

- **CCC Injury and Illness Prevention Program (IIPP) Training**
- **CCC Wildfire Smoke Safety for Employees (Annual requirement)**
- **CCC Driver Safety Training**
- **CCC Office Ergonomics Awareness Training**
- **CCC Emergency Evacuation Procedures - All County**
- **CCC HSD 2021 Workplace Violence Prevention**
- **TAILGATE - Workplace violence**
- **TAILGATE - Shelter in Place Procedures - Violence**

> Hybrid CPR Classes
> Available Now!
>
> Check Vector Solutions for
> Dates and Instructions

Check the Vector Solutions page periodically for new **2022 Safety Training Dates.** New classes, workshops, and dates are being posted!

Log into the Vector Solutions website at
www.targetsolutions.com/ccc for the full list of
ONLINE, ZOOM, and HYBRID classes!

Workplace Inspections for COVID-19 Safety *continued...*

Workplace and Work Task-Specific Hazards

All departments, divisions, units, or specific worksites are required to evaluate their facilities, work sites, job positions, and work practices, and implement appropriate hazard controls to p r e - v e n t COVID-19 exposures. These evaluations are documented on the Job Hazard Analysis (JHA) Form. Risk Management is available to assist departments with JHAs.

JHA 101 A JHA is an analysis of the hazards and risks associated with a work task to identify controls to prevent employee injury or illness. JHA steps:
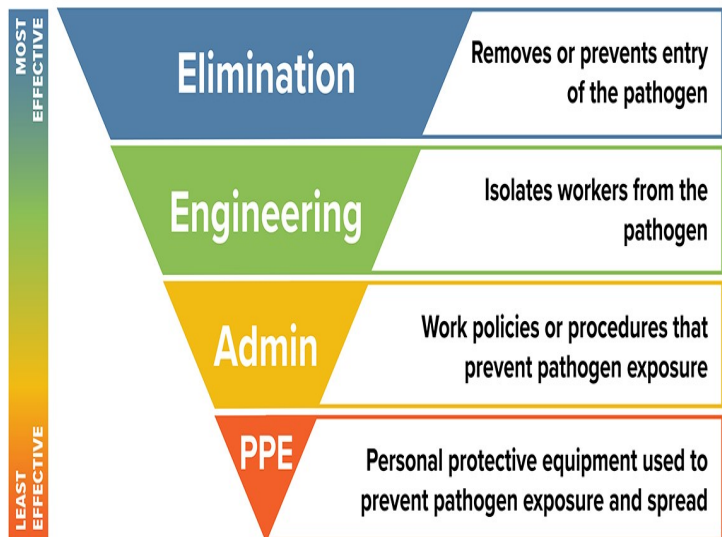- Selecting the task to be analyzed
- Breaking the task down into a sequence of steps
- Identifying potential hazards
- Determining preventive measures to overcome these hazards
- Implementing and assessing the effectiveness of preventative measures

Job Hazard Analysis (JHA) Form

Created 7/13/20

Job:	Frequency:		Duration:
Prepared By:	Date Prepared:		Location:

Task	Hazard	Existing Control/PPE	Recommended Control/Training

Approved By:	☐ Safety Coordinator	☐ Supervisor	☐ Risk Management
Print and Sign Name:			

Correction of COVID-19 Hazards

Worksites, facilities, hazard analyses, and work practices are periodically reviewed and inspected for changes and COVID-19 prevention procedures are updated as pandemic conditions change. Departments monitor and investigate COVID-19 exposures to determine the effectiveness of their prevention methods. Corrective actions and updated procedures are documented.

When correcting COVID-19 hazards, the hierarchy of hazard controls, an example of which is shown to the right, is followed. As you move downward in the hierarchy, hazard controls become less effective, with personal protective equipment being the last line of defense against COVID-19. Some, or all, of these controls may be implemented to protect employees.

MOST EFFECTIVE

Elimination — Removes or prevents entry of the pathogen

Engineering — Isolates workers from the pathogen

Admin — Work policies or procedures that prevent pathogen exposure

PPE — Personal protective equipment used to prevent pathogen exposure and spread

LEAST EFFECTIVE

Controlling COVID-19 Hazards

The County implements COVID-19 prevention using the hierarchy of controls: implementing engineering controls first, adding administrative controls, and, as a last level of safety protection, the use of personal protective equipment. Hazard controls change quickly, based on emerging information about the virus. Refer to the most recent COVID-19 Prevention Program for up-to-date information.

Engineering Controls

- Barriers that were in place or were installed in many County facilities during reopening or outbreak response.

- The County follows CDPH's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). County building HVAC systems maximize the quantity of outside air. The majority of County HVAC systems have MERV 13 or higher filters or the highest filtration efficiency level compatible with the existing system.

