

BITS & PIECES

Volume 5, Issue 2

May 2004

HEALTH & SAFETY TRAINING

BY: DAVID L. DOLENAR, DEPUTY EXECUTIVE OFFICER

Health and Safety Training in 2004 will continue to be provided but not in the form of a Wellness and Safety Fair. Last year, due to budget constraints, this event was scaled down significantly by eliminating the food, exhibitor's hall, entertainment and transportation. We continued to offer required classes but at a much lower level, but still in compliance with State and Federal Law.



Classes will be held in facilities throughout the County and internal instructors will be used to present the courses. Outside instructors will be used only if they donate their time.

October 12, 13 & 14 This concept calls for the cooperation and participation of support personnel from virtually every County department. The CEO-Risk Management Division is committed to coordinate this event but without the County department's active involvement the event will be difficult, if not impossible, to carry out.

This year's event will be scaled down even further as outside registration will be eliminated, the number of classes reduced even further and renting outside facilities eliminated. Our concept for 2004 is to utilize County internal resources to address the high injury cost and high risk exposure while continuing to provide mandated training.

This year Health and Safety Training is planned for **October 12 – 14, 2004**. More information will be discussed at upcoming meetings and material will be distributed to the workforce. We encourage all of you to participate in helping us with the tradition of providing high quality training in an affordable way.

There will be twelve classes on subjects that transcend Department/Division lines.

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RX NEWS

SUBMITTED BY: BARBARA COOPER, EMPLOYEE BENEFITS MANAGER

Prescription drugs go through a tough review process before they are approved by the U.S. Food and Drug Administration (FDA). But sometimes, new information about a drug's effects becomes available only after the FDA approval process. The FDA maintains a detailed list of recalls and safety alerts for food and prescription drug products. You can access this list at www.fda.gov/opacom/7alerts.html.

For the most up-to-date information, please visit the Consumer section of Prescription Solutions Web Site at www.rxolutions.com and access the Drug Bulletin Board. You may also visit www.rxolutions.com/b/drug_bb/drug_bb.asp for an up-to-date list of drug products.

Article from: PacifiCare - Healthbeat Spring 2004

If you can imagine it,
you can achieve it.
If you can dream it,
you can become it.

~ William Arthur Ward

What lies behind us
and what lies before us
are tiny matters compared to what lies
within us

~ Ralph Waldo Emerson

EXERCISES FOR COMPUTER OPERATORS

BY: DIXIE BARRIGAR, RN, MEDICAL REVIEW NURSE

Computer operators who spend more than 2 hours a day at their computer are at risk for developing repetitive motion injuries. If you find that at the end of the day your hands are sore and tired, this article is for you. Fatigue is the first sign that an injury may be developing. Your body is trying to tell you to be aware of the dangers ahead. If you do not heed the warning, the relatively benign symptoms will deteriorate into a full-blown injury that will not only impact your work but also your personal life.

I highly recommend starting your day with some warm up exercises for your upper body. These exercises consist of: (1). Shoulder shrugs, (2). Placing your hands behind your head and gently squeezing your shoulder blades together and (3). Placing palms together overhead and pulling down into prayer position. Three to five reps should do it.



Also do specific hand stretches. The tiny muscles of the hands are over-used with activities such as typing and piano playing. Warm them up with gentle stretching just like an athlete warms up before a sporting event. Think of yourself as an "Industrial Athlete". (1) Open and close your hand several times. (2) Gently stretch each finger. (3) Make a fist and do some wrist circles.

If you work at a computer for hours at a time, give yourself brief rest and stretch breaks. Remember that taking a break from computer work to do other repetitive wrist and hand activities, such as filing and writing, is also stressful. During breaks, rest your hands completely. Massage your hands with lotion or, better yet, have someone else do this to relax your muscles after working with your hands all day.

