



Guide to Workplace Safety for Departmental Safety Coordinators, Supervisors, Managers and Leads

David J. Keenan
Performance Safety Associates

May 23, 2019

Welcome

- Thank you for taking the time to learn about safety.
- Your role is extremely important.



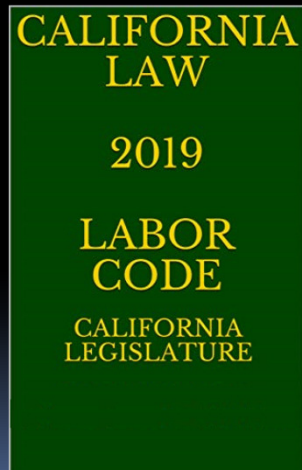
Managers and Business Owners

- Are required by law to know and comply with all regulations
- Failure to do so can result in personal liability from misdemeanor to felony.



Safety Topics

- Part 1
 - Your Responsibilities
 - Safety In California
- Part 2
 - Employee training
 - Documentation and Reporting
- Part 3
 - OSHA Inspections
 - Emergency Planning and Evacuations



Where does safety begin?

- Safety starts at the top
- Attitudes make the difference
- Re-enforcement is key



“Show Me Where It Says That”

- The most often asked question when you need an approval to:
 - Spend money
 - Change practices
 - Conduct training



“Supervisor”

- Means those who are responsible for:
 - The activities of individuals, and / or
 - Physical floor space



“Supervisor” Responsibilities

- To ensure that employees:
 - Follow workplace safety rules and other standard practices and procedures
 - Have available and use PPE
 - Participate in inspections and corrective actions
 - Implement Protocol-Specific Safety Procedures



“Supervisor” Responsibilities

- To ensure that physical floor space is:
 - Safe for use
 - Properly protected against risk of fire, flood, earthquake
 - Capable of handling a full-scale evacuation



Who is a “Supervisor”?

- Supervisors in the traditional sense have the authority to hire, fire, discipline, evaluate or promote the employees they supervise.



National Labor Relations Board

- National Labor Relations Board has expanded the definition of “Supervisor”.
- The Supreme Court in *NLRB v. Kentucky River Community Care, Inc.*, issued a decision favorable to healthcare employers on May 29, 2001.

National Labor Relations Board

- “...a definition so broad that a worker with no authority to hire, fire, discipline, promote, or reward other employees, who earns no more than they do, and who performs the same work could be considered a supervisor merely because he or she sometimes directs other employees in the performance of their tasks.”

Source: The Economic Policy Institute, 9/6/2006.

County of Santa Clara Safety & Health Policy

- <https://www.sccgov.org/sites/osec/SafetyResources/Documents/wrkplce-safety-guide.pdf>



**Guide to Workplace Safety
for Departmental Safety
Coordinators, Supervisors,
Managers and Leads**

Table of Contents

Table of Contents

- I. Occupational and Environmental Health and Safety Policy
- II. Supervisor's Safety Information
- III. How to Report a Safety Hazard
- IV. Work-Related Serious Injury Reporting
 - a. Definition
 - b. Reporting Requirements
- V. Frequently Asked Questions About Safety in the Workplace
- VI. OSEC Services
- VII. Injury and Illness Prevention Program (IIPP)
- VIII. Safety and Health Training
 - a. New Employee Orientation
 - b. Training Matrix
- IX. OSHA Log 300 Recording of Work-Related Injuries and Illnesses
- X. Interacting with Cal/OSHA

County of Santa Clara Board of Supervisors' Occupational and Environmental Health & Safety Policy—May 24, 1994

"The County of Santa Clara is committed to using environmentally sound practices and providing safe work environments to employees and the public we serve.

County of Santa Clara Board of Supervisors' Occupational and Environmental Health & Safety Policy—May 24, 1994

The County will comply with all environmental regulations and occupational safety standards, demonstrating the strongest commitment to the protection of the environment and the safety of its employees. County agencies, departments, employees and contractors will strive to preserve natural resources through pollution prevention, recycling, using environmentally-friendly products, and by reducing the use of toxic chemicals in the workplace.

County of Santa Clara Board of Supervisors' Occupational and Environmental Health & Safety Policy—May 24, 1994

The County will provide its employees the information, training, equipment, guidance and technical support to perform their job successfully and safely. Department heads, middle managers and supervisors will be held accountable for providing proper training, a safe work environment and prompt resolution of environmental health and safety issues.

County of Santa Clara Board of Supervisors' Occupational and Environmental Health & Safety Policy—May 24, 1994

All employees will be responsible for following County policies and procedures, assisting in resolving environmental health and safety issues, and contributing to the overall safety and environmental compliance of their operation. County management will recognize the efforts of employees who further the County's commitment to environmental health and safety practices.

**County of Santa Clara Board of Supervisors' Occupational and
Environmental Health & Safety Policy—May 24, 1994**

The County will strive to constantly improve its overall safety and environmental compliance by supporting an organizational culture, which encourages all employees to reach their full potential while preserving the quality of life.”

**SAFETY IN
CALIFORNIA**

History of Safety In California

- 1913 - Workmen's Compensation, Insurance and Safety Act.
- 1937 - Labor Code, Division V - "Safety in Employment"
- 1945 - "The "Workmen's Safety" provisions of the Labor Code"

History of Safety In California

- Prior to 1970, a fatality on the job received a penalty between \$25 and \$50.

