



RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Risky Business

SAFETY & LOSS CONTROL NEWS — JUNE 2022

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**THIS MONTH'S
SAFETY
EMPHASIS IS
INJURY AND
ILLNESS
PREVENTION
PROGRAM**

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Safety: A Top Priority

An Injury and Illness Prevention Program (IIPP) is an important written workplace safety program. Title 8 of the California Code of Regulations, Section 3203, requires every employer to develop and implement an effective IIPP. An IIPP is more than just another written safety program. It is an effective tool used to identify hazards and reduce injuries in the workplace. An effective IIPP improves the safety and health in the workplace and reduces costs through strong management and employee involvement in health and safety processes and procedures. The key to an effective IIPP is full buy-in at all levels, with all employees holding safety as a top priority. It is also a critical tool to help build a strong workplace safety culture. When everyone is committed to workplace safety, everyone benefits!



~Kayvan Vafa

Heat Illness Prevention for Outdoor Work



County Fire set up a Hydration and Cooling Unit at a 2nd Alarm vegetation fire in Antioch On June 8th

Elements of a good Heat Illness Prevention Plan

Plan – supervisors monitor weather and plan ahead for outdoor work in the heat

Train – employees and supervisors know how to prevent heat illness

Water – workers drink at least 1 quart of cool water per hour

Rest – workers take a cool-down rest in shade for at least five minutes to avoid overheating

Shade – shade is made available when temperatures exceed 80 degrees

Important Safety Training Dates for 2022

"CCC COVID-19 Safety in the Workplace" is available on Vector Solutions and will be updated along with the County COVID-19 Prevention Program next month.

Additional required COVID-19 Training in Vector Solutions

- TAILGATES - CCC - COVID-19 Safety in the Workplace
- 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:

- COVID-19 Field Safety Training for staff that conduct field work
- 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!

Understanding IIPP Requirements

§3203, Injury and Illness Prevention Program (IIPP), requires that an IIPP contain certain information, processes and procedures. Each section plays an important role in creating an effective program, while also meeting regulatory compliance. There are eight sections of an IIPP that must be in place, which are discussed in greater detail below:

IIPP Regulatory Requirements	
<p><u>Responsibility</u></p> <p>Identify the person or persons with authority and responsibility for implementing the Program</p>	<p><u>Compliance</u></p> <p>Include a system for ensuring that employees comply with safe work practices. This can include employee recognition for following requirements, disciplinary actions, or other means to ensure compliance with safety requirements</p>
<p><u>Communication</u></p> <p>Include a system for communicating with employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the County of hazards in the workplace without fear of reprisal</p>	<p><u>Hazard Assessment</u></p> <p>Procedures for identifying and evaluating workplace hazards, including periodic safety inspections to identify unsafe conditions and work practices</p>
<p><u>Accident Investigation</u></p> <p>A procedure must be in place to investigate occupational injuries and illnesses. This helps determine root causes of incidents and needed changes to prevent further, similar accidents from occurring</p>	<p><u>Hazard Correction</u></p> <p>Include methods or procedures for correcting unsafe conditions, work practices and work procedures in a timely manner base on the severity of the hazard. Hazards that can cause serious injury or death should be prioritized</p>
<p><u>Training</u></p> <p>Employees must be trained on the required sections of the IIPP and it's contents. Additional training is required when new processes or equipment is introduced and when new job duties are assigned</p>	<p><u>Recordkeeping</u></p> <p>Records, such as employee training, documentation of safety inspections, and the IIPP itself must be maintained. In general, these records are required to be retained for a minimum of one year</p>

All employees are encouraged to review their IIPP for additional information on each of these sections. All these sections combine to create a pro-active process to identify and correct hazards before they can cause injuries to employees. Every County employee plays a key role in identifying and eliminating hazards. An IIPP can only be effective when every employee holds safety as a top priority!

Communicating Safety Concerns

Effective communication plays an important role in preventing employee injuries, improving safe work practices, and increasing employee involvement in workplace safety. To help achieve these goals, the County encourages open communication to include:

- ⇒ Informing employees about safety hazards and safe work practices (such as through trainings, meetings, bulletins, and other means), and
- ⇒ Ensuring employees have the ability and encouragement to report safety hazards and concerns without fear of discharge or discrimination, including the ability to report anonymously

Recognize and Report Hazards

Learning to recognize and report hazards in the workplace is the first step in protecting employees from injury. Hazards can be present at job sites, County buildings, and other facilities and locations employees may visit for County business. Once a hazard is identified, it should be immediately reported to a first-line supervisor or safety coordinator. If safe to do so (e.g., a water spill), correct the hazard and report the situation so the County can investigate if this poses an ongoing risk to employees. If the hazard cannot be safely corrected (e.g., a hazardous chemical spill), secure the equipment or area and immediately report the issue. Remember: Simply because one employee is aware of a hazard, that does not mean that others will also recognize it, which may lead to injury. If you see a hazard in the workplace, own it!

We Need Your Help!

