Registered Nurses, Licensed Vocational Nurses, and Registered Environmental Health Specialists are also eligible to receive five hours of continuing education by OSEC, an approved California Board of Registered Nursing Continuing Education Provider (CEP).

Attendance is limited and supervisor’s approval is required, so please register as soon as possible once the registration database is open. Go to intranet website http://OSEC sometimes in early August.

OSEC Manager Tom Rudolph announced that September 4, 2012 is Santa Clara County’s 27th Annual Countywide Safety Seminar. Santa Clara Convention Center will host the event with the catchy theme of “Safety Is No Accident.”

This OSEC sponsored annual seminar, done in conjunction with the Countywide Labor/Management Safety Committee, is open to all County employees to attend, with special attendance consideration given to those employees who attend and participate to gain continuing education credits to maintain their licenses, registrations or certifications. Priority registration is also given to those who have safety as an on-the-job collateral duty or a role at work helping fellow co-workers. There will be a variety of topics and speakers related to occupational and environmental safety. Networking opportunities are abound with employees representing the full spectrum of County operations, and a fun time for all who are privileged to take part.

The Safety Seminar kicks off with a motivational keynote speaker and will be followed by three breakout sessions offering over 30 safety, health, and environmental topics. Some topics offered include favorites such as office ergonomics, emergency safety, building safety and much more.

27th annual Countywide Safety Seminar
“Safety Is No Accident”

Kids Safety Poster Contest is Now Underway for 7th Year

It’s summertime and that means the Kids Safety Poster Contest is once again here. For the seventh year now, Occupational Safety & Environmental Compliance (OSEC), opens the drawing contest to all children aged 1 to 17 who are sponsored by a County employee. Prizes and recognition will be awarded to each of the three age category winners for under 8, 8 to 12, and 12-17. The selection criteria consist of:

- Relevance to safe County work.
- Originality / artistic expression.
- Artwork and execution.
- Visual Impact

Artwork must be delivered to Jorinda Gallardo, ESA Risk Management OSEC, 2310 N First St, Ste 204, San Jose, CA 95131. Submission deadline is August 6, so get your kid’s poster in soon. Poster size must be on an 8 ½ x 11 inch copy paper.

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Jorinda Gallardo holding last year’s Kids Safety Poster Winner
Submit Your Employee Safety Award Nominations

Each County employee has a responsibility to our safety program including executives, managers, and rank and file employees. Some of our responsibilities include reporting hazards, knowing and following safety rules, and maybe enforcing them. Whatever our job we must all play an active role to make it successful.

This is especially true when considering that most workplace injuries are caused by human error and not unsafe conditions. In fact many industry studies indicate over 90 percent of workplace accidents are caused by unsafe acts. In other words, employees make the difference.

For this reason we want to recognize our safety champions. These individuals exemplify safety through their actions at the County helping to keep us safe and work more efficiently. They may be a co-worker who took charge in an emergency, or a supervisor who always places their employee’s safety before all other objectives, or a veteran worker that always uses their personal protective equipment serving as a role model to newer employees.

If you know anyone like this, please nominate them for a County Employee Safety Award and help to recognize their efforts. Nominations become property of OSEC and will not be returned. Nominations must be sent to Tom Rudolph, OSEC Manager care of the Countywide Labor/Management Safety Committee by mail, email at tom.rudolph@esa.sccgov.org, or fax at 408.432.7555. Deadline is August 1.

Nominations for Departmental Safety Coordinator Awards Wanted

Occupational Safety and Environmental Compliance (OSEC) thanks and acknowledges all County Safety Coordinators for going above and beyond the call of duty. Safety Coordinators perform tasks outside their normal job description by volunteering to take part in monthly committee meetings, working with management to create workplace safety and health programs, and helping to ensure departmental compliance with safety regulations and laws.