YOYO

"You're On Your Own"

Federal OSH Act

- In 1970, Congress passed the federal Occupational Safety and Health Act.
- President Richard M. Nixon signed into law on December 29, 1970



Federal OSH Act

- Allowed States to assume responsibility for developing and enforcing occupational safety and health standards.
- Any state can submit a plan which the Secretary of Labor must approve, if in their judgment, it meets certain conditions.

Tunnel Accident

- July 24, 1971
- Sylmar, California
- Methane Gas Explosion
- 17 workers
- 1 survivor



State Investigation

- In August of 1971, an Assembly Select Committee on Industrial Safety was appointed.
- Conducting hearings at which it took testimony from representatives of the Division of Industrial Safety.
- These hearings revealed "serious and far-reaching problems in the Division."
- It discovered "a deplorable lack of programs and planning to ensure safety for California workers."

California Program Application

- California submitted their plan on September 27, 1972.
- Intent was to develop progressive programs and standards governing the safety of workplaces instead of merely adopting Federal OSHA standards.



Bridge Accident

- October 16, 1972
- Pasadena, CA
- A freeway bridge collapsed across the Arroyo Seco during construction.
 - 6 deaths
 - 31 injuries



State Plan is Approved

- The plan was approved May 1, 1973.
- Cal/OSHA is created.



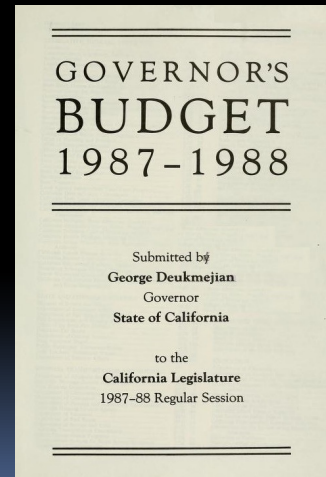
State Abdicates Safety Program

- February, 1987
- Governor Deukmejian advises the U.S. Secretary of Labor of his intent to withdraw the State plan and to return exclusive control of the administration and enforcement of safety to the federal government.



State Budget Cuts

- Thereafter, the Governor reduced the amount of funds appropriated to Cal/OSHA in the 1987 budget bill by \$7 million.



Cal/OSHA Gets Fired

- This effectively terminated California's enforcement of its private sector responsibilities under Cal/OSHA.



California Proposition 97

- "Restoration of Cal-OSHA"
- On November 8, 1988, voters approve by a margin of 54% to 46%
- Cal OSHA is re-hired by the Spring of 1989.

"This was something that had never been done before in the state--restoring a government program whose funding had been abolished by the governor."

Injury and Illness Prevention Program

- October 2, 1989
- Governor George Deukmejian signs Senate Bill 198 (SB198) into law.
- This historic statute reconfirmed California's interest in leading the nation by developing progressive programs.
- There is no comparable federal standard.

Cal/OSHA Today

- Budget cuts and staff turnover over the last five years has reduced the number of inspectors and inspections.
- Fed OSHA is demanding improvements.



Cal/OSHA Today

- Their goal is perform an estimated 1,400 additional annual inspections, including an additional 630 planned inspections in high-hazard industries.



REGULATIONS

Regulations

- Exist at all levels:
 - Federal
 - State
 - Regional
 - County
 - City



Regulations

- Born out of necessity
- Written for a reason
- No one knows them all
- No one is in 100% compliance



Occupational Health Safety Act

- Past in 1970
- Purpose: Protect workers in the Workplace
- This established OSHA

OSHA Occupational Safety & Health Administration
U.S. Department of Labor



General Duty Clause

Part 1

“Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees...”

General Duty Clause

Part 2

“Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.”

Code of Federal Regulations (CFR)

- 29 – Department of Labor
 - §1904 - Recording and Reporting Occupational Injuries and Illness
 - §1910 – General Industry Safety
 - §1926 – Construction Safety

code of
federal regulations

California Labor Code



- Laws are written into the State Labor Code
 - Workplace safety is in Sections 6300-6332
- Assures safe and healthful working conditions for all California working men and women.
- Visit: <http://www.leginfo.ca.gov/>

California Regulations



- Enforcement regulations are found in:
 - Title 8 of California's Code of Regulations.
- Chapter 3.2. - California Occupational Safety and Health Regulations
 - Subchapter 2. – Regulations of the Division of Occupational Safety and Health
 - Subchapter 4 – Construction
 - Subchapter 7 – General Industry

AGENCIES

Federal OSHA



- The mission of the Occupational Safety and Health Administration (OSHA) is to:
 - Save lives,
 - Prevent injuries, and
 - Protect the health of 154 million men and women working for 30 million employers.
 - 22 million work for government
 - 1.4 million work for Wal-Mart



Cal / OSHA



- Created by the Occupational Safety and Health Act of 1973
- Mission:
 - Enforce effective standards
 - Assist and encourage safe and healthful working conditions
 - Provide for enforcement, research, information, education and training



Cal / OSHA



- Department of Industrial Relations (DIR)
- Division of Occupational Safety and Health (DOSH)
- Occupational Safety and Health Administration (Enforcement)

Cal/OSHA is not Advisory

- Cal/OSHA is the compliance unit and is the enforcement arm of the occupational safety program
- Federal OSHA can be called in for special emphasis.

Cal / OSHA Enforcement Branch

1. Complaints and accident investigations
2. Targeted and programmed inspections
3. Citations, special orders, and orders to take special action
4. Orders prohibiting use
5. Permits, certifications, licenses, approvals, and classifications

NEW EMPLOYEE SAFETY ORIENTATION

New Employee Safety Orientation

- What It Is Supposed to Do:
 - Meet State requirements
 - Provide an overview of the County's Safety Programs
 - Introduce you to company
 - Provide you with job specific information from your supervisor.

