



The Risk Connection

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Presented by Risk Management & Employee Benefits

- News You Can Use
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- Benefits Information
- Wellness Articles
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Supervisor Safety Classes

If you have management authority or significant responsibility for any aspect of business within your department, this message is for you!

- Do you have a good grasp of the County's safety program and your expectations within it?
- Would you know how to respond to a Cal OSHA inspection?
- How about understanding the ramifications of not having a safe and healthful work environment?

- Do you know how to conduct an effective accident investigation?
- Do you know how to properly address an on the job injury and fill out the required paperwork?

If you were hesitant to answer any of these questions, it is highly recommended that you attend Supervisor Safety training. This class will give you the tools you need as a manager or supervisor to not only fulfill your regulatory requirement with respect to safety

but more importantly, maintain a productive and healthy workforce.

Risk Management is offering this FREE class on:
Thursday, April 25 from 8:00 AM- 12:00 PM and Thursday, June 6 from 8:00 AM - 12:00 PM

Signing up is easy! Just email the Personnel- Training mailbox. Be sure to include your name, department, and employee ID number. Hope to see you in class!

A Drug Free Workplace Protects You

The County of Fresno is a drug free workplace. The governing rule behind this, Administrative Policy 43, is available to employees and is generally given during New Employee Orientation. Below are a few of the important points in the policy:

- Employees must not report to work while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use.
- Employees must not possess or use alcohol or illegal drugs or prescription drugs without a prescrip-

tion during the employee's working hours, including breaks, or at any time while on County property during work hours.

- An employee must notify his/her supervisor before beginning work, when taking any alcohol, medications or drugs, prescription or nonprescription, which may interfere with the safe, efficient and effective performance of his/her duties or the operation of County equipment.

Additionally, the County has an



Employee Assistance Program with benefits provided by ACI Specialty Benefits. One such benefit is for employees who voluntarily seek help for alcohol or drug problems. More information regarding this program is available on the Personnel Services website under the Employee Benefits tab.

Protect your Skin from Harmful Rays

Protection from ultraviolet (UV) radiation is important all year round, not just during the summer or at the beach. UV rays from the sun can reach you on cloudy and hazy days, as well as bright and sunny days. UV rays also reflect off of surfaces like water, cement, sand, and snow. Indoor tanning (using a tanning bed, booth, or sunlamp to get tan) exposes users to UV radiation. The hours between 10 a.m. and 4 p.m. daylight savings time (9 a.m. to 3 p.m. standard time) are the most hazardous for UV exposure outdoors in the continental United States. UV rays from sunlight are the greatest during the late spring and early summer in North America.



The Center for Disease Control and Prevention recommends easy options for protection from UV radiation

- Seek shade, especially during midday hours.
- Wear clothing to protect exposed skin.
- Wear a hat with a wide brim to shade the face, head, ears, and neck.
- Wear sunglasses that wrap around and block as close to 100% of both UVA and UVB rays as possible.
- Use sunscreen with sun protective factor (SPF) 15 or higher, and both UVA and UVB protection.
- Avoid indoor tanning, which has been linked to skin and eye cancers.

Information from the Center for Disease Control and Prevention

Tips for a Safe and Happy Easter



- Be sure that Easter toys and stuffed animals are free of choking hazards.
- Be careful when giving Chocolate Easter Bunnies to children with nut allergies. Read the labels to make sure the candy is safe.
- Eggs are potentially hazardous food capable of supporting disease-causing bacteria like Salmonella. They must be kept refrigerated. Never leave raw eggs at room temperature for more than two hours.
- Use only clean, unbroken eggs. Discard broken or dirty eggs.
- Wash your hands between all the steps of cooking, cooling, dyeing and decorating.
- Use only food-grade dyes and food-safe decorating materials.
- Once the cooked eggs are decorated, return them to the refrigerator within two hours. They can be stored up to a week inside the refrigerator, not the door.
- If you're going to hide real eggs outside, don't hide them where they can come in contact with animals, birds or lawn chemicals.
- Do not hide eggs with cracked shells, because bacteria could contaminate the inside of the egg.
- The total time for hiding and hunting eggs should not exceed two hours. Then the eggs should be refrigerated.
- Be careful that your pets don't get into the chocolate as it is toxic to animals and can be fatal.

