



RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Risky Business

SAFETY & LOSS CONTROL NEWS — JULY 2022

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**THIS
MONTH'S
SAFETY
EMPHASIS IS
NEW EMPLOYEE
SAFETY**

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Starting Out Right

Employee Training

The Bureau of Labor Statistics reports that new employees are five times more likely to be injured than their counterparts. Whether working in an office, a warehouse, or outdoors, each employee must be properly trained for the tasks they are expected to perform so they can be prepared for the potential hazards they might encounter. This training is typically provided to new employees during orientation when they first start their job. Providing training during the initial period of employment is critical, regardless of their age or experience, as they may not be familiar with the hazards of the job or their new workplace. New employee safety training provides employees with the knowledge, skills, and abilities that are necessary to work in a safe manner. It also provides new employees a means to ask important safety-related questions and for Supervisors to reinforce safety expectations.

~Kayvan Vafa

Spot the Exit Route Hazards!

During an emergency evacuation, it is critical that employees have a clear path to escape the facility. Clutter, debris, and improper storage of materials and equipment can prohibit quick escape. It is also important to have quick access to emergency equipment. See if you can spot all the hazards in this picture. Think about what other items may pose a storage concern in an exit route. Why would carts or shelving be a concern? Check your answers on page 6.



Important Safety Training Dates for 2022

NEW! Two new interactive classes will be hosted in August and October. **Workplace Violence Prevention** training meets requirements of Administrative Bulletin 434, prohibiting violence in the workplace. **Active Shooting Incident** training will be led by Ben Alldritt from the Sheriff's Office, contracted as Chief of Police for the city of Lafayette, and guided by Risk Management. Both classes will be given via Zoom. Look up the dates and times and sign up on Vector Solutions.

Required COVID-19 Training in Vector Solutions:

- CCC COVID-19 Safety in the Workplace
- 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

Other Coronavirus Training in Vector Solutions:

- COVID-19 Field Safety Training
- 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 for new 2022 Safety Training Dates. New classes, workshops, and dates are being posted often!

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

Training From An IIPP Perspective

Safety training is important for all new County employees. It is through effective training that employees are provided the necessary information to safely perform their job tasks. This training is even more important for new employees. Why? It has been reported that in their first month on the job, new employees are five times as likely to be injured at work compared to those who have been at their job for more than a year!

Unfortunately, these injuries typically lead to days away from work. While there are no definitive reasons as to why new employees are more likely to be injured at work, some possible contributing factors include:

Performing unfamiliar tasks

Being unsure about their safety rights and responsibilities

Feeling uncomfortable speaking up about a hazard

California's Division of Occupational Safety and Health (Cal/OSHA) requires all employees, including new employees, be trained based on the work activities they are actually performing. Title 8 of the California Code of Regulations, Section 3203 (Injury and Illness Prevention) states, in part, training and instruction must be provided in the following situations:

To all new employees

To employees given new job assignments on which they have not been previously trained

When new substances, processes, procedures, or equipment which represent a new hazard are introduced into the workplace

When the County is made aware of a new or previously recognized hazard

Before beginning any task or using a piece of equipment you have not yet been previously trained on, speak up! Inform your first-line supervisor of the situation. It isn't worth the risk to 'wing it' and you will never be punished for speaking up about your own safety. At first, this may be uncomfortable, but your safety is more important than meeting a deadline!

Identifying Training Topics

Identifying training topics can be difficult. First and foremost, trainings should be based on regulatory requirements. Here is some information that can help identify training required by California's Division of Occupational Safety and Health (Cal/OSHA) and other relevant training topics for new employees:

1) Cal/OSHA Required Trainings

Start by adding Cal/OSHA required training topics that must be taken by all new employees to your training calendar. The most common topics include:

- ◆ Injury and Illness Prevention Program
- ◆ Emergency Action Plan
- ◆ Fire Prevention Plan

Additional Cal/OSHA required training topics are based upon the hazards present in specific job tasks, equipment, and materials used by new employees in your department. Some examples include:

- ◆ Chemical Use: Hazard Communication Training
- ◆ Forklift Use: Forklift Training
- ◆ Respirator Use: Respirator Training, Fit-Testing and Medical Clearances
- ◆ Exposure to Blood and Body Fluids: Bloodborne Pathogen Training

2) Loss Control Data

Review your department's loss control data from the OSHA 300 Log and reports provided by Risk Management. Evaluate the data for trends in injuries and illnesses. Do certain injury types occur frequently? Design training to focus on the job groups, facilities, tasks, and exposures that create the most frequent injuries and losses for your department.

