



Spring 2011

Safety Spot Handbook

A Product of CalARVC/CTPA Services, Inc. for 9010 & 9015 Businesses

## SLEEP DEPRIVATION *Worker Fatigue Increases Risk*

Long, sunny days are almost upon us. Longer days mean shorter nights and often less sleep. Although workers' sleep habits are largely out of an employer's control or even influence, employers need to be aware of the effects of worker fatigue and make adjustments so that workers can do their jobs more safely and efficiently. There are some simple things that employers or supervisors can do about sleep-deprivation on the job. Employers can educate workers on the effects

of inadequate sleep and resulting fatigue. They can evaluate their work force and assign tasks to optimize performance and safety. Requiring work beyond a regular shift, if a worker is too tired, may increase the risk of accidents or injuries. The real danger arises when workers don't realize they're tired and go to work as if they were fine. It can have catastrophic safety or financial effects on co-workers, families, businesses, and even, depending on the job, the general public.

Workers who try to function without enough sleep have a reduced ability to recognize or avoid risks. They have a slower reaction time

and fail to make appropriate responses. Their quality and quantity of work is reduced. They have a poorer safety record and they contribute to higher workers' compensation costs. Encourage workers to take responsibility for getting enough rest. They should decide how much sleep they need to perform optimally. When they find their attention wandering, they should get up and stretch or walk around or grab a quick snack. Casual chats may help maintain alertness and improve rather than detract from productivity. Since dehydration increases the effect of fatigue, workers should drink more water during the day.

[For the full article go to <http://www.statefundca.com/safety/safetymeeting/SafetyMeetingArticle.aspx?ArticleID=116>](http://www.statefundca.com/safety/safetymeeting/SafetyMeetingArticle.aspx?ArticleID=116)

## SAFETY TRAINING IN NEW HIRE ORIENTATION

The OSHA Office of Statistics reports that 40 percent of employees injured at work have been on the job less than 1 year. New employees are *five times* more likely to be injured on the job than are those more experienced. Why are new hires so much more inclined to get hurt?

The BLR report, *7 Stupid Reasons New Employees Get Injured and How to Avoid These Mistakes* shares some insights.

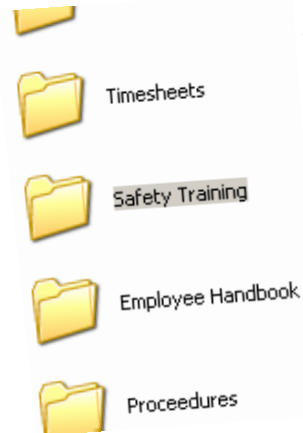
Employers assume that new employees know more than they really do--and that common sense will prevent most accidents. Certain jobs require precautions that may seem like common sense to someone who has spent years at a job.

For a newcomer, however, these jobs may present brand new hazards they have never even thought about. Remember, the workplace environment is new to them--they aren't familiar with its hazards or what to do in an emergency.

New employees are often afraid to ask questions. They are afraid they will sound stupid--they may even fear that they will sound so stupid that they will be fired.

Year after year, work accidents' statistics show that an alarming number of injured workers were not wearing PPE that could have prevented--or at least lessened the severity of--their injuries.

What can you do to minimize risk? New hires need to be made aware of how serious safety training is right from the start. While you walk a new employee through the work environment is the perfect time to introduce safety training. Point out the safety elements in place such as signage, and MSDSs, first-aid kits, emergency exits and fire extinguishers. New hire training should be designed and delivered to instruct your employees on how to perform



jobs productively, efficiently, and safely. Your immediate attention to safety will also encourage your new worker to feel like a part of the team

when they connect with how they can help keep things safe. Regular safety meetings are a basic essential of every employer's safety plan. An employee that feels valued and informed will be a more engaged and productive employee. <http://hr.blr.com/HR-news/Staffing-Training/Employee-Orientation/7-Stupid-Reasons-New-Employees-Get-Injured-and-How/>



Safety Resource Contact—Susanne White

(530) 885-1624, [SafetySpot@calarvc.com](mailto:SafetySpot@calarvc.com)

[www.calarvc.com/safetyspot.php](http://www.calarvc.com/safetyspot.php)