Their efforts lend valuable help to OSEC in its mission to keep County employees safe and healthy while at work. Last year’s winners, pictured on right, were presented with an award at the Annual Countywide Safety Seminar in 2011. This year’s nominations are currently being accepted until August 1, 2012. Go to the OSEC intranet page, http://OSEC Contacts channel, Safety Coordinator Contacts, Safety Coordinators List 2012 to access the complete listing of all departmental Safety Coordinators.

To nominate your departmental Safety Coordinator, please contact Tyler Nguyen via email at Tyler.Nguyen@esa.sccgov.org or call him at 408.441.4286.

Top Five Most Cited Cal/OSHA Violations

Have you ever wondered what’s the most cited safety violation? Well, the Division of Occupational Safety and Health (DOSH) also known as Cal/OSHA recently released the list of most cited safety violations for 2011 (listed on the left). Cal/OSHA protects workers and the public in California by enforcing safety regulations with employers. Citations are often initiated by a complaint to DOSH or after a serious injury or fatality occurs in the workplace. Last year’s top five most cited Cal/OSHA violations are explained.

<table>
<thead>
<tr>
<th>Description</th>
<th>Standard</th>
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<tbody>
<tr>
<td>IIPP (Injury &amp; Illness Preven. Program)</td>
<td>§3203</td>
</tr>
<tr>
<td>Heat Illness Prevention</td>
<td>§3395</td>
</tr>
<tr>
<td>Construction</td>
<td>§1509</td>
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<tr>
<td>Hazard Communication</td>
<td>§5194</td>
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<tr>
<td>Lockout/Tagout</td>
<td>§3314</td>
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Injury and Illness Prevention Program (IIPP) §3203 violations were again number one. The IIPP is required of every California employer; essentially it’s an employer written safety program. Are you familiar with the County’s IIPP? It’s available to County employees on the OSEC intranet website.

The number two violation in terms of frequency, but number one in terms of severity of fine was heat illness prevention §3395. Refer to the Tailgate/Toolbox Safety Meeting in this newsletter for heat illness prevention tips. Water, access to shade, and training are required for all outdoor workers.

The third most cited was the IIPP for the construction Indus...
Tailgate/Toolbox Safety Meeting

Heat Illness Prevention—
Heat illness has been given a lot of attention in the news and in workplace safety over the past few years. After five tragic deaths took place in a fairly short time in California, a heat illness regulation was created in 2006. Even with this regulation, heat illness continues to be a problem for outdoor workers and is still aggressively enforced by the Division of Occupational Safety and Health (DOSH).

Heat cramps, heat exhaustion and heat stroke are three forms of heat illness that can occur when the human body heats up faster that it can cool down. Exertion, temperature, humidity, and other factors also affect this. Heat waves, a sudden spike in temperature usually lasting a few days, are a major factor that is especially dangerous.

Heat illness is preventable. If you work outdoors, know your department’s heat illness prevention policy and remember these heat wave tips:

1. Acclimatization—It can take days or weeks for individuals to get adjusted to hotter climates. Give yourself time to adjust and be extra cautious.

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1. Acclimatization—It can take days or weeks for individuals to get adjusted to hotter climates. Give yourself time to adjust and be extra cautious.

2. Clothing—Wear lightweight, light color, loose clothing.

3. Water—Be sure to drink plenty of water, frequently, even if you are not thirsty.

4. Shade/Rest—Set up shade ahead of the heat and take extra breaks from the sun. This will help you work longer and it’s the law.

5. Training—Recognize signs and symptoms of heat illness and get proper training for this, emergency procedures, and first aid if working remotely.

6. Vigilance—Remember victims may be confused or unaware so lookout for each other. Ensure frequent communication with coworkers.

7. Action—If you’re in doubt take action. Heat illness progresses fast, don’t wait until it’s too late!

Expert Corner: Featuring Amy Brown, VSI-Consulting

CHAIR ADJUSTMENTS
VSI Consulting Inc. has been providing ergonomic services for the County of Santa Clara for the past 10 years. In these past ten years of working with all of you, we are often asked “How do I adjust my chair to fit me?”