Since employees are the individuals directly performing work-related tasks, they have first-hand opportunities to identify and correct unsafe conditions before they can lead to accidents or injuries, as well as improve workplace safety. Your comments matter and you can feel comfortable voicing your safety concerns in the workplace. Even if you believe the suggestion may not help reduce chances of injury, it may help your coworkers raise safety awareness and stay safe. If you are not comfortable voicing your ideas or suggestions, the County provides means of reporting this information anonymously. Means by which you can report hazards and workplace safety suggestions through methods shown above.



The [Safety Suggestion Form](#) is on the Risk Management intranet.

<http://insidecontracosta.org/DocumentCenter/View/2520/Safety-Suggestion-Form>



Contra Costa County Safety Suggestion Form

Type of Report	Instructions:
<input type="checkbox"/> Safety Suggestion/Improvement <input type="checkbox"/> Health Concern <input type="checkbox"/> Safety Concern <input type="checkbox"/> Security Concern	You are protected from discrimination and discharge for reporting safety suggestions and concerns. You may submit this form anonymously. You do not need to include your name on this form. Submit this form to any of the following people: <ul style="list-style-type: none"> • First Line Supervisor • Department Safety Coordinator • Department Safety Committee Representative • Department Management • Email for to Risk Management at RiskMSafety@riskm.cccounty.us

Part 1 – Completed by Employee		Date:
Employee's Name (OPTIONAL)	Employee's Supervisor Name	Employee's Supervisor's Phone or Email
Department of Concern	Location of Concern (street number, street, city)	
Description of Suggestion or Concern		
<hr/> <hr/> <hr/>		
Send a copy of this form to your union? <input type="checkbox"/> Yes <input type="checkbox"/> No		Union

Part 2 – Received By			
Received by Name	Date	Name of Person Report Referred To	Referral Date

Part 3 – Department Response			
Investigation Results		Corrective Actions Recommended	
Investigator's Name	Signature	Date	

Part 4 – Management Concurrence & Verification of Final Actions Taken			
The proposed action relative to this safety suggestion was approved and implemented on _____			
Manager's Name and Title	Signature	Date	Date Final Form Distributed

Part 5 – Report Distribution	<input type="checkbox"/> Site/Building Supervisor (Retain in Safety File for 5 years, document dates it was posted on Safety Bulletin Board) <input type="checkbox"/> Post on Department/Site's Safety Bulletin Board for one month <input type="checkbox"/> Forward one copy to the reporting employee (if known) <input type="checkbox"/> Forward one copy to the Department Safety Coordinator <input type="checkbox"/> Email RiskMSafety@riskm.cccounty.us <input type="checkbox"/> Other: _____
The person completing Part 4 shall copy and distribute this form as follows:	

Safety Inspections: A Big Deal

An effective Injury and Illness Prevention Program includes performing periodic worksite safety inspections to identify hazards using the [County's Safety Inspection Forms](#). By taking a proactive approach to hazard identification, issues such as equipment failures and water leaks can be identified before they can cause injury to employees. Inspections help prevent injuries such as slips and falls, jammed fingers, and falling items. Fire and electrical hazards, as well as potential deficiencies in emergency preparedness and evacuation readiness can also be reviewed. Safety inspections can also identify potential ergonomic risks associated with equipment and furniture setup. During safety inspections:



- ⇒ Focus on all aspects of the Facility, worker's tasks, and environments where employees work
- ⇒ Inspect any tools, equipment and the tasks being performed
- ⇒ Involve all levels of employees, especially those that are performing the work, to effectively identify all potential hazards associated with the task or work area
- ⇒ Ask employees performing the work or in the work environment questions to gather important information
- ⇒ Inspect all areas, from office environments to construction sites and facility structures
- ⇒ Use safety inspection checklists to provide guidance on inspection items
- ⇒ Set regular inspection schedules to stay ahead of hazards
- ⇒ Inform additional inspections when necessary, such as when new processes, procedures or equipment are introduced into the workplace



The [Safety Inspection Checklist](#) is on the Risk Management intranet page <http://insidecontracosta.org/DocumentCenter/View/2373/Building-Safety-Inspection-Forms>



Spot the Step Ladder Hazards!

The use of ladders is common at many worksites and facilities and, often, falls from portable ladders are a major source of injury in the workplace. They are usually more serious than other physical injuries in the workplace, and more costly for everyone in terms of time loss, compensation costs, and impacts to quality of life outside of work. See how many hazards you can spot in this image. The answers are below the Cal/OSHA Corner with applicable regulatory requirement for reference.

Cal/OSHA Corner

The following are brief updates on select current and upcoming changes and additions to California Division of Occupational Safety and Health (Cal/OSHA) standards. Stay tuned for more updates as they become available!



- **First Aid Kits:** There are current proposed changes being discussed for the required contents of first aid kits in the workplace. The proposal would revise Construction Safety Orders §1512 and General Industry Orders §3400 to update the required supplies in first-aid kits and remove unnecessary items. It would require employers to evaluate their kits and ensure they have the correct types and quantities of materials.
- **Heat Illness:** Cal/OSHA is currently in the process of creating and adopting new heat illness prevention standards. The standard, Heat Illness Prevention in Indoor Places of Employment, has been drafted and is expected to be put into effect in 2023. Cal/OSHA currently has a heat illness prevention standard to protect employees from heat-related illnesses when performing work in outdoor work locations. The new standard would apply to all *indoor* work areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present.