Training is Required

- To all new employees;
- To all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

Training is Required

- Whenever the employer is made aware of a new or previously unrecognized hazard; and,
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

New Employee Safety Orientation

- Initial training will be with OSEC
- Supervisors are responsible to follow up with department specific requirements.



“Mindfulness”

- The practice of maintaining a non-judgmental state of heightened or complete awareness of one's thoughts, emotions, or experiences on a moment-to-moment basis.

Present Moment Awareness

- Means not forgetting what the hazards are where ever you may be at any given moment.
- Climbing
- Descending
- Walking
- Driving
- Operating Tools and Equipment

Safety Orientation Checklist

Topic Completed

- Emergency Procedures/Alarm Sound/Evacuation Routes
- Fire Protection/Location of Fire Extinguishers
- First Aid Kit and ERT Personnel
- Emergency Telephone Numbers
- Report Safety/Health Hazards
- Reporting Injuries
- Explanation of Job Hazards and Safe Work Practices
- Location and Review of Hazard Communication Program and Safety Data Sheets
- Discussion of Equipment Safety Devices
- Personal Protective Equipment (when required, what/how to use)
- Demonstration and Fitting of Personal Protective Equipment
- Ergonomics
- Proper Lifting Techniques
- Location and Review of Injury and Illness Prevention Program (IIPP)
- Housekeeping
- County Driver Orientation

#1 - EMERGENCY PROCEDURES

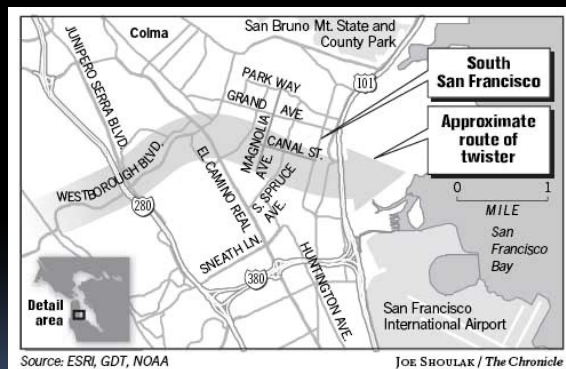
Types of Possible Emergencies

- Personal Injury
- Fire
- Earthquake
- Extreme Weather
- Technological Emergency
- Resource Emergency
- Hazardous Material Incident
- Civil Disturbance
- Terrorism
- Flood



Tornado

- Sunday March 20, 1995
- South San Francisco
- 3:40 to 4:00 PM
- Wind speeds reached roughly 70-to-110 mph
- At least 20 homes and 20 businesses, including the city's new fire station, were damaged



EMERGENCY PROCEDURES

Your Priorities

- Protect Yourself First!
- Assess your own safety
- Ask "Am I Safe?"
- Answer, then proceed.



When An Incident Occurs...

- Don't Panic
- Remain Calm
- Set an Example
- Demonstrate Leadership
- Act with Confidence

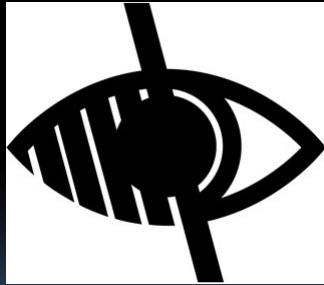


Types of Reactions

- Prepare (collect belongings)
- Confront (grab a fire extinguisher)
- Gather/provide info (look out window)
- Provide assistance (rescue trapped colleagues)
- Seek refuge (hide under desk)
- Do nothing at all (frozen with fear)
- Extreme behavior (panic – pushing, fighting)

Not everyone can see and hear

Sight Impaired or Blind

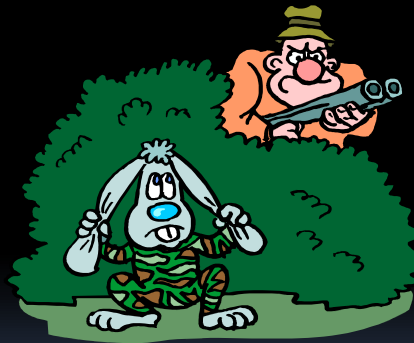


Hearing Impaired or Deaf



Evacuate or Shelter-In-Place?

- "Shelter In Place" when hazardous conditions exist outside
- Advise others to stay until more information is obtained
- Close all doors and blinds
- Monitor webcasts & radios



Evacuation Phases

- Detection
- Decision
- Alarm
- Reaction
- Movement to an area of refuge or an assembly station
- Transportation

Detection and Warning

- Human Senses
- Electronic Sensors
 - Carbon Monoxide
 - Fire
 - Smoke
 - Heat
 - Toxic Gas



Alarms

- Pull the Fire Alarm
- Evacuate if there is a risk of:
 - Fire Spread
 - Chemical inhalation
 - Gas explosion



Not everyone will act

- Disbelief – false alarm syndrome
- Not urgent or important
 - Anyone with 'work in progress'
 - Senior management?
- Is it raining outside?