Dr. s Emery & Lind of CALIFORNIA OCCUPATIONAL PHYSICIANS have announced that they are now offering extended office hours in the evening for patients who cannot come during usual clinic hours.

FUEL-SAVING TIPS

SUBMITTED BY ED FENTON, LIABILITY CLAIMS/INSURANCE MANAGER



With current concerns over rising fuel prices, there are several ways for you to reduce the cost of driving. Some simply require a bit of attention to apparently insignificant details and habits.

Regular servicing is important: Keep your vehicle well maintained with regular servicing to keep it operating at peak efficiency. Having tires inflated to the maximum recommended pressure can improve gas mileage as much as 6 percent. And clean out that trunk and cargo area. Take out unneeded items that only add weight to your vehicle. Extra weight decreases gas mileage.

Be a different driver: Change your driving style. Accelerate gradually, drive smoothly and with care and you could see as much as 20 percent gain in fuel economy compared with what you'd get with an aggressive driving style. Using cruise control to stay at a steady speed will improve your fuel economy.

Drive smart: Don't stay idle too long. Don't waste fuel by sitting in that drive-thru lane at your favorite fast-food outlet.

Park and go inside instead. Idling uses more fuel than turning the engine off, waiting and then restarting the engine. When you're in slow city traffic, keep the air conditioner off, if and when possible. In contrast, it is better to use air conditioning if necessary, when traveling at higher speeds on the highway.

Plan ahead: Combine your errands into one trip, rather than taking multiple trips from home. Organize your stops so they're near each other and so you don't retrace your path.

Other modes of transport: Look at alternative transportation options -- even if it's just for one or two days a week. Walk, bicycle, carpool or take public transportation and leave your vehicle at home. Cycling to work not only saves on gas, it is an excellent cardiovascular workout.

An all-important label: But the first and, likely, the most important measure in reducing your fuel costs is to compare fuel economy ratings when you shop for a vehicle.

An eye to the future: Think about how your fuel conservation efforts benefit the Earth and future generations.

HOME SAFETY INFORMATION

BY: DAVID BECKER, SAFETY OFFICER



Window Safety Checklist

Fires and falls of all kinds are among the leading causes of injury and death in young children. While some falls occur from windows, it is important to realize that in the event of a fire, a window can also save a child's life. This is why windows play a critical role in home safety.

Use these tips to help keep your family safer around the windows and patio doors in your home.

Has your family developed an emergency fire escape plan?

Determine your family's emergency escape plan and practice it regularly. In the plan, include two avenues of escape from every room. Remember children may have to rely on a window to escape a fire. Help them learn to safely use a window under these circumstances. Make sure you have identified a safe meeting place outside.

Do you keep windows shut when children are around?

You should keep your windows closed and locked when children are around. When opening windows for ventilation, open windows that children cannot reach. Also, set and enforce rules about keeping children's play away from windows and/or patio doors. Falling through the glass can be fatal or cause a serious injury.

Do you leave, or have you left, windows open because you thought the insect screen provided a safeguard from a fall?

Don't rely on insect screens to prevent a fall. Insect screens are designed to provide ventilation while keeping insects out; they are not designed to, nor will they prevent a child's fall from a window.

Is there furniture placed under or near windows in your home?

Keep furniture - or anything children can climb - away from windows. Children may use such objects as a climbing aid.

Do any windows in your home have guards, security bars, grilles or grates?

These windows are useless in an emergency if the devices on them do not have a functioning release mechanism. Time is

critical when escaping a fire. Consult your local fire department or building code official to determine proper window guard placement.

Inspect your home's windows carefully. Are any windows in your home painted or nailed shut?

Never paint or nail windows shut. You must be able to open them to escape in an emergency.