Allergy Signs and Treatment

Watery eyes, itchiness, runny nose., sound familiar? If it does, you might have allergies. An allergic reaction is when your immune system has a bad response to something. It normally protects your body from getting sick because of things like bacteria and viruses. It also helps protect you against allergens, the things that set off an allergic reaction. When it doesn't do that job, it's like having a really sensitive alarm system – it alerts your body to things that really shouldn't cause a reaction.

Common allergy triggers are:

Pollen, Mold, Pet dander, Dust, Food, Medicines, Insect bites, Jewelry, Makeup & Spices

What can you do?

If you think you have an allergy, tell your doctor. There are different ways to test if you have an allergy, such as:

- Skin test
- Blood test or complete blood count
- Use or elimination tests: avoiding certain things to see if you get better or using certain things to see if you get worse

The best way to reduce your symptoms is to try to avoid the things that cause your allergies. Sometimes, that's not so easy to do. It might be easy to stay away from certain foods or medicines. But if your allergy trigger comes from the air around you, it can be hard to avoid.

Allergies can't be cured, but there are ways to treat and relieve your symptoms. Treatment will depend on the kind of allergy you have and how bad it is. Medicines or allergy shots may help, but you may need to get shots for years before they work.

Information derived from Anthem Blue Cross.

County Vehicle Safety Rules

The Safety Rules Book, located on the Personnel Services website under Risk Management, Reports and Resources, provides some safe driving requirements for employees. These rules apply whether an employee is driving a County vehicle or their own. Here are a few important points to remember as we head out on the road:



- ◆ Employees shall obey all traffic laws while driving on County business. Any traffic or parking violations are the responsibility of the driver.
- ◆ County vehicles are only to be used for County business.
- ◆ Appropriate restraint systems must be worn by all occupants of a vehicle.
- ◆ Cell phones are not to be utilized in any way while driving on County business, whether using a hands-free device or not.
- ◆ No smoking in County vehicles.

By keeping these rules in mind and practicing defensive driving principles, the goal is to get from point A to point B safely every time.

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

To access previous copies of The Risk Connection please see the Risk Management website under Reports and Resources.

Safety Class Schedule

Office Safety

3/14/13 9:00-11:00 AM

5/9/13 9:00-11:00 AM

Back Safety

3/27/13 9:00-11:00 AM

5/22/13 9:00-11:00 AM

Office Ergonomics

3/1/13 9:00-11:00 AM

4/24/13 9:00-11:00 AM

5/23/13 9:00-11:00 AM

Hazard Communication

3/13/13 9:00-11:00 AM

5/8/13 9:00-11:00 AM

Workplace Violence

4/10/13 9:00-11:00 AM

Supervisor Safety

4/25/13 8:00-12:00 PM

CPR and First Aid

3/15/13 8:30-4:30 PM

3/28/13 8:30-4:30 PM

4/12/13 8:30-4:30 PM

4/19/13 8:30-4:30 PM

5/10/13 8:30-4:30 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

Employee Hazard Reports

If you spotted a hazard in your work area or at other County locations that you were not able to SAFELY correct on your own, would you know how to report it appropriately? It should NOT be reported verbally or through an email. Instead, you should complete the Employee Hazard Report.

Where are these reports located you ask? Check out the safety bulletin board in your building.

The reports should be posted at these locations or you can get one on Risk Management's website.

Why report hazards? Because if you don't, the chances of someone else doing so are slim to none. Let's take a proactive, versus a reactive approach to safety. We are ALL impacted by an employee or client who gets injured on the job.

Am I required to report hazards? You bet! Check out your responsibilities as it relates to workplace safety in your Department's written Injury & Illness Prevention Program (IIPP). Employees are pretty much the ONLY eyes and ears out there with respect to safety in the work environment.

Who do I send the report to once completed? It needs to be sent to your supervisor who will address the concerns. Once a corrective action is taken, your Department Safety Coordinator and the County Safety Officer should receive a copy of the report.

