



The Risk Connection

VOLUME 11, ISSUE 1

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Presented by Risk Management & Employee Benefits

- News You Can Use
- Safety Information
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What to Do When You're Injured on the Job

California Workers' Compensation Law requires every employer to provide its employees with Workers' Compensation coverage. This coverage guarantees automatic benefits to employees injured on the job or who incur a job-related illness.

Sustaining an injury or illness on the job, whether slight or serious, is an unpleasant experience for anyone. To make the process easier, the County has implemented protocols regarding "what to do when you're injured on the job."

It is very important to report every injury to your supervisor immediately following the injury. The supervisor will complete an incident report.

If you are injured and require medical attention, your supervisor will provide you a Workers' Compensation Packet of information and forms. You must complete the Employee Claim for Workers' Compensation Benefits (DWC-1) and the Receipt of Claim Form and leave those with your supervisor before leaving to seek medical attention. The Workers' Compensation Packet also contains a Medical Treatment Authorization Form which lists medical facilities where you may seek treatment. Your supervisor should assist you in the completion of the authorization form and your supervisor should sign, date, and provide their phone number at the bottom of the form. Take the form with you to



your first medical appointment. You must select one of the facilities from the list unless you have pre-designated your own physician to treat you in the event of an on-the-job-injury.

Read the Employee Booklet and all other information provided in the packet. The information will inform you of your benefits under the California Workers' Compensation law.

New Risk Manager

Congratulations to our new Risk Manager, Tracy Meador. Tracy has been with the County of Fresno for 24 years handling the General Liability Claims, and overseeing the Contract and Property Programs. Tracy looks forward to the challenge of being the

new Risk Manager and is extremely happy to continue to work with the Risk Management team. Her main focus in the upcoming year will be to enhance the Safety Program to include more loss control activities. She feels that it is important to prevent

accidents and injuries before they occur in order to prevent the filing of costly claims. Tracy encourages all Departments to contact the Risk Management Office with any safety concerns, (559) 600-1850.

Suspicious Letter or Package



What should you do if you find a suspicious letter or package? And what might constitute a “suspicious” letter or package? Here are some possibilities:

- no return address or restrictive markings
- unknown powder or suspicious substance
- possibly mailed from a foreign country
- excess postage
- misspelled words
- protruding wires
- addressed to title only or incorrect title with name poorly typed or written
- lopsided or uneven
- rigid or bulky
- strange odor
- oily stains, discolorations, or crystallization on wrapper
- excessive tape or string

Now, let’s go over the steps to follow should you find a suspicious letter or package:

****Do not touch or bump it****

- 1) Contact the Sheriff’s Office at 488-3111 to report it.
- 2) Notify Security at 600-6785 or the radio pager at 9-452-7102.
- 3) Notify your supervisor.
- 4) Follow the instructions of your supervisor, pending the arrival of law enforcement or Security.
- 5) Evacuate the immediate area if instructed to do so by law enforcement or Security.

Safety Rules Quiz



How well do you know the Fresno County Safety Rules? Take the quiz below to find out if you are following the proper safety procedures.

- | | | | |
|--|---|--|---|
| <p>1. The proper report to submit concerning unsafe working conditions or practices is:</p> <ul style="list-style-type: none"> a) County Incident Report b) Supervisor’s Safety Report c) Employee Hazard Report d) Employee Safety Report | <p>2. Horseplay and practical jokes are allowed:</p> <ul style="list-style-type: none"> a) To celebrate special occasions b) When performed in good taste c) When approved by a supervisor d) Never | <p>3. Types of shoes that are prohibited in any work environment:</p> <ul style="list-style-type: none"> a) Moccasins & Beach Sandals b) Shoes that may slide off of the foot under normal working conditions c) Canvas Type shoes d) All of the above | <p>4. Smoking is not permitted within how many feet of a main exit, entrance or operable window?</p> <ul style="list-style-type: none"> a) 15 b) 20 c) 25 d) 30 |
| <p>5. Stored materials shall not be stacked closer than how many feet from sprinkler heads or overhead light fixtures?</p> <ul style="list-style-type: none"> a) 1.5 feet b) 2 feet c) 2.5 feet d) 3 feet | | | |

For additional information see the Fresno County Safety Rules on Personnel’s Risk Management website.

Answers on page 4

Why Should We Immunize Our Children?

Sometimes we are confused by the messages in the media. First we are assured that, thanks to vaccines, some diseases are almost gone from the U.S. But we are also warned to immunize our children, ourselves as adults, and the elderly.

It's true, some diseases (like polio and diphtheria) are becoming very rare in the U.S. Of course, they are becoming rare largely because we have been vaccinating against them. But it is still reasonable to ask whether it's really worthwhile to keep vaccinating. It's much like bailing out a boat with a slow leak. When we started bailing, the boat was filled with water. But we have been bailing fast and hard, and now it is almost dry. We could say, "Good. The boat is dry now, so we can throw away the bucket and relax." But the leak hasn't stopped. Before long we'd notice a little water seeping in, and soon it might be back up to the same level as when we started.