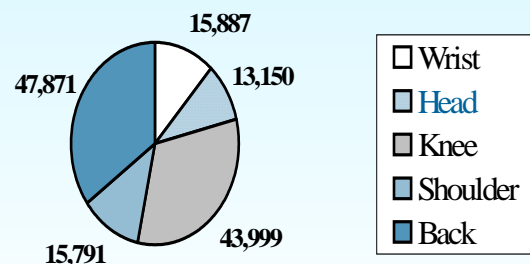
Do you have any window unit air conditioners in bedroom windows or other windows in your home that may be needed for escape or rescue in an emergency?

Do not install window unit air conditioners in windows that may be needed for escape or rescue in an emergency. The air conditioning unit could block or impede escape through the window. Always be sure that you have at least one window in each sleeping and living area that meets escape and rescue requirements.

Did you know that strategic landscaping might lessen the extent of injury sustained in the event a fall does occur?

Plant shrubs and soft edging like wood chips or grass under windows to cushion potential falls. The surface can greatly affect the degree of injury sustained from a fall.

TOP 5 BODY PARTS AFFECTED BY A FALL INJURY IN 2000



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EVERYBODY/SOMEBODY/
ANYBODY/NOBODY

<http://farmca.com/humor/index.html>

This is the story of four people named Everybody, Somebody, Anybody and Nobody. There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that because it was Everybody's job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when actually Nobody accused Anybody.



Did you know....

Mother's Day was officially declared as the second Sunday in May by Congress - May 8, 1914.

An AT&T Survey estimated that 122.5 million phone calls to Mom are made on mothers day, 11 percent never call their mothers and three percent of the 68% planning to ring up Mom, called her collect.

Memorial Day was officially proclaimed on May 5, 1868 by General John Logan, national commander of the Grand Army of the Republic. Congress changed the observed date in 1968 to the last Monday in May to ensure a three-day weekend.

President Calvin Coolidge, in 1924, supported the idea of a national Father's Day. Then in 1966 President Lyndon Johnson signed a presidential proclamation declaring the 3rd Sunday of June as Father's Day.

The word "Dad" dates back to the sixteenth century, or possibly even earlier. It may have originated with the Welsh word "Tad" (meaning father), which later mutated to Dad.

Fourth of July holiday was first observed in Philadelphia on July 8, 1776, at which time the Declaration of Independence was read aloud. It was not declared a legal holiday however, until 1941.

The American Bald Eagle has been a national symbol of the United States since 1782.

The first public Fourth of July reception at the White House occurred in 1801. One lucky Philadelphian purchased a \$4.00 picture at a flea market. What they found behind the picture was an original 1776 printing of the Declaration of Independence. It was sold to TV producer Norman Lear for 8.1 million.

Administrative Professionals Week - the observance began in 1952 as an effort to honor secretaries and other office staff for their efforts and attract more peo-

MAY IS NATIONAL MELANOMA AWARENESS MONTH

BY: CASI PERSONS, EMPLOYEE BENEFITS COORDINATOR

May is National Melanoma Awareness Month, a reminder that people must be careful when out in the sun, especially when working outdoors. Melanoma is the most serious cancer of the skin, affecting cells that produce and transport the pigment melanin – the substance that gives skin its color. In the U.S., melanoma is expected to be diagnosed in about 53,600 people this year. California ranks in the top four in the nation in melanoma incidence along with Florida, Texas and New York.

Melanoma risk factors

Though the precise cause of melanoma is unknown, the following risk factors may increase the likelihood of developing skin cancer:

Skin color – Individuals with light-colored eyes and skin are at a higher risk than those with brown eyes and naturally darker skin.

History of sunburns – A history of severe blistering sunburns, particularly during childhood and teenage years, is a recurring theme among those diagnosed.

Overexposure to ultraviolet radiation – Excessive tanning bed exposure and sunbathing puts the skin at higher risk.

Moles – An increased presence of moles or the presence of

dysplastic or other atypical moles may be a warning sign of higher risk.

Previous melanoma – Personal or family history of melanoma gives you a genetic predisposition for developing the disease.

Melanoma facts

- Cancer of the skin is the most common of all cancers. Melanoma