



The Risk Connection

VOLUME 1, ISSUE 1

SEPTEMBER 2011

- Presented by Risk Management & Employee Benefits
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News You Can Use

As resources become tighter time becomes a precious commodity. The ability to focus on all aspects of our work beyond the immediate project being worked on becomes a greater challenge. One of the things that often is difficult to maintain focus on is maintaining solid risk management strategies in how we approach our work. This newsletter is something that staff in the Risk Management and Employee Benefits divisions of Personnel Services believe will be a way to remind County employees to not omit good risk management and lifestyle practices from daily functions.



It is even more critical now that we all focus on preventing exposures to fellow workers, the public, and ourselves. This newsletter will be produced quarterly and have a variety of information to help create a better, safer, more positive work environment. There will be information about upcoming training. There will be

information and advice regarding any seasonal safety issues. Information will be provided about benefits events, updates, and changes. Guidance on individual wellness will be provided. These and many other similar data will be presented to remind people that a safe workplace and healthy lifestyle should be the norm. If there are any suggestions on what we can do to improve the dissemination of information please let us know. Feedback is important to any effective process and we certainly value the thoughts and impressions of the excellent County workforce.

What Is Risk Management?

Risk Management handles the County's Insurance and Safety Programs. The insurance programs include Workers' Compensation, General Liability, Medical Malpractice, Unemployment and Property Insurance. They are administered mostly in-house through self-insured programs.

They also handle the Vehicle Damage and Vehicle Replacement Programs as well

as collecting for damages caused by other parties to County property and injuries to County employees.

Risk Management also directs the County's Safety Program including safety training classes and New Employee Training. They do site inspections and ergonomic evaluations to help provide a safe and comfortable environment for our employees and our clients.

They provide advice to County departments concerning Risk Management issues and provide loss prevention management and training. They also handle all Cal OSHA reporting.

Lastly they review contracts to ensure that they have the correct insurance and indemnity requirements to protect the County from liability in the administration of the services provided.



School Zone Safety Tips

It's that time of year again. The kids are back in school and it is essential that drivers know traffic safety rules. Here are some tips to keep our children safe.

- Be alert! Watch for children near schools and bus stops. They may dart out into the street without looking for traffic. Also be on the lookout for bicyclists as they can be difficult to see and can move quickly.
- Slow down! Watch for children walking in the street, especially if there are no sidewalks in the neighborhoods. Remember the maximum speed in a school zone is 25mph within 500 feet of a school grounds.
- Pay attention to your driving. Don't talk on a cell phone or blue tooth as they are a distraction. Don't change your radio station or other car devices while driving.
- Always obey Crossing Guards. When turning at an intersection always look for pedestrians as well as cars. Do not proceed until the children have cleared the crosswalk.
- Learn and obey the school bus laws. School bus drivers use the "flashing signal light system" to alert motorists of pending actions. Yellow lights mean the bus is preparing to stop to load or unload children. Red lights indicate that the bus has stopped and that children are getting on or off the bus. Motorists must stop their cars and wait until the red lights stop flashing before they can start driving again.

Exercise Right and Avoid Injuries

Ok, so we all want to be in shape, but what about those nagging injuries that knock us down when we've just gotten into a rhythm? Here are a few tips to help you try to avoid some common exercise pitfalls:

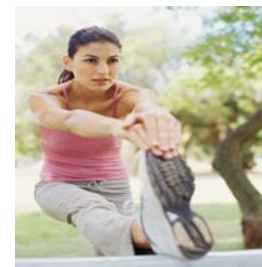
Do not overdo it starting out. Begin with a reasonable workout that will get you sweating and the heart rate up a bit and increase gradually from there.

Stretch and warm up appropriately prior to the workout and, just as importantly, cool down and stretch again after the workout. This will bring your heart rate up gradually as well as bring it down gradually as you are finishing.

Learn to perform your exercises properly so that you are less at risk for "overuse" injuries such as tendonitis or stress fractures.

Wear appropriate clothes and footwear for the activity. Make sure that shoes fit correctly and provide ample support.

Eat and hydrate appropriately, not just during physical activity, but before and after as well. Everyone is a little different, so find what is right for you. If you eat too much before activity (especially heavy, fatty foods), you will feel sluggish and if you don't eat anything at all, that will also negatively impact your performance. Eat something rich in protein afterwards and hydrate to



replenish the nutrients that have been lost and aid recovery.

Work your entire body including cardiovascular, strength, and flexibility exercises.

Whatever it is you decide to participate in, choose something you enjoy doing. You will be much more inclined to continue the regimen for the long haul and long-term health is the goal. If you have any specific questions about exercises that would be right for you, consult your healthcare provider.