3) Employee Requests

Solicit input on training topics from employees and safety committees. New employees will be attentive and interested in topics they request, and feel are relevant to their job duties.

4) Current 'Hot Topics'

Network within your department and other County departments. Are there common injuries, accidents or safety concerns occurring (e.g., slips and falls due to wet weather)? Focus training on these topics to answer employee questions and concerns.

5) What is Available & of Interest

If you have access to knowledgeable individuals, use them as safety training resources. County employees can network to provide safety training value across departments!

Effective Training Life Cycle

Understanding that many new employees may not have experience with certain equipment, safe work practices, and County processes is important. Training methods and communication styles should be tailored so it is clearly understood by new employees. Setting clear expectations also helps reduce confusion to the requirements of a task, process, or tool. While classroom and written procedures are an important part of employee training, guiding new hires with hands-on experience and feedback is also critical. This helps ensure they can safely perform their job tasks and also provides input from more experienced employees. For new hires, follow this basic process when teaching new skills, equipment or tool use:



1) **Demonstrate:** Perform the entire task in front of the employee. work slowly and explain everything you're doing as you're doing it, allowing the employee both a visual and auditory aid for understanding the process

2) **Observe:** Watch as the employee attempts to perform the task you've demonstrated. Give them time to work through it and try to to intervene. If they make mistakes, that's ok, but don't allow them to place themselves in harm's way

3) **Re-Demonstrate:** Carry out the entire task once more, this time highlighting the portions the employee could have done differently. Don't forget to acknowledge the things they did well!

4) **Assign a Task:** Provide the employee with a specific task to complete. This assignment should take a relatively small amount of time, about 1 hour or less, and should give the employee a chance to try out what they've learned in the work environment and from training

5) **Set Goals:** Set a time frame in which the task or tasks should be performed. This gives the employee an idea of how long the process typically takes and helps them stay on track

6) **Inspect:** Check and evaluate the employee's work. Re-demonstrate if necessary, then assign a new task, set a new goal, and re-inspect. Identify what the employee may need to focus on in order to improve their understanding of the task or process

SPOT THE HAZARD ANSWERS FROM PAGE 1

- 1) **Combustible materials are located in/blocking access to an emergency exit.** [Title 8 §3217](#) requires exit routes only contain non-flammable materials.
- 2) **Exit routes are blocked with debris and materials.** [Title 8 §3225](#) requires exit routes to be kept free of all obstructions and impediments to full instant use.
- 3) **Walking areas are being used to store debris and trash.** [Title 8 §3273](#) requires walking-working surfaces are kept in a clean, orderly, and sanitary condition free from debris.
- 4) **Access to the portable fire extinguisher is blocked by debris and trash.** [Title 8 §6151](#) requires portable fire extinguishers available and need to be mounted and identified so they are readily accessible to employees without subjecting the employees to possible injury.
- 5) **Exit sign blocked by an overhead light.** [Title 8 §3273](#) requires exit signs to be illuminated and visible.
- 6) **Bonus answers:** Carts and offices chairs should not be stored in an exit area because in an earthquake they can roll around and block the exit. Materials stored on shelves near exits are combustible and pose a fire risk; in an earthquake they can become unstable, falling to the floor and creating a slippery surface near the exit.

For additional information, review these OSHA fact sheets: [OSHA Emergency Exits Fact Sheet](#) or [OSHA Portable Fire Extinguishers](#).

