Brown, and Robin Rivas sprang into action when a County employee was having a heart attack earlier this year. Using their training and quick thinking they called 9-1-1, used an automated external defibrillator (AED), and administered cardio pulmonary resuscitation (CPR) until the arrival of paramedics. As a result of their actions this employee survived his ordeal. Best of all, the victim has made a full recovery and continues to be employed by the County.

Congratulations to this year’s Countywide Safety Award winners: Patterson Brown, Social Services Agency; Dale Hayes, Social Services Agency; Renee Piazza, Department of Child Support Services; Robert Padilla, Department of Employment and Benefit Services; and Robin Rivas, Department of Family and Children Services.

Also, congratulations to our Departmental Safety Coordinator awardees: Undray Moore, Administration-Controller Treasurer Department; Martin Reinders, Assessor’s Office; Lieutenant Kristen Tarabetz, Office of the Sheriff; and Correctional Deputy Christina Valencia, Department of Correction.

Each safety award winner was recognized at this year’s Safety Seminar for their deserving contributions to the health and safety of their respective department and fellow co-workers throughout the County. The Division of Occupational Safety and Environmental Compliance (OSEC) relies on the cooperation and contributions from employees like these who place a high value on safety and are willing to help at a moment’s notice.

Three of this year’s winners took this commitment to the extreme by helping to save the life of a fellow employee. Dale Hayes, Patterson Brown, and Robin Rivas sprang into action when a County employee was having a heart attack earlier this year. Using their training and quick thinking they called 9-1-1, used an automated external defibrillator (AED), and administered cardio pulmonary resuscitation (CPR) until the arrival of paramedics.

As a result of their actions this employee survived his ordeal. Best of all, the victim has made a full recovery and continues to be employed by the County.

Are You Prepared for a Catastrophe?

At work, at home, in your car, it is critical to be prepared for emergencies. National Preparedness Month is here and this is when the U.S. Department of Homeland Security urges all Americans to take some simple steps to become better prepared for emergencies of all kinds—from terrorist attacks to devastating natural disasters like tornadoes, hurricanes, wildfires, and earthquakes.

According to Homeland Security everyone should do the following:

1. Put together an emergency supply kit that will allow them and their families to survive for at least 3 days in the event of an emergency.

2. Develop a family emergency plan that outlines all the steps a family needs to take in a devastating emergency that could require the evacuation of home and hometown.
Do You Recognize These Symbols?
GHS-Globally Harmonized System of Classification and Labeling of Chemicals

Do you recognize these pictograms? Well, you will. The pictogram on the left, under the new Globally Harmonized System of Classification and Labeling of Chemicals or GHS, is used to indicate a substance with Environmental Toxicity and the label on the right indicates a corrosive substance.

These are some examples of the changes you can expect to see with the recent implementation of GHS into the federal OSHA, Hazard Communication regulation as of May 25, 2012. GHS is a globally adopted system of categorizing and labeling chemicals used internationally and by the United Nations. The changes are designed to reduce confusion about chemical hazards in the workplace, and improve safety training and worker understanding of chemical hazards in the workplace through improved chemical labeling and the new 16-section safety data sheets, or SDSs. The SDSs will replace the existing material safety data sheets (MSDS).

While it’s unclear when this will be incorporated into California regulation, you can be sure that Cal/OSHA will be quick to follow. At a glance, it appears there are a few changes, most notably are the pictograms, labels, and the new SDS format. Eventually, County employees will also need training on the changes to labels and SDS. Under federal OSHA the deadline is December 1, 2013.

The good news is there will be a 4-year transitional process to full implementation of the new GHS requirements into the hazard communication (HazCom) regulation. While these changes are expected to save money over the long term in reduced accidents and losses, more importantly it will help save lives.

For more information on GHS or the updated federal OSHA HazCom regulation please visit http://www.osha.gov/dsg/hazcom/index.html or contact the division of Occupational Safety and Environmental Compliance (OSEC).

Help! Fire!
Do You Know What To Do In A Fire?

If you’ve ever seen a building burn, you know how quickly fire can spread and how destructive it can be. But would you know what to do if a fire struck your workplace or your home? Since October 9 to 15 is Fire Prevention Week, this is a good time to think about fire safety at work and at home.

— Be Prepared At Work —
Here are four questions about workplace fires you should be able to answer:

⇒ Do you know your escape route? Which emergency exits are nearest your work area? Could you get there even if the lights were out and the place was full of smoke? Do you have at least two routes in case one is blocked by fire?

⇒ Do you know how to sound the alarm? Where are the alarm boxes located? Do you know how to activate them? Do you know who to call in the event of a fire?

⇒ Do you know where fire extinguishers are located? Do you know how to use one effectively to fight a fire?

⇒ Do you know where to meet outside for roll call? If you’re not where you’re supposed to be, firefighters might think you’re still inside and risk their lives trying to find you.

——— Fire Safety At Home ———
You should also be able to answer yes to these four questions about home safety:

⇒ Have you installed smoke detectors and checked them recently?

⇒ Have you installed a carbon monoxide detector and checked it? It’s now the law in California.

⇒ Are fire extinguishers in key spots around the house, and do family members know how to use them?

⇒ Are emergency numbers posted by the phone?

⇒ Do you have a family evacuation plan, and do you practice it with regular drills?

Take time to prepare. Knowing what to do in the event of a fire at work or at home will help you, your co-workers, and your family respond calmly and effectively to save lives and minimize property damage.
Tailgate/Toolbox Safety Meeting

LADDERS - A step in the right direction. Ladders are involved in many injuries at work. Many times ladders are used unsafely, improperly, or are damaged. Following these safety guidelines can help prevent ladder accidents.