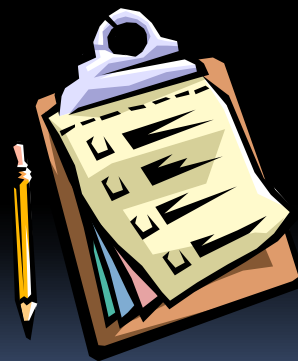
Building Evacuation

- Follow your evacuation route (if safe)
- Be alert for hazards that could change your search route



Get a Headcount

- Obtain as much information as possible:
 - Who's missing and location last seen
 - Injuries: number and types



Assembly Areas

- Remain calm
- Do not smoke
- Do not play Football or Frisbee



Prevent Re-Entry

- Prevent Re-Entry until "All-Clear" signal is given.
- People may want re-enter for:
 - Tools and Equipment
 - Car keys
 - Cigarettes
 - Paycheck



Medical Emergency

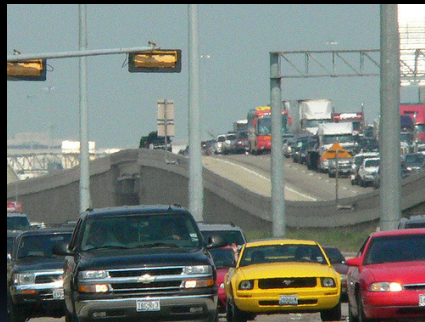
- What if you are contaminated or injured?



Marcy Borders, 8/25/2014, R.I.P

Can You Leave?

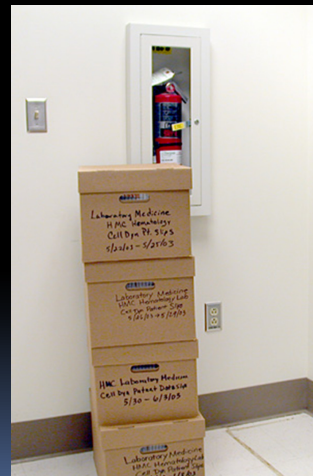
- Only after you have checked in and are dismissed.
- But, there may be a lot of traffic.



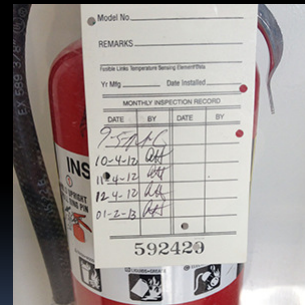
#2 – Fire Protection/Location of Fire Extinguishers

Location

- Know where the fire equipment is located
- Make sure it is not blocked



Inspection Tags



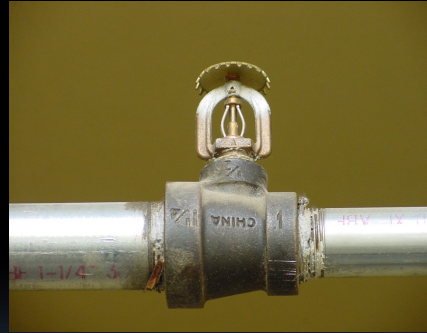
Emergency Equipment

- Users must be trained.
- If training is not made available, then employees must be instructed NOT to use fire fighting equipment.



Automatic Fire Sprinklers

- Do not block
- Maintain 18" minimum clearance in all directions
- Do not attach anything to pipes
- Report any damage



#3 – First Aid Kits & ERT Personnel

First-Aid Kits

- (1) There shall be adequate first-aid materials, approved by the consulting physician, readily available for employees on every job.
- (2) Such materials shall be kept in a sanitary and usable condition.
- (3) A frequent inspection shall be made of all first-aid materials, which shall be replenished as necessary.

First-Aid Kits

- (4) Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician.

First-Aid Kits

- (5) Other supplies and equipment, when provided, shall be in accordance with the documented recommendations of an employer-authorized, licensed physician.
- Based upon:
 - The extent and type of emergency care to be given,
 - The anticipated incidence and nature of injuries and illnesses, and
 - Availability of transportation to medical care.

ERT Personnel

- These team members are the front line of the Emergency Response Plan.
- Emergency Response Teams should be made up of at least five employees who have completed the minimum initial training program.
- Teams are most effective in performing the tasks for which they have been trained.

#4 – Emergency Phone Numbers

Emergency Notification

- Call from a safe location and report:
 - Your Name & Phone #
 - Your Location!
 - Type of Emergency
- Send someone to meet responders.



Emergency Telephone Numbers

- GSA Communications 299-2501
- GSA Building Ops. (24 hrs.) 299-3682
- Fire Marshal 299-3805
- Health Dept. – Hazardous Materials Compliance Division 299-6930
- ESA Risk Management/Insurance 392-3460
- Occupational Safety and Environmental Compliance (company) 441-4280
- Office of Emergency Services 299-3751
- ERT Program Manager 392-3470

#5 – Reporting Safety / Health Hazards



Hazard Report



Concerned Employee: Complete This Section

If this hazard presents a *clear and immediate* danger to health and safety, **DO NOT USE THIS FORM**. Report the problem to your supervisor and, if necessary, Occupational Safety and Environmental Compliance.

It is usually best to discuss a safety hazard with your supervisor before using this form. Use this form if you wish to make a written notice of the hazard. Ask your supervisor for a blank form or photocopy any blank form to use as an original. You may also ask your Steward to submit an anonymous report for you.

Hazard location: Address: _____
Building: _____ Floor: _____ Department: _____

Describe the Hazard: _____

What action do you recommend? _____

Name: _____ Phone: _____ Signature: _____ Date: _____

☛ Give this form to your supervisor and keep a copy.

☛ If you do not hear from your supervisor within two business days, send copies to your Steward, the departmental Safety Coordinator, Occupational Safety and Environmental Compliance 441-4280 Fax 432-7555, and the local office of your union.