Cal/OSHA Corner

This Cal/OSHA update corner focuses on select current and upcoming emphasis, change, and additions to California Division of Occupational Safety and Health (Cal/OSHA) standards and activities. Stay tuned for more updates as they become available!



- **Workplace Violence Prevention in General Industry:** the Division is moving forward on workplace violence prevention for general industry that will include requirements for a written prevention plan, addressing hazards, training employees, reporting, logging and investigating incidents.
- **Indoor Heat Standard:** the Division is continuing a progress on an indoor heat illness prevention standard that would affect indoor work environments where temperatures exceed 82 degrees Fahrenheit. This new standard would include a written plan to assess indoor heat sources and conditions, provide water, cool rest down areas, and training to employees working in these conditions.

Contact Risk Management if you have questions about these updates: riskmsafety@riskm.cccounty.us

Training: Beyond the Classroom

Safety training for new employees is the cornerstone of safe work, but the training doesn't stop in the classroom! Once employees have completed training, they begin performing work tasks in the real world. In this step of on-the-job training, Supervisors can greatly increase the effectiveness of safety training through strong leadership behaviors that emphasize and support safety for their employees. Leading by example shows new employees that the County takes safety seriously! Five things the best safety leaders do include the following:

1) They Lead By Example

Supervisors and management demonstrate their commitment to safety by their actions, not just words. This is especially important for new employees, who notice what their supervisors do, and emulate it. Leading safety tailgates and wearing the same personal protective equipment that is required by their employees are a few ways Supervisors can demonstrate the importance of safety.



2) They Coach Their Employees

The more employees know about their jobs and the risks involved, the less likely they are to take unsafe shortcuts. Taking a coaching approach with employees helps the County in the long run because it motivates your employees and helps develop their potential.

3) They Encourage Open Communication

The best leaders encourage and lead frequent conversations about safety both in safety meetings and more informally. Supervisors also keep their employees in the loop with regard to expectations, deadlines, strategies, and missions of the company.



4) They Care About Their Employees

The best safety leaders care about the well-being of their employees. They want to make sure their employees understand their job duties and get the support and training they need to get their jobs done safely. Safety is a core value to them, not just an action item to cross off a list.

5) They Encourage Employee Input in Decision Making

The best leaders are open to safety suggestions from their employees and are willing to give employees a say in daily operations. This creates an environment where employees feel encouraged and empowered to report safety concerns and make suggestions to correct them.

How to Use a Fire Extinguisher

While fire extinguisher use in Contra Costa County buildings is voluntary, it is important that all County employees know where the extinguishers are in their buildings and how to use them properly and safely if the need arises. Fire extinguisher training is required for all employees on an annual basis. When you discover a fire in a County building, make sure to follow these steps:

FIRST: Activate the fire alarm to notify and get the building occupants evacuating.

SECOND: Call 9-911 to notify emergency responders.

THIRD: Assess the fire and situation to make sure it is safe for you to fight it.

Remember the PASS Procedure

Stand 6 to 8 feet away from the fire and follow the four-step PASS procedure.

If the fire does not begin to go out immediately, leave the area at once.

P

Pull the Pin.

This unlocks the operating lever and allows you to discharge the extinguisher.

A

Aim low.

Point the extinguisher nozzle (or hose) at the base of the fire.

S

Squeeze trigger and hold the extinguisher upright.

This discharges the extinguishing agent. Releasing the lever will stop the discharge. Some extinguishers have a button that you press.

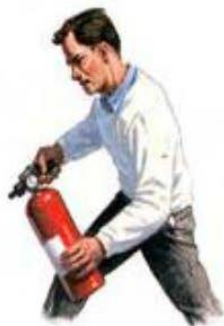
S

Sweep from side to side.

Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.



Pull the extinguisher's safety pin



Aim the extinguisher at the source of the flames



Squeeze the trigger and hold it



Sweep the source of the flames until the extinguisher runs dry

Fire Safety Quiz

Since fires can happen anywhere at any time, fire safety is important for every workplace. Know how to prevent fires. Be prepared and understand how to react to a fire, including using a fire extinguisher. Most County fire extinguishers are combination ABC meaning they are suitable for (A) trash-wood-paper, (B) liquid oils, gas, paints, and (C) electrical equipment. See how many quiz questions regarding fire safety you can answer correctly!