Yes- ergonomic chairs can be very intimidating with their multitude of knobs, buttons and levers but with this easy to follow guideline, you should have your ergonomic chair adjusted to fit you in no time! The three most common chair models at the County are Office Master (PT, PA and DB models), Teknion Contessa, and Herman Miller Aeron chairs. Follow these simple steps to improve your seated comfort!

Step 1: Identify what model chair you have.

Office Master  Teknion Contessa  Herman Miller Aeron

Step 2: Use the link to access the manufacturer’s website. All have a section on adjustability.
- Teknion Contessa: www.teknion.com/seating-user-instructions/warning-contessa.html

Step 3: Adjust your chair to fit your body.

“How do I adjust my chair to fit me?”

Seat Height: Correct seat height ensures proper posture for your knees and leg support. Your hips should be slightly above your knees.

Seat Depth: The depth of a seat affects how much leg support and back support you receive. The Office Master and Teknion model chairs have depth adjustable seats. The ideal seat-pan depth is when you can sit back against your backrest, and fit two to three fingers between the front of the seat and the back of your legs (your calf).

Lumbar Support Height: A key feature in ergonomic chairs is support at your Lumbar Spine. Office Master Chairs include a height adjustable backrest that is adjusted on a ratchet at 1.0” increments. Adjust the height of the backrest to place the lumbar support at the correct area of your spine by grasping the backrest with both hands and moving it upwards in 1.0” increments to obtain the optimal support and comfort.

The Teknion and Herman Miller chairs have a height adjustable lumbar support bar located on the mesh backrest that can be moved up and down.

Armrest Height: It is important to keep your arms free to move about without impeding against the armrests when performing keying and mousing tasks. Adjust them slightly below your seated elbow height. Also, try not to lean on your armrest as this puts contact stresses against the soft tissues and nerves located at your elbows and forearms.
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.

...most cited continued

try §1509. If you perform work classified as construction additional safety requirements are required within this regulation.

Fourth most cited was the Hazard Communication program §5194. This relates to a system of training and communication for employees about hazardous materials. It’s also known as “Your Right-to-Know.” Before working with a hazardous material, be sure you are properly trained.

The fifth most cited violation was Lockout/Tagout §3314. This regulation requires safe methods to prevent injuries during repairs or maintenance of machinery and equipment. Only authorized employees are allowed to perform maintenance or repairs of equipment and machinery in the County.

For more information and resources relating to these standards and other workplace safety topics visit the DOSH website at www.dir.ca.gov/dosh.

Proactive Ergonomic Program Set To Resume

Good news...the County’s Proactive Ergonomic Program is set to resume on July 1, 2012. Occupational Safety and Environmental Compliance (OSEC) will once again offer free Proactive Ergonomic Evaluations to County employees.

The program is designed to decrease the number of work-related musculoskeletal disorders, also known as repetitive motion injuries, experienced by County employees.

According to the Bureau of Labor Statistics, 34% of all lost-workday injuries and illnesses are work-related musculoskeletal disorders. Most of these injuries are preventable by making proactive changes in your work habits, understanding common ergonomic risk factors, and being aware of warning signs.

In addition to this program, County employees are encouraged to access a variety of useful ergonomic resources on the OSEC intranet website including office stretches, information on how to set up your workstation, and our new Office Ergonomics Quick Checklist designed to perform a simple ergonomic evaluation of your office workstation.

To request an evaluation please go to http://OSEC, fill out the Proactive Ergonomic Evaluation Request form and submit it to Tristan Robledo, Environmental Health & Safety Analyst at OSEC. Supervisor approval is necessary for all employees. Employees with a current claim for a repetitive motion injury or a need for reasonable accommodation should provide this information on the application.

During the 2011 fiscal year alone, over 400 County employees benefited from the service. While internal funding from ESA Worker’s Compensation program and supplemental funding from CSAC Excess Insurance Authority (CSAC EIA) sustained the program for nine months during the pilot phase for fiscal year 2012 (FY 12), OSEC is looking for additional funding so that all requests for participation in this program can be met. For any questions about the program send emails to Tristan.Robledo@esa.sccgov.org.