Supervisor: Complete This Section *Give to the employee within two business days. Keep a copy.*

Your analysis and action taken: _____

Person contacted: _____ Phone: _____ Date: _____

Person contacted: _____ Phone: _____ Date: _____

Work Order or Service Call number (if applicable): _____

Name: _____ Phone: _____ Signature: _____ Date: _____

Concerned Employee:

If you are satisfied with your supervisor's response, no further action is necessary.

If you are dissatisfied or would like to discuss this matter further, contact your Steward, the departmental Safety Coordinator, Occupational Safety and Environmental Compliance 441-4280.

4408 REV 7/07 REORDER CODE NUMBER 96079 This form developed by the Countywide Joint Labor/Management Safety Committee

Concerned Employee: Complete This Section

If this hazard presents a *clear and immediate* danger to health and safety, **DO NOT USE THIS FORM**. Report the problem to your supervisor and, if necessary, Occupational Safety and Environmental Compliance.

It is usually best to discuss a safety hazard with your supervisor before using this form. Use this form if you wish to make a written notice of the hazard. Ask your supervisor for a blank form or photocopy any blank form to use as an original. You may also ask your Steward to submit an anonymous report for you.

Hazard location: Address: _____
Building: _____ Floor: _____ Department: _____

Describe the Hazard: _____

What action do you recommend? _____

Name: _____ Phone: _____ Signature: _____ Date: _____

☛ Give this form to your supervisor and keep a copy.

☛ If you do not hear from your supervisor within two business days, send copies to your Steward, the departmental Safety Coordinator, Occupational Safety and Environmental Compliance 441-4280 Fax 432-7555, and the local office of your union.

Supervisor: Complete This Section *Give to the employee within two business days.
Keep a copy.*

Your analysis and action taken: _____

Person contacted: _____ Phone: _____ Date: _____

Person contacted: _____ Phone: _____ Date: _____

Work Order or Service Call number (if applicable): _____

Name: _____ Phone: _____ Signature: _____ Date: _____

Concerned Employee:

If you are satisfied with your supervisor's response, no further action is necessary.

If you are dissatisfied or would like to discuss this matter further, contact your Steward, the departmental Safety Coordinator, and Occupational Safety and Environmental Compliance 441-4280.

#6 – Reporting Injuries

How to report Injuries

- Report potential life threatening emergencies immediately by dialing 9-1-1 and also by alerting the facility Emergency Response Team.
- Report all medical emergencies to a medically trained individual.
- Any injury to an employee must also be reported to the employee's supervisor.

5020 Form – Employer's Report

State of California EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS		Please complete in triplicate (type if possible) Mail two copies to:		OSHA CASE NO.	
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.		California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.			
EMPLOYER	1. FIRM NAME	1a. Policy Number	Please do not use this column		
	2. MAILING ADDRESS: (Number, Street, City, Zip)	2a. Phone Number	CASE NUMBER		
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)	3a. Location Code	OWNERSHIP		
	4. NATURE OF BUSINESS: e.g., Painting contractor, wholesale grocer, sawmill, hotel, etc.	5. State unemployment insurance acct.no	INDUSTRY		
	6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> Other Gov't, Specify: _____				
	7. DATE OF INJURY / ONSET OF ILLNESS 8. TIME INJURY/ILLNESS OCCURRED	9. TIME EMPLOYEE BEGAN WORK	10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)		

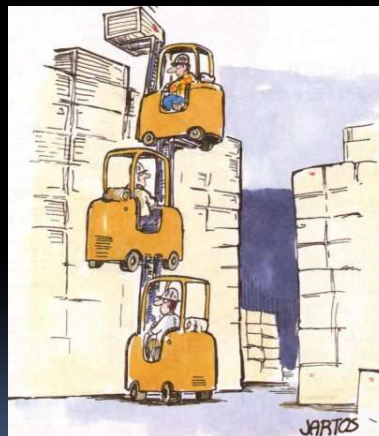
DWC-1 Form – Worker's Compensation

<p>State of California Department of Industrial Relations DIVISION OF WORKERS' COMPENSATION</p> <p>WORKERS' COMPENSATION CLAIM FORM (DWC 1)</p> <p>Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and have recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.</p> <p>You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.</p> <p>Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.</p> <p>Employee—complete this section and see note above</p> <p>1. Name: Nombre _____ Today's Date: Fecha de Hoy: _____</p> <p>2. Home Address: Dirección Residencial: _____</p> <p>3. City: Ciudad _____ State: Estado _____ Zip: Código Postal _____</p> <p>4. Date of Injury: Fecha de la lesión (accidente): _____ Time of Injury: Hora en que ocurrió _____ a.m. _____ p.m.</p> <p>5. Address and description of where injury happened: Dirección/lugar dónde ocurrió el accidente _____</p> <p>6. Describe injury and part of body affected: Describe la lesión y parte del cuerpo afectada _____</p> <p>7. Social Security Number: Número de Seguro Social del Empleado _____</p>	<p>Estado de California Departamento de Relaciones Industriales DIVISION DE COMPENSACION AL TRABAJADOR</p> <p>PETITION DEL EMPLEADO PARA DE COMPENSACION DEL TRABAJADOR (DWC 1)</p> <p>Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quétese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.</p> <p>Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.</p> <p>Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "Felonía".</p>
---	--

#7 – Explanation of Job Hazards and Safe Work Practices

Hazardous Tasks

- Employees must be informed about:
 - Tasks to be performed
 - Associated hazards
 - Protective measures



#8 – Hazard Communication

Hazard Communication

- By law, you have a “Right to Understand” about chemical products
- Safety Data Sheets are required for all hazardous materials used on-site.