Administrative Controls

- Remote Working: Remote work arrangements and services, when allowed by business need, reduce the occupancy in facilities for COVID-19 prevention.
- Physical Distancing: A COVID-19 prevention method used to keep people at least six feet apart or as far apart as possible in outbreak conditions.
- Building Entry and Screening: Prevents sick or symptomatic individuals from entering County buildings.
- Hand Hygiene: Handwashing facilities or hand sanitizers
- Cleaning and Disinfection: Routine custodial services and available cleaning materials

Personal Protective Equipment

- Face Coverings and Respirators
- Eye Protection
- Hand Protection

Mental Health & Coping with COVID-19 Stress

The continuing COVID-19 pandemic can be a stressful and uncertain time. Despite the fact that it appears the situation is improving, it is important to recognize the feelings and emotions this pandemic has, and continues, to cause. Fear and anxiety about the disease and what may happen in the future can be overwhelming and cause strong emotions in adults and children. Feelings of loneliness and increased stress and anxiety are on the rise. These feelings can lead to:

Fear and worry about your own health and the health of your loved ones, your financial situation or job, or loss of support services you may rely on	Changes in sleep or eating patters
Difficulty sleeping or concentrating	Worsening of chronic health problems
Worsening of mental health conditions	Increased use of tobacco, alcohol and or other substances

Taking care of your friends and your family can be a stress reliever, but it should be balanced with care for yourself. Helping others cope with their stress by providing social support through calls, video chats, or small gatherings, can help you stay connected with the people you care about and your community!

Contact the County Employee Assistance Program or check out the Human Resources Wellness Webinars for support services and information. Seek and give Mental Health First Aid if you need it (https://www.mentalhealthfirstaid.org/).

Everyone Responds to Stress Differently

How you respond to stress during the COVID-19 pandemic can depend on your background, your social support from family or friends, your financial situation, your health and emotional background, the community you live in, and many other factors. These changes and stresses can affect anyone. Reach out if you need help.

SUPPORTING

Friends During COVID-19

1. Stay **CONNECTED** with video chats, text messaging, phone calls or social media.

2. Look for **WARNING SIGNS** that may indicate your friend is really struggling and needs help. This can include what they are posting and sharing online.

3. **REACH OUT** to your friend and ask how they are doing. Connect them to a supportive adult if they need help.

4. If you or a friend feels **OVERWHELMED** with emotions or like you want to harm yourself or others, text MHFA to 741741 to talk to a Crisis Text Line counselor.

MENTAL HEALTH FIRST AID

All About GFCIs

Ground faults are the most common electric shock hazard and pose a serious risk to workers. Ground Fault Circuit Interrupters (GFCIs) are devices designed to prevent accidental electric shock, burns, and electrocution by preventing ground faults. They also protect against electrical fires, tool/appliance overheating, and wire insulation damage. GFCIs are required by building codes in 'wet' locations such as kitchens and bathrooms. Employees should never use GFCI outlets or portable GFCIs without first testing them and ensuring they are functioning properly.

Test GFCIs:
- After installation
- At least once a month
- After a power failure
- According to manufacturer's instructions

How a GFCI Protects

A GFCI, also known as a Ground Fault Interrupter or GFI, is an inexpensive electrical device that can either be installed in an electrical system or built into a power cord to protect employees. It is a fast-acting circuit breaker designed to interrupt electric power in the event of a ground-fault in as little as 1/40 of a second. It works by comparing the amount of current going to and returning from equipment along the circuit conductors. When the amount going differs from the amount returning by approximately 5 milliamperes, the GFCI interrupts the current.

Different Types of GFCIs

There are many types of GFCIs available, all of which are designed to meet specific needs in different work environments and applications. Before purchasing a GFCI, know the power rating of the GFCI and if it is designed to be installed or operated in wet/damp conditions.

Receptacle Type	Portable Type	Cord-Connected Type	Circuit-Breaker Type
Incorporates a GFCI with one or more outlets and provides ground fault protection at the outlet and downstream	Come in several styles, designed for easy transport. Can plug into existing non-GFCI outlets or connect with a cord and plug arrangement. Also incorporates a no-voltage release device that will disconnect power to the outlets if any supply conductor is open	An attachment or portable plug with GFCI module, test, and reset buttons which protects the cord and any equipment attached to the cord	Snaps into the main electrical panel and provides ground fault protection on all outlets on that branch circuit

Prepare for Public Safety Power Shutoffs

Power outages are not only inconvenient, but they also pose safety risks to employees and visitors when they occur at the workplace. A public safety power shutoff, or PSPS, is a planned shutoff of power which occurs when severe weather events occur. These events are scheduled by Pacific Gas and Electric (PG&E) and typically occur during times of elevated temperatures and high winds. They are a safety measure aimed to prevent the start of wildfires.

Although not all County facilities may be in high fire-threat areas or areas experiencing high winds, power may be shut off to your building if it relies on a line that runs through an area with severe hazards or weather. Power lines aren't always connected according to neighborhood, so power to your facility could stay on, while a nearby facility could be turned off. Here are some tips to help your facility minimize the impacts of these events.

PREPARE FOR A POWER OUTAGE

Establish a clear plan before an emergency. Include step-by-step instructions for employees so there is no confusion about what they should do in different scenarios. Practice your plan to find problems and answer questions before it's too late.