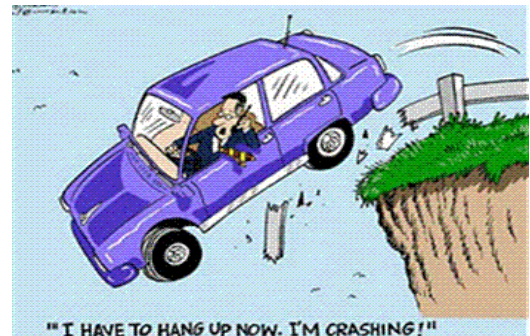
Protect Yourself, Get Immunized

Immunizations and screening tests are important preventive care services that you and your family receive during checkups and other office visits. Timely immunizations (also known as "vaccinations") help to keep your family and the community healthy. Immunizations are a regular part of well-child visits. Adults need immunizations too. If you can't remember the last time you got a vaccine, you may be due for one. Below you'll find a general list of vaccines recommended for children and adults*.

Name of Vaccine	Recommendations
Influenza (flu shot)	Annually starting at age 6 months.
Live intranasal influenza	Annually starting at age 2 years for children who do not have asthma or other specific high-risk medical conditions.
Pneumonia	Get a pneumonia shot once after age 65.
Tetanus, diphtheria, and acellular pertussis booster for teens and adults (Tdap)	Beginning on July 1, 2011 for the 2011-2012 school year, Assembly Bill 354 requires middle school and high school students to be immunized against pertussis before starting school. It is also especially important for pregnant women in their 2nd and 3rd trimester, anyone who lives with or cares for a newborn or infant and health care workers. Prevents pertussis cough illness (up to 3 months of cough) and also prevents infants from developing whooping cough, a potentially fatal disease.

* Talk with your physician if you or your children have ongoing health problems, special health needs or risks, or if certain conditions run in your family. He or she may recommend additional vaccinations or screening tests.

Information adapted from material provided by Kaiser Permanente, 2011



Claims Funnies

Statements made concerning auto accidents

- In an attempt to kill a fly, I drove into a telephone pole.
- I had been driving for 40 years when I fell asleep at the wheel and had an accident.
- I was on the way to the doctor with rear end trouble when my universal joint gave way causing me to have an accident and damaging my big rear end.
- An invisible car came out of nowhere, struck my car and vanished.
- A bull was standing there and a fly must have tickled him because he gored my car.
- The pedestrian had no idea which direction to run. So I ran over him.
- I told the police that I was not injured, but on removing my hat I found that I had a fractured skull.
- I saw a slow moving, sad faced old gentleman as he bounced off the roof of my car.
- I pulled away from the side of the road, glanced at my mother-in-law and headed over the embankment.

CAO Personnel Services

Risk Management

County Plaza 21st Floor

559-600-1850

Stop 188

Employee Benefits

County Plaza 14th Floor

559-600-1810

Stop 188

Safety Class Schedule

Back Safety

9/15/11 1:30-3:30 PM

11/9/11 1:30-3:30 PM

Hazard Communication

9/14/11 1:30-3:30 PM

11/8/11 1:30-3:30 PM

Office Ergonomics

9/1/11 1:30-3:30 PM

10/13/11 9:00-11:00 AM

11/3/11 1:30-3:30 PM

Defensive Driving Refresher

10/12/11 8:30-11:00 AM

Supervisor Safety

10/14/11 8:00-12:00 PM

Workplace Violence

10/26/11 9:00-11:00 AM

CPR and First Aid

9/29/11 8:30-4:30 PM

10/27/11 8:30-4:30 PM

11/10/11 8:30-4:30 PM

Office Safety

9/28/11 1:30-3:30 PM

11/17/11 1:30-3:30 PM

Spaces for these classes may be reserved by emailing the Personnel-training mailbox. All courses are free.

See the Training Schedule on Personnel's Risk Management website for more information.

Devo's Safety Corner By Devon Benbrook County Safety Officer

Avoiding Slips, Trips and Falls at Work

Let's face it, we are all pretty busy these days and with that comes the increased chance of having a slip, trip or fall injury due to our efforts to get the job done. Don't be a victim, keep these tips in mind.

Stairs- When ascending and descending stairs, use the handrail if available and be sure not to block your view of the stairs. **Most importantly, wear footwear that will not fall off your feet.** See County Safety Rule 5 B for appropriate foot wear.

Sidewalks/ Parking Lots- These types of walking surfaces always present surprises. Much like driving a vehicle, scan directly in front of you and ahead and avoid loose materials, uneven surfaces, cracks, holes and so on. Wear shoes that have good traction.

Office- Floors in offices, cubicles, hallways, storage rooms, etc., should not have items that can be tripped over such as waste baskets, small boxes, personal items like purses and brief cases. Papers and files should also not be scattered on the floor around desks. Electrical, phone, and computer cords should also not be draped across walkways. If you see a small spill or an item



on the floor that may cause someone to slip, trip or fall, clean it up and if you can safely remove the hazard, please do! This could save you, a co-worker, or a client/customer from an injury.

Don't risk the chance of a potential disabling injury that may ultimately prevent you from doing the things you like to do outside of work.