**FEDERAL OSHA
HAZARD
COMMUNICATION
STANDARD
29 CFR 1910.1200**

**CAL-OSHA
HAZARD
COMMUNICATION
STANDARD
8 CCR 5194**

Safety Data Sheets

- Safety Data Sheets are available for all products containing chemicals
- Keep a binder of all materials used on site
- Be prepared to produce if an employee is exposed.



Safety Data Sheets

- Mandated in 1972
 - Minimal information
- November, 1985
 - Major format upgrade

A detailed Safety Data Sheet (SDS) form, Form OSHA-30, Rev. May 99. The form is divided into several sections: Section 1: Hazardous Data Sheet; Section 2: Hazardous Ingredients/Contents; Section 3: Composition, Purity, and Strength; Section 4: Identification; Section 5: Physical and Chemical Properties; Section 6: Stability and Reactivity; Section 7: Flammability; Section 8: Reactivity; Section 9: Toxicology; Section 10: Ecological Data; Section 11: Disposal; Section 12: Other Data. The form includes various fields for text entry, checkboxes, and tables for hazard information.

Safety Data Sheets

- Now have a specified 16-section format
 - Based upon ANSI Std. Z400.1-1993.

SDS Sections

- Sequence is based on 4 questions:
 - 1. What is the material & what do I need to know in an emergency?
 - 2. What should I do if a hazardous situation occurs?
 - 3. How can I prevent hazardous situations from occurring?
 - 4. Is there any other useful information about this material?

SDS Sections

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-Aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection

SDS Sections

- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal considerations
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

#9 – Safety Devices

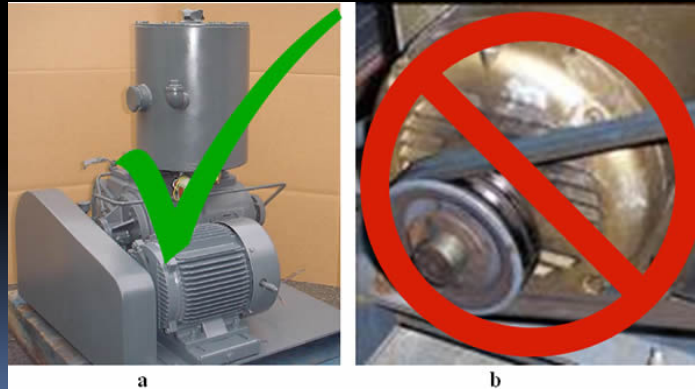
Equipment Safety Devices

- Emergency Stop
- Back up alarms
- Safety switch
- Machine guards
- Ground Fault Circuit Interrupter (GFCI)
- Machine interlocks



Equipment Safety Devices

- Never defeat a safety device



#10 – Personal Protective Equipment

Personal Protective Equipment

- Last line of defense
- Use of PPE follows Engineering Controls and Work Practices



Reducing Risk

- Selection of PPE must be based on the worst-case scenarios.



Hazards to Guard Against

- Physical Hazards
 - Crush
 - Projection
 - Projectile
 - Hot/Cold
 - Noise
 - Skin & Eye Protection
 - absorption of harmful substances,
 - cuts or lacerations,
 - abrasions,
 - punctures



Hazards to Guard Against

- Chemical Hazards
 - Corrosives
 - Solvents



Hazards to Guard Against

- Radiological Hazards
 - Hazardous Light Rays
 - Laser
 - Welding
 - Radioactive Materials



#11 – PPE Demonstration and Fitting

PPE Training

- Each employer must provide training to each employee who is required to use PPE.
- Each employee must be trained to know at least the following:
 - When PPE is necessary;
 - What PPE is necessary;
 - How to properly don, doff, adjust, and wear PPE;
 - The limitations of the PPE; and,
 - The proper care, maintenance, useful life and disposal of the PPE.

#12 – Ergonomics

Musculo Skeletal Disorders (MSDs)

- The U. S. Department of Labor defines an MSD as an injury or disorder of the muscles, nerves, tendons, joints, cartilage, and spinal discs.
- MSDs do not include disorders caused by slips, trips, falls, motor vehicle accidents, or similar accidents.



Ergonomics

- The practice of designing products, systems, or processes to take proper account of the interaction between them and the people who use them.



Ergonomics

- Proper ergonomic design is necessary to prevent repetitive strain injuries and other musculoskeletal disorders, which can develop over time and can lead to long-term disability.



#13 – Proper Lifting

Back Injury Statistics

- 80% of Americans will have a back injury that requires medical attention at some time in their lives.
- One-half of all working Americans admit to having back pain symptoms each year.



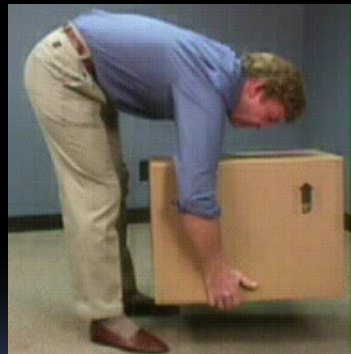
Back Pain Facts

- Back pain is one of the most common reasons for missed work.
- It is the second most common reason for visits to the doctor's office, outnumbered only by upper-respiratory infections.