## CAL/OSHA HEAT ILLNESS PREVENTION STANDARD

### Put into place an effective written program

Preventing heat illness protects your workers and is good business. Health and safety problems and other health problems like heart attacks and falls, may result from heat illness at the workplace. Heat illness may increase the costs of doing business by:

- Reducing employee productivity and efficiency
- Increasing your medical and emergency services costs
- Taking up supervisory and administrative time
- Increasing workers' compensation premiums

#### The Cal/OSHA Heat Illness Prevention Standard (T8

CCR 3395) requires

the following four procedures to be in writing and available upon request:

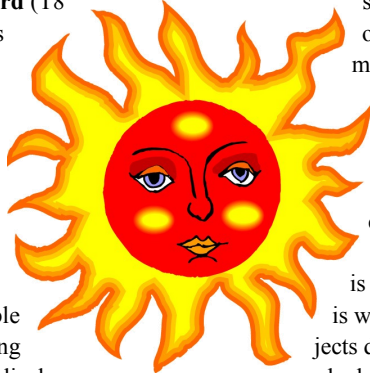
1. Complying with the requirements of T8 CCR 3395
2. Responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
3. Contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
4. Ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

**Training** - Cal/OSHA regulations require specific training topics be covered for supervisor and non-supervisor employees.

Train employees and supervisors on the importance of recognizing and reporting heat illness symptoms and how to prevent heat illness. *See the Heat Hazard Checklist, opposite.*

**Provision of Water** - The recommendation is that during warm or hot weather employees drink four 8-ounce glasses of water, or a total of one quart per hour, throughout the entire work shift. Easy access to sufficient potable drinking water throughout the work shift encourages employees to drink.

**Access to Shade** - Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes.



Such access to shade shall be permitted at all times.

**Preventative Recovery Period** - means a period of time to recover from the heat in order to prevent heat illness.

A Preventative Recovery Period is not a substitute for the treatment of heat illness by medical personnel. The progression to serious heat illness can be rapid. Even the initial symptoms may indicate serious heat exposure. Therefore, if any of the signs and symptoms of heat illness (e.g., headache, muscle cramps, fatigue, fainting, seizures, unusual behavior, nausea or vomiting, hot dry skin, or unusually profuse sweating) are recognized, worksite first aid procedures should be initiated by a trained and certified first aid provider followed immediately by emergency response procedures as indicated by first aid assessment.

**Acclimatization** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat. In fully acclimatized individuals, sweating starts faster and the sweat carries less salt and other minerals out of the body. As a result, by

sweating more efficiently the body cools down faster. Also there is less demand on the heart and cardiovascular system. Being

fully acclimatized can allow workers to continue working in warm or hot conditions and decreases the risk of

heat illness and unsafe acts. In general, physically fit individuals become acclimatized about 50% faster than those individuals who are not physically fit. Overweight individuals may retain more body heat and therefore may be more prone to developing heat illness.

Remember that employees who are not acclimatized to working in the heat are at greater risk for developing heat illness. Un-acclimatized employees should not work alone. To minimize the risk of heat illness, encourage employees to report to their supervisors if they have become un-acclimatized:

- Returning to work after an absence
- Recently been working in cool climate and are just now starting work in a warm or hot climate
- Had a change in their work activities, locations or conditions
- During a heat wave consider all employees un-acclimatized ♦

#### Cal/OSHA heat illness investigations show:

- ♦ 46% occurred on the employee's first day on the job
- ♦ 80% occurred within the first four days of employment
- ♦ None of the victims of heat illness had any workplace training on acclimatization



## COMMUNICATION IS THE KEY TO SAFETY

### Hold a Safety Meeting

## HEAT HAZARDS CHECKLIST

- Emergency preparedness:**  
The supervisor or crew leader has received training on heat hazards, prevention, and company procedures. He or she also knows how and when to contact emergency responders. Clear and precise directions to the worksite can and will be provided as needed to emergency responders.
- Access to water:**  
There is enough fresh, cool drinking water for each employee to drink at least one quart per hour (or 4 cups). It is located where all workers will have ready access. Single use cups are provided.
- Shade:**  
There is shade available for breaks and if employees need to recover. The shade can accommodate at least 25% of the workers at any time.
- Acclimatization:**  
Any employees who haven't been working more than two weeks in the heat, or who had symptoms the previous day, have been identified and given accommodations in work load or schedule. (All employees during a heat wave)
- Worker Training**