Familiarize your employees with emergency equipment. As you develop your emergency plan, check that emergency equipment, like fire extinguishers and backup generators, will be easily accessible in an emergency and your employees know how to operate them safely.

Keep your employees safe. Make sure that smoke alarms, fire sprinklers, and other safety equipment are working properly. Put together an emergency kit with enough supplies (food, water, flashlights and batteries) for all employees and customers if an emergency occurs during peak business hours.

UPDATE PG&E WITH YOUR CONTACT INFORMATION

Be sure that PG&E has the most up-to-date contact information for everyone in your business who may need to be notified in the event of an emergency.

In advance of a potential PSPS and other emergencies, PG&E will send notifications to the phone number and email address we have on file. You can update your contact information by logging in to your business' PG&E online account, and designate other team members to receive notifications.

Additional Safety Precautions

The following are precautions that should be taken for protecting occupants and equipment when power outages occur in the workplace:

⇒ Keep flashlights available throughout the building in case the power and lights go out

⇒ Contact Department management if there is a power outage for instructions on next steps. In general, the County recommends vacating or closing a building if power will be out for more than 2 hours

⇒ Shut off any electrically-powered equipment that was operating when the power went out

⇒ Turn off any heat-producing equipment to minimize fire hazards when the power returns

⇒ Stay clear of points of operation and other parts of machinery that could move or cycle unexpectedly when the power returns

⇒ When power returns, bring equipment back online in stages to avoid straining the building's systems

Learn more about PSPS events by visiting https://www.pge.com

Spot the Electrical Hazards!

The use of power strips and extension cords are common in the workplace. However, at times the hazards they create can be difficult to spot. See if you can identify the possible electrical hazards and OSHA violations in the image below (answers are provided below the image); some may be harder to identify than others! The applicable regulatory requirement is also included for reference.

1. "Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling." This power strip is not listed to be used in an industrial/commercial setting.
2. "The path to ground from circuits, equipment, and enclosures shall be permanent, continuous, and effective." Notice the orientation of the plug on the orange cord - it is missing the grounding pin.
3. "If used as permitted, the flexible cord shall be equipped with an attachment plug and shall be energized from an approved receptacle outlet." The orange extension cord is connected into a power strip, not an approved receptacle outlet.
4. "Unless specifically permitted otherwise, flexible cords and cables may not be used as a substitute for the fixed wiring of a structure." The orange extension cord is run behind the other cords, which suggests it has been there for some time.
5. "Flexible cords and cables shall be connected to devices and fittings so that strain relief is provided that will prevent pull from being directly transmitted to joints or terminal screws." Notice the damaged plug to the left of the orange cord.
6. "If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until repairs and tests necessary to render the equipment safe have been made." All of this electrical equipment was energized and in-use.

Electrical Safety Month
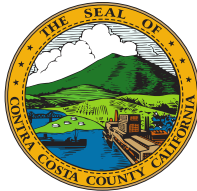
NATIONAL ELECTRICAL SAFETY MONTH ESFI

The Electrical Safety Foundation International (ESFI) is a non-profit organization dedicated exclusively to promoting electrical safety in the home, school, and workplace. To commemorate National Electrical Safety Month each May, ESFI spearheads an annual campaign to educate key audiences about the steps that can be taken in order to reduce the number of electrically related fires, fatalities, injuries, and property loss.

RISK MANAGEMENT SAFETY AND LOSS CONTROL

Dedicated to preventing injuries and illnesses.
CONTACT US!

2530 Arnold Drive, Suite 140, Martinez
925-335-1400
Safety Newsletter E-mail:
Shanon.Winston@riskm.cccounty.us

Safety and Loss Control Intranet Site:
https://www.insidecontracosta.org/469/Safety-and-Loss-Control

Electrical Hazards

Electrical hazards are present in almost every work environment, from outdoor work to office environments. These hazards come in a variety of forms, but all have the potential to cause serious injury. Common types of electrical hazard include:

- Contact with live wires resulting in electric shock and burns
- Fires due to faulty wiring
- Exposed electrical parts
- Ignition of fires or explosions due to electrical contact with potentially flammable or explosive materials
- Inadequate wiring
- Improper grounding
- Contact with overhead power lines
- Damaged wire insulation, causing electrical conductors to contact each other, tools, or an employee's body
- Overloaded circuits
- Wet conditions

ELECTRICAL SAFETY
I think we can plug one more thing without tripping the breaker

Basic Electrical Safety Tips	
Use Ground Fault Circuit Interrupters (GFCIs) in wet environments	Use multiple outlets (do not overload outlets)
De-energize equipment and use lockout/tagout	Inspect power cords prior to use and do not use damaged or frayed cords
Keep electrical panels locked	Use extension cords with the appropriate ratings and capacity
Use non-conductive ladders near electrical hazards	Use three-prong, grounded equipment

For more information and resources on this year's National Electrical Safety Month, visit: https://www.esfi.org/program/national-electrical-safety-month/