Back Injury Prevention

- Proper lifting techniques



Plan Each Lift

- Size up the load
 - Weight
 - Shape and size
- Clear the path
 - Objects
 - Restrictions
 - Tight doorways or corners
- Select an Unloading zone



Proper Lifting

- Rise up with your legs
- Do not twist your back

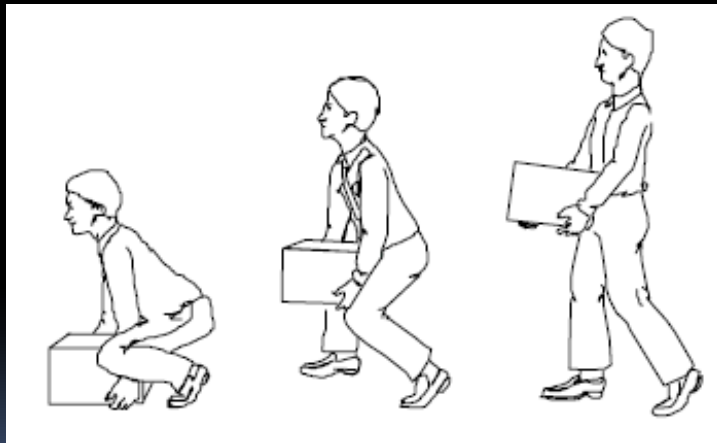


Types of Lifts

- Diagonal
- Power
- Tripod



The Diagonal Lift



The Power Lift



Tripod Lift



#14 - IIPP

Injury and Illness Prevention Program

- Serves as the overall safety program
- Addresses how hazards are identified and corrected
- OSHA will review during site visit.

The logo consists of the letters 'IIPP' in a bold, sans-serif font. The letters are filled with a vertical gradient that transitions from a dark orange at the bottom to a bright yellow at the top.

Injury and Illness Prevention Program

- Safety Program Administration
- Employee Rights and Responsibilities
- Compliance Policy
- Hazard Identification
- Hazard Correction
- Training
- Recordkeeping



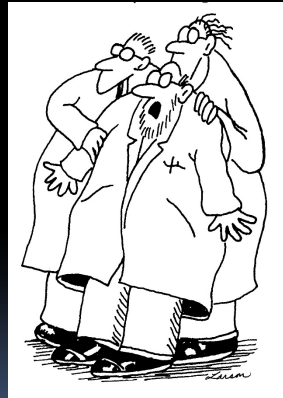
Responsible Person

- The person/office responsible for program implementation must be identified.



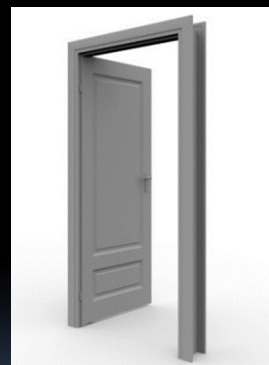
Hazard Identification

- Communication
- Inspection
- Accident Investigation



Communication

- Open, Two-Way Communication encouraged between all employees and the County.
- Report all known hazards immediately so that they can be corrected.



How to report safety/health hazards

Hazard Report

Concerned Employee: Complete This Section

If this hazard presents a clear and immediate danger to health and safety, do NOT use this form. Report the problem to your supervisor and, if necessary, Occupational Safety and Environmental Compliance.

It is usually best to discuss a safety hazard with your supervisor before using this form. Use this form if you wish to make a written notice of the hazard. Ask your supervisor for a blank form or photocopy any blank form to use as an original. You may also ask your steward to submit an anonymous report for you.

Hazard location: Address: _____
Building: _____ Floor: _____ Department: _____

Describe the Hazard: _____

What action do you recommend? _____

Name: _____ Phone: _____ Signature: _____ Date: _____

➔ Give this form to your supervisor and keep a copy.

➔ If you do not hear from your supervisor within two business days, send copies to your Steward, the departmental Safety Coordinator, Occupational Safety and Environmental Compliance 441-2388, Fax: 432-7025, and the local office of your union.

Supervisor: Complete This Section Give to the employee within two business days. Keep a copy.

Your analysis and action taken: _____

Person contacted: _____ Phone: _____ Date: _____
Person contacted: _____ Phone: _____ Date: _____
Work Order or Service Call number (if applicable): _____
Name: _____ Phone: _____ Signature: _____ Date: _____

Concerned Employee:

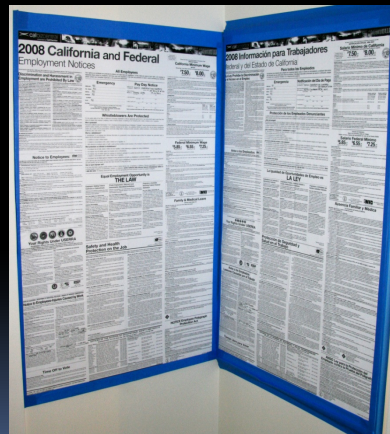
If you are satisfied with your supervisor's response, no further action is necessary.

If you are dissatisfied or would like to discuss this matter further, contact your Steward, the departmental Safety Coordinator, and Occupational Safety and Environmental Compliance 441-4285.

© 2007/07/17/08 WORKERS CODE NUMBER 880035 This form developed by the Committee on Labor Management Safety Committee

Safety Posters

- Current Federal and State notices are required to be posted in the work place.
- All blanks must be filled in.



Inspections

- Safety inspections must be performed in each area
- Use Checklists
- Be observant – avoid complacency.



Accident Investigations

- Learning from close calls and actual accidents is very important:
 - No Repeats!



Why do Accidents Happen?

- Inadequate training
- Insufficient training
- Work overload
- Unfamiliarity
- Poorly maintained equipment
- Poor choices
- Overall Fatigue



#15 –
Good
Housekeeping

Agency Inspections

- First impressions are going to count!



Good Housekeeping

- Sweeping
- Keeping dumpsters closed
- Cleaning up small spills immediately



If you use it... Clean it!