#### Employees have been trained on:

- ◇ Common signs and symptoms of heat illness
- ◇ Risk factors that make it more likely for workers to develop heat illness
- ◇ Proper precautions to prevent heat illness
- ◇ Proper use of protective clothing & equipment
- ◇ The importance of acclimatization
- ◇ The importance of drinking water frequently
- ◇ Steps to take if someone is having symptoms of heat illness
- ◇ Emergency contact information and procedures

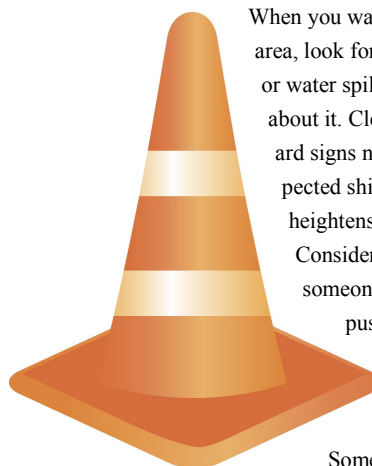
#### Employees have been reminded and encouraged to:

- ◇ Take breaks in the shade and know where it is
- ◇ Rest for at least 5 minutes if they feel they need to
- ◇ Not wait until they feel sick to take a rest
- ◇ Drink water each hour and know where to find it
- ◇ Look out for one another and report any signs or symptoms to their crew leader



## GUARD AGAINST SLIPS, TRIPS, AND FALLS

Slips and falls are a leading cause of workplace injuries. What do experts recommend as the single most important step to take in preventing slips and falls? Simple...keep floors clean, dry, and free of obstruction. When it comes to safeguards against slips and falls, nothing is more important than good housekeeping.



When you walk through a work area, look for spills, grease spots or water spills. Then take the time to do something about it. Clean up the hazard or place cones or hazard signs nearby, warning of the danger. An unexpected shift from a smooth to a slick surface heightens the likelihood of a slip or fall. Consider slips and falls when you're training someone new to a job. Some tasks, such as pushing loads, may require special attention to slip-resistant floor surfaces or carefully selected sole material and treads.

Some simple things you can encourage employees to do to minimize their chance of slipping and falling where slip potential is high would be to wear appropriate footwear; watch where they're going; and use mounted hand rails, poles or hip bars where appropriate.

[Safety Meeting article at http://www.statefundca.com/safety/safetymeeting/](http://www.statefundca.com/safety/safetymeeting/)

[SafetyMeetingArticle.aspx?ArticleID=108](http://www.statefundca.com/safety/safetymeeting/SafetyMeetingArticle.aspx?ArticleID=108)

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CalARVC/CTPA Services, Inc.

PO Box 5648  
Auburn, CA 95604

Phone: (530) 885-1624  
SafetySpot@calarvc.com

[www.calarvc.com/safetyspot.php](http://www.calarvc.com/safetyspot.php)

Serving businesses in the 9010 & 9015 Worker's Comp Classifications

## EDUCATE AND PROTECT YOUR STAFF

### *The Safety Spot's DVD Video Lending Library*



The Safety Spot is pleased to offer our DVD Video Lending Library. As a current member of CalARVC/CTPA Services, Inc, we encourage you to take advantage of this valuable resource. Owners, Operators and Staff

can all benefit from these educational resources.

Titles include: *Back for the Future*, *Safety Training For all Employees*, *A Guide to Forklift Safety* and *Tractor Safety: A three part series*.

Once placed, your rental order will be shipped to you via UPS at no charge, with a pre-addressed, postage paid, return shipping envelope.

DVD Video Rentals are due within 30 days of being received. If the DVD

Video Rental is not returned within 30 days, or is lost, you will be invoiced for a \$150 replacement cost.

For a complete list of DVDs available, or to download a rental form, please visit [http://www.calarvc.com/safety/DVD\\_Rent.html](http://www.calarvc.com/safety/DVD_Rent.html)

Please call or e-mail Susanne at SafetySpot@calarvc.com or (530) 885-1624, with questions.