Before using any ladder, check its condition. Make sure there are no broken, cracked, or missing rails and that rungs are not slippery from grease, oil, ice, mud or water. Check for damage or corrosion on metal ladders. If a ladder is in poor condition, don’t use it. Report the problem so it can be repaired or replaced. When choosing and using a ladder, keep the following in mind:

1. Remember to keep the keyboard shortcuts:
   - Choose the appropriate type and size ladder for the job.
   - Near electrical conductors or equipment, use only ladders with non-conductive side rails.
   - Set the ladder on solid footing, against a solid support.
   - Place the base of a straight ladder out away from the wall or edge of the upper level about one foot for every four feet of vertical height.
   - Be sure straight ladders are long enough so that the side rails extend above the top support point by at least 36 inches.
   - Never try to increase the height of a ladder by standing it on other objects.
   - Portable ladders should be tied, blocked or otherwise secured against movement.
   - Keep ladders away from doorways or walkways, unless they can be protected by barriers.
   - Don’t run hoses, extension cords, or ropes on a ladder; these may create obstructions.

2. Use two hands and avoid the awkward, over-stretched movement patterns that occur when using one hand.

   Many people don’t realize that underlined letters in dropdowns and menus indicate that letter is a shortcut. Just type the underlined letter rather than using the mouse to highlight the long fingers aligned with the forearms and avoid overstretching the 5th finger.

   2. Use two hands and avoid the awkward, over-stretched movement patterns that occur when using one hand.

   For those of us who sometimes make a mistake…
   - Undo: Ctrl + Z
   - Redo: Ctrl + R
   - Also try these useful tips…

   Bold: Ctrl + B
   Underline: Ctrl + U
   Increase font: Ctrl + +
   Decrease font: Ctrl + -

   Start Menu: Flying Windows key
   Minimize Objects: Flying Windows key + M
   Toggle between open documents: Alt + Tab
   The lists of shortcuts are endless and can be daunting. Start small – learn just one or two shortcuts! All you need are a few to make a difference. Keep in mind that different versions of Windows may have different commands. For additional shortcuts visit the following sites:

   Microsoft Word Keyboard Shortcuts
   http://support.microsoft.com/kb/290938

   Windows Shortcuts
   http://ehs.unc.edu/workplace_safety/ergonomics/shortcuts.shtml

   Yahoo Mail Shortcuts

   JoAnne Masters, PT, CAE of Ergo Fit is one of the selected providers for ergonomic services for the County of Santa Clara.

Expert Corner: Featuring JoAnne Masters, Ergo Fit

Keyboard Shortcut Tips and Tricks

How many times a day do you type the date? Next time, just tap Alt + Shift + D to add the date automatically.

Learning a few keyboard shortcuts can speed up your work…

For additional shortcut tips and tricks:

Bold: Ctrl + B
Underline: Ctrl + U
Increase font: Ctrl + +
Decrease font: Ctrl + -

Start Menu: Flying Windows key
Minimize Objects: Flying Windows key + M
Toggle between open documents: Alt + Tab
The lists of shortcuts are endless and can be daunting. Start small – learn just one or two shortcuts! All you need are a few to make a difference. Keep in mind that different versions of Windows may have different commands. For additional shortcuts visit the following sites:

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Yahoo Mail Shortcuts

JoAnne Masters, PT, CAE of Ergo Fit is one of the selected providers for ergonomic services for the County of Santa Clara.
Mission Statement

OSEC’s mission is to develop policies and to oversee the environmental health and safety programs applicable to the operations of the County of Santa Clara. OSEC assists in the training of County employees, the development of programs, and the impartial investigation of issues. OSEC evaluates and responds to the diverse needs of all agencies/departments and monitors activities to protect County employees and the public we serve.

Cont. Are You Prepared...

3. Learn more about different threats that could affect the community and the appropriate responses to each of them.

4. Get trained in first aid and emergency response, and get involved in preparing the community for a catastrophic event.

What should be included in your families supply kit? They should include at least the following:

- Battery radio, flashlight, and extra batteries
- Water (1 gallon a day per person) and canned or dried food
- Blankets or sleeping bags and clothes
- First-aid kit
- Hygiene supplies (soap, toothpaste, etc.)
- Prescription medications
- Map of evacuation routes out of town
- Important phone numbers and other information (bank account numbers, insurance policies, etc.)
- Cash and travelers checks.

For more information employees should see the national preparedness website at www.ready.gov.

Autumn Driving — Stay Safe When Driving to and from Work

Every year during the first full week of October, the Network of Employers for Traffic Safety (NETS) celebrates Drive Safely Work Week, whose stated mission is to improve “the safety and health of the nation’s workforce by promoting safe driving practices at their place of business.” October also marks the first full month of autumn and as we transition into a new season, the weather and driving conditions will begin to change. Rain, increased glare, and shorter days are some examples of these changes that can make driving more dangerous during this time of year.

The holidays are also around the corner which create additional driving hazards. There is increased traffic from travelers and people are often in a rush during the holidays.

Give yourself more time to travel and decrease your speed when the conditions merit it this autumn. Also, follow these defensive driving techniques on your commute, on the job, and any time you drive:

- Allow at least 4 seconds in inclement weather.
- Turn your headlights on at dusk and whenever you use your wiper blades.
- Use your turn signals so other drivers know where you’re going.
- Brake gradually at stop lights and signs, and leave enough space from the vehicle in front of you that you can see its tires touch the road surface.
- Make sure all your lights are working.
- Make sure your wiper blades are in good shape. Replace them regularly.
- Wear your seat belt.
- Avoid using your phone or electronic devices and never text or email while driving.
- Allow at least 2 seconds between yourself and the vehicle in front of you.