- Housekeeping is everyone's responsibility



#16 – Safe Driving

County Driver Orientation

- Supervisors must contact ESA Insurance to coordinate the two-hour behind-the-wheel "Driving Practices Observation" review, if deemed appropriate, by a professional driver trainer BEFORE the employee is allowed to drive on County business

Driving in California

- Sometimes we love driving here...
- Sometimes we don't.



Driving in California

- Most of the time, we are in a hurry...
- And of course, so is everyone else.



Driving in California

- Sometimes things go wrong...
- So what should we do?



Always Remember Your #1 Priority

- Arrive Safely
- #2 Priority?
 - Same as #1 for everyone else!



Documentation

- Heavy Equipment
 - Operator training is required for each piece of equipment
 - Proof of Daily Inspection
 - Forklifts
 - Aerial Lifts
 - Safety Manual on board
 - Original Factory Decals



#17 – Heat Illness Prevention

Heat Illness Prevention Topics

- The environmental and personal risk factors for heat illness.
- Importance of frequent consumptions of small quantities of water.
- Importance of acclimatization
- Different types of heat illness, common signs and symptoms
- Emergency Procedures

When Temperatures Are Below 80°F

- Employees shall be allowed and encouraged to take a preventative cool-down rest period in the shade when they feel they need to do so to protect themselves from overheating.

When Temperatures Are Below 80°F

- Access to shade shall be permitted at all times.
- Even if temperatures do not exceed 80 degrees, shade must still be available.



When Temperatures Are **Below** 80°F

- For employers using shade structures, it is helpful to have the structures erected if the weather is hot enough that the shade can help employees cool off.



When Temperatures Are **Above** 80°F

- Monitor New Employees for Acclimation
- Provide Shade
- Encourage Preventative Cool-down Rest
- Check Water Quality & Container Sanitization
- Encourage Water Consumption
- Replenish Water & Cups
- Collect ALL Water Bottles

Heat Illness Prevention

- Pay Attention
 - Employees watch out for each other & provide more frequent feedback
 - Designate person - closely monitor/report employees conditions

Heat Illness Prevention

- Drink More Water
 - Employees should drink small quantities of water more frequently before, during and after work
 - Effective replenishment of extra supplies of water
 - Encourage employees to consult with their doctor on salt/mineral replacement

Heat Illness Prevention

- Provide Shade
 - Do not rely on trees
 - Rest areas must have room between people
 - Provide air movement

Heat Illness Prevention

- Provide Cooling
 - Use other cooling measures in addition to shade
 - Spraying body with water/wiping with wet towels
 - Additional/longer breaks in the shade

Heat Illness Prevention

- Change Meals
 - Encourage employees to:
 - Eat smaller/more frequent meals (less body heat during digestion than with big meals)
 - Choose foods with higher water content (for example, fruits, vegetables, salads)

Heat Illness Prevention

- Change Schedule
 - Start work earlier or later in the evening
 - Split-up work shifts - avoid working in hotter parts of the day
 - Cut work shifts short or stop work

Heat Illness Prevention

- Acclimatization Warning
 - Even employees previously fully acclimatized are at risk for heat illness
 - Body needs time to adjust to sudden, abnormally high temperatures or other extreme conditions

Heat Illness Prevention

- Wear Sunblock
- Minimum SPF = 33
- Re-apply as directed.



High-heat Procedures

- When temperatures equals or exceeds 95 degrees Fahrenheit:
 - Ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary.
 - Observe employees for alertness and signs or symptoms of heat illness.

High-heat Procedures

- During periods of high heat, it is crucial that employees be monitored for early signs and symptoms of heat illness to help ensure that sick employees receive treatment immediately and progression to serious illness is arrested.

High-heat Procedures

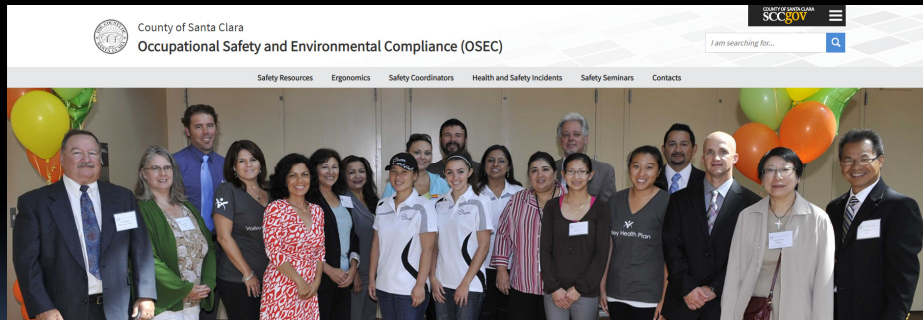
- When temperatures equals or exceeds 95 degrees Fahrenheit:
 - Remind employees throughout the work shift to drink plenty of water.

Summary - Employee Responsibilities

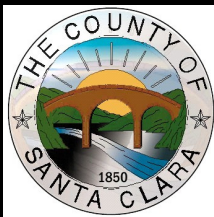
- Abide by Department Policies
- Perform job according to safe operating procedures
- If in doubt, stop and ask
- Use all personal protection equipment required
- Report all unsafe conditions and equipment.
- Report to your supervisor all accidents in which the employee is involved and getting first aid for all injuries.
- Work safely

For More Information...

- Office of Safety and Environmental Compliance



- County Intranet - <https://connect.sccgov.org>



Guide to Workplace Safety for Departmental Safety Coordinators, Supervisors, Managers and Lead Personnel

David J. Keenan
Performance Safety Associates

May 23, 2019