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

- 1) The ladder is placed in front a doorway with no protection. §3276(e)(14) Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- 2) The worker is standing on the top step of the ladder. §3276(e)(15)(E). Employees shall not sit, kneel, step or stand on the pail shelf, topcap or the step below the topcap of a step ladder.

For additional information on step ladder safety, visit: [OSHA Safe Use of Step Ladders](#)

IIPP - Cornerstone of a Strong Safety Culture

Research shows that strong safety culture has the single greatest impact on accident reduction of any safety process. It is for this reason that developing these cultures should be top priority for all County managers, supervisors and employees. Safety cultures consist of shared beliefs, practices, and attitudes toward safety that exist at the County. A well-developed and implemented Injury and Illness Prevention Plan is the cornerstone of building a strong safety culture influenced by various factors, including:

Management and employee attitudes, priorities, responsibilities and accountability

Department policies and procedures

Actions or lack of action to correct unsafe behaviors

Employee training and motivation, and involvement or 'buy-in' to safety at the workplace

Building a strong safety culture takes time and continuous evaluation and process improvement steps. Commitment across all levels of an organization is the hallmark of a true safety culture, and safety becomes an integral part of daily operations. Tips to continue building a strong safety culture are shown to the right.

Define safety responsibilities: Do this for each level within your organization. This should include policies, goals and plans for the safety culture

Share your safety vision: Everyone should be in the same boat when establishing goals and objectives for their safety culture

Enforce accountability: Create a process that holds everyone accountable for being visibly involved, especially managers and supervisors, the leaders for positive change

Provide multiple options: Provide different options for employees to bring their concerns or issues. There should be a chain of command to make sure supervisors are held accountable for being responsive

Report, report, report: Educate employees on the importance of reporting injuries, first aids and near misses. Prepare for an increase in incidents if currently there is under-reporting, which will eventually level off

Rebuild the investigation system: Evaluating the incident investigation system is critical to make sure investigations are conducted in an effective manner. This should help get to the root cause of accidents and incidents

Build trust: When things start to change in the workplace, it is important to keep the water calm. Building trust will help everyone work together to see improvements

Hand and Power Tool Safety Quiz

Hand and power tools are used frequently both at work and at home. With such common use, we can become complacent with their associated hazards. See how many quiz questions regarding hand and power tool safety you can get right!



1) You should wear eye, head, and face protection if you are working with which of the following tools?

- A. Portable abrasive wheel tools
- B. Electric tools
- C. Pneumatic tools
- D. Liquid fuel tools



2) Which of these is not a power tool safety precaution?

- A. Never carry a tool by the cord or hose.
- B. Never yank the cord or the hose to disconnect it from the receptacle.
- C. Keep tools plugged in when not in use, before servicing, and when changing accessories such as blades, bits and cutters.
- D. Keep cords and hoses away from heat, oil, and sharp edges.



3) Which of the following is not true about powder-actuated tools?

- A. If a powder-actuated tool misfires, you should try to fire it again immediately.
- B. They are so dangerous they can only be powered by specially trained staff.
- C. They should never be loaded unless they are being used immediately.
- D. They require two separate motions for firing -- one to bring the tool into position and another to pull the trigger.



4) Hydraulic jacks exposed to freezing temperatures must:

- A. Be filled with adequate antifreeze liquid
- B. Be warmed up before use
- C. Be tagged and immediately removed from service
- D. None of the above



5) If you are working near a flammable substance, you should always use iron or steel hand tools.

- A. True
- B. False



6) OSHA requires that electric tools:

- A. Have a three wire cord with ground and be grounded
- B. Be double insulated
- C. Be powered by a low-voltage transformer
- D. Any of the above



7) You should not use a wedge if it has:

- A. Pointed head
- B. Triangular head
- C. Mushroomed head
- D. Flat head

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

National Safety Month

**National Safety
Month 2022**
an nsc initiative

It's that time again! Each year, the National Safety Council (NSC) recognizes June as National Safety Month, an annual observance to help keep each other safe at work and in our personal lives. Throughout the month, the NSC emphasizes a different weekly safety topic. This year's weekly safety topics are provided below:



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:
Norman.Wright@riskm.cccounty.us

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



Week 1: Musculoskeletal Disorders (MSDs)

MSDs are a leading cause of workplace injury and cost billions each year in workers' compensation and lost productivity.



Week 2: Workplace Impairment

We all know the dangers of substance use on the job. But did you know mental distress, stress, and fatigue are also impairing?



Week 3: Injury Prevention

In 2020 alone, more than four million workplace injuries required medical attention in the U.S. Learn about approaches to preventing injuries and deaths, including identifying hazards and assessing risks.



Week 4: Slips, Trips, and Falls

With falls the second-leading cause of unintentional injury-related death, this week we'll focus on reducing slips, trips and falls, falls from heights and how technology can play a role in saving lives.

For more information and resources on this year's National Safety Month, visit: www.nsc.org/workplace/national-safety-month