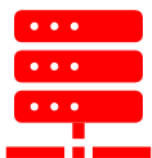
1. Which of the following is a Class B fire extinguisher *not* to be used?

- A. Paint
- B. Grease
- C. Oil
- D. Plastic



2. Which of the following is a Class A fire extinguisher *not* to be used?

- A. Cloth
- B. Wood
- C. Paper
- D. Electrical equipment



3. Which type of fire extinguishing system is most commonly used to protect areas containing valuable equipment such as data processing rooms, telecommunications switches, and process control rooms?

- A. Fixed extinguishing systems
- B. Portable extinguishing systems
- C. Hose extinguishing systems
- D. It's up to the discretion the employer



4. Which class of fire extinguishers should you use on electrically energized fires?

- A. Class A
- B. Class B
- C. Class C
- D. Class D



5. The acronym "PASS" used for fire extinguisher operation stands for:

- A. Pick up, Aim, Squeeze, Squirt
- B. Push, Alarm, Swirl, Sweep
- C. Pull, Aim, Squeeze, Sweep
- D. Pull, Aim, Swirl, Swat



6. You should always treat fire alarms as a real emergency and follow your emergency evacuation procedure.

- A. True
- B. False



7. Portable fire extinguishers need to be visually inspected:

- A. Quarterly
- B. Yearly
- C. Monthly
- D. Only before use

Answers: 1) D 2) D 3) A 4) C 5) C 6) A 7) C

The Heat is On!

Each year, dozens of workers lose their lives and thousands more become ill while working in extreme heat or humid conditions. To help prevent these incidents, California's Division of Occupational Safety and Health requires that these risks and associated protective measures are addressed in a Heat Illness Prevention Plan.

What is Heat Stress?

Heat stress the overall heat burden/load on the body. Total heat load is influenced by three primary sources: Body heat, environmental factors, and personal risk factors. Usually, our bodies compensate for heat by sweating, but heat stress can occur when the amount of heat in the environment and our bodies cannot dissipate quickly enough. As heat stress approaches the limits of our bodies' tolerances, the risk for heat-related illness and injury increases. Examples of environmental and personal risk factors that influence body heat load include:

Environmental Factors

- Air Temperature and Humidity
- Clothing
- Personal Protective Equipment
- Work Intensity and Duration

Personal Risk Factors

- Age and Weight
- Acclimatization
- Water Consumption
- Medical Conditions and Medications

Identifying Heat-Related Illnesses



To prevent heat illnesses from developing into more severe, potentially life-threatening situations, it is crucial to be able to identify the early signs of heat-related illnesses and aid employees immediately once these signs are observed. If heat exhaustion or heat stroke signs are observed in an employee, implement first-aid measures right away and alert a supervisor or call 911, as these are life-threatening situations. The main types of heat illnesses, in order of severity, are provided below:

- 1) **Heat Rash:** Itching skin, reduced sweating, rashes
- 2) **Heat Cramps:** Painful muscle cramps
- 3) **Heat Syncope (fainting):** Headache, dizziness
- 4) **Heat Exhaustion:** Heavy sweating, clammy skin, nausea, weakness, fatigue, dizziness, headache
- 5) **Heat Stroke:** Chills, anxiety, confusion, irritability, loss of consciousness, body temperature >104°F

Don't Forget the H₂O!

Staying hydrated is a crucial step in preventing heat-related injuries and illnesses from occurring. As such, accessibility and availability of water for all employees that may be working in outdoor conditions where they may be submitted to heat stress or illness is required. Employees should drink water throughout the work shift, even when they are not thirsty, to prevent dehydration. Each employee must be provided, at no charge, at least 1 quart of suitably cool, fresh drinking water per hour for the entire shift.



RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Dedicated to
preventing
injuries and
illnesses.

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