



The Risk Connection

VOLUME V, ISSUE IV

JUNE 2015

Presented by Risk Management & Employee Benefits

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Emergency Evacuation Procedures

In the event of an emergency evacuation, do you know the plan for your work area? There have been a number of new employees hired recently and chances are, not everyone knows the procedure. In the event of a fire drill, and more importantly an actual emergency, understanding and practicing proper procedures is crucial to an efficient, effective and safe evacuation.

Know who is on your Emergency Response Team (ERT). Know where the exits are located, and which one you are to use. In multi-story buildings, understand which stairwell to utilize. Know whether you go all the way down to the ground floor or stop at a certain floor

as part of the plan. When an alarm sounds for evacuation, do not stop to turn off your computer, lock up your desk, or gather all your belongings. The point of evacuating a building is to get out as quickly and safely as possible. Remain quiet while an evacuation is in progress, even if it is a drill. Instructions from safety officials need to be heard by everyone involved. If someone is talking while instructions are being given, not only is that person missing out on important information, but he or she is impeding others from hearing instructions, as well. Please be considerate and refrain from chatting. Know the meeting place where you and all occupants are to gather

once out of the building, and go directly there. A head count or roll call will determine whether anyone is missing from your group. Remain with your group, and stay calm and quiet. Be ready to receive instructions, and when the time comes to return to the workplace, stay with your group.

While emergency evacuations are not common, it is important to be prepared. By treating drills like real events we can be as prepared as possible, should an actual emergency come up. If you have specific questions regarding the Emergency Action Plan for your facility, talk to your supervisor, ERT, or Safety Coordinator.

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Summer Heat Illness Prevention

It is heating up in the valley again and it is important to remember the basics of heat illness prevention for those employees who work outdoors. Departments that have employees who work in this capacity have Heat Illness Prevention Plans in place and employees should be following these. Training will occur annually. Within those department-specific plans, here are some simple reminders to keep you safe in hot conditions.

Make sure to drink plenty of water and encourage those around you to do the same. The goal is 1 quart of water per hour or (4) 8-ounce glasses. Don't simply hydrate while on the clock working. A big part of

being able to stave off heat illness is being prepared for hot work. Hydrate even when not at work to help with this preparation. Know where the shade is located for your area. It is there for a reason and if you need to take a cool-down break, you need to know where to go. Do not wait until you feel sick to take a cool-down break. This is meant to be a preventive measure as much as possible. Know the signs and symptoms of heat illness and be aware if you or a co-worker is exhibiting any of the symptoms. You will need to act quickly if this occurs.

Remember that everyone reacts differently to the heat so stay vigilant.



Depending on how much time you have spent in the heat recently, you may or may not be acclimated to it yet as this takes time. If your yearly training has not occurred yet, talk to your supervisor and/or Safety Coordinator to see when this will occur. Stay safe out there this summer, whether on or off the clock!

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



Safety Class Schedule

Workplace Violence

6/17/15 9:00-11:00 AM

8/13/15 9:00- 11:00 AM

Hazard Communication

8/6/15 9:00-10:30 AM

Office Ergonomics

6/25/15 9:00-11:00 AM

7/23/15 9:00-11:00 AM

8/12/15 9:00-11:00 AM

Back Safety

7/14/15 9:00-10:00 AM

Office Safety

7/15/15 9:00-10:30 AM

CPR and First Aid

6/19/15 8:30-4:00 PM

7/30/15 8:30-4:00 PM

8/21/15 8:30-4:00 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.



Sign-up for the Wellness Works 15 for Me Challenge!

The Wellness Works 15 for Me Challenge is a four-week individual challenge designed to encourage taking 15 minutes each day to engage in healthy stress management activities such as physical activity, journaling or meditation.

Sign-Up June 8 to July 6, 2015. Challenge starts on June 22, 2015!

How the challenge works:

Award yourself one point for each day you spend at least 15 minutes doing any of the following stress management activities:

- Massage
- Journaling
- Yoga and other stretching exercises
- Meditation
- Physical Activity

Your goal: reach 20 points by the end of the challenge to earn 15 wellness points towards your 200 point goal.

Log on to www.sjviawellnessworks.com beginning June 8 to sign up in the **Challenges** section.

Questions about this challenge or your wellness program? Call 888-VIVERAE (848-3723).