Unless we can "stop the leak" (eliminate the disease), it is important to keep immunizing.

Even if there are only a few cases of disease today, if we take away the protection given by vaccination, more and more people will be infected and will spread disease to others. Soon we will undo the progress we have made over the years.

In 1974, Japan had a successful pertussis (whooping cough) vaccination program, with nearly 80% of Japanese children vaccinated. That year only 393 cases of pertussis were reported in the entire country, and there were no deaths from pertussis. But then rumors began to spread that pertussis vaccination was no longer needed and that the vaccine was not safe, and by 1976 only 10% of infants were getting vaccinated. In 1979 Japan suffered a major pertussis epidemic, with more than 13,000 cases of whooping cough and 41 deaths. In 1981 the government began vaccinating with a cellular pertussis vaccine, and the number of pertussis cases dropped again.

What would happen if we stopped vaccinating here? Diseases that are almost unknown would stage a comeback. Before long we would see epidemics of diseases that are nearly under control today. More children would get sick and more would die.

We don't vaccinate just to protect our children. We also vaccinate to protect our grandchildren and their grandchildren. With one disease, smallpox, we "stopped the leak" in the boat by eradicating the disease. Our children don't have to get smallpox shots anymore because the disease no longer exists. If we keep vaccinating now, parents in the future may be able to trust that diseases like polio and meningitis won't infect, cripple, or kill children. Vaccinations are one of the best ways to put an end to the serious effects of certain diseases.

Information from the Center for Disease Control

Air Quality Alerts, What Do They Mean?

An Air Alert is a notification that the Valley is currently experiencing conditions that may lead to exceeding a health-based ozone (smog) standard. Air Alerts are issued Valley-wide.

In addition to the negative effects on our health, ozone exceedances can also result in monetary penalties to the Valley. This would impose severe financial burdens on Valley businesses and, ultimately, our residents.

When an Air Alert is called by the Air District, Valley residents and businesses are advised to put into place measures that reduce vehicle use. These can include carpooling, vanpooling, using alternative transportation, avoiding the use of drive-through services and refraining from vehicle idling.

An Air Alert episode may last anywhere from several hours to several days.



Air Quality Index for Ozone

Index Values (Conc. Range)	Air Quality Descriptors	Cautionary Statements for Ozone
0 – 50 (0-60 ppb)	Good	No health impacts are expected when air quality is in this range.
51 – 100 (61-75 ppb)	Moderate	Unusually sensitive people should consider limiting prolonged outdoor exertion
101 – 150 (76-104 ppb)	Unhealthy for Sensitive Groups	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion
151 – 200 (105-115 ppb)	Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children should limit prolonged outdoor exertion.
201 – 300 (116-374 ppb)	Very Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.

Personnel Services Department

Risk Management

County Plaza 16th Floor

559-600-1850 Stop 188

Employee Benefits

County Plaza 14th Floor

559-600-1810 Stop 188

Answers to Safety Rules Quiz

1) c 2) d 3) d 4) b 5) a

Safety Class Schedule

Hazard Communication

9/12/12 9:00-11:00 AM

11/7/12 9:00-11:00 AM

Office Safety

9/26/12 9:00-11:00 AM

11/20/12 9:00-11:00 AM

Office Ergonomics

9/13/12 9:00-11:00 AM

10/11/12 9:00-11:00 AM

11/21/12 9:00-11:00 AM

Supervisor Safety

10/25/12 8:00-12:00 PM

Workplace Violence

10/24/12 9:00-11:00 AM

CPR and First Aid

9/27/12 8:30-4:30 PM

10/12/12 8:30-4:30 PM

11/2/12 8:30-4:30 PM

Back Safety

9/14/12 9:00-11:00 AM

11/8/12 9:00-11:00 AM

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

Understanding Mold

In the Work Environment and In Your Home

Exposure to fungi (e.g. mold) has occurred throughout history and is not rare or uncommon in your home, outside areas, or even your office. Even the cleanest surgical operating room is not without some presence of mold. It's everywhere and, in most cases, mold levels are much higher outside your home or office than inside.

Mold needs ongoing dampness for extended periods of time in order for it to grow. Normally, a short water intrusion event, such as a ceiling tile forming a small stain from a pipe or mechanical equipment above, is not a sufficient amount of water to cause concern. It is larger water intrusion events, like pipes bursting or restrooms flooding, that we need to address promptly. Report these types of events to your supervisor immediately as it is important to dry out the affected building materials ASAP!

While exposure to mold can cause varying degrees of health issues for some individuals, again exposure to excessive damp conditions is generally needed. Individuals who may experience respiratory problems in the work environment, absent any current or previous water intrusions, should seek medical treatment with their personal physician to determine whether their condition is caused by exposure to some other source. It should be noted there are no standards which govern an acceptable exposure level to mold. This is due, in part, to the fact that mold is present in every environment.

Source: Centers for Disease Control (CDC)- National Institute of Occupational Safety and Health (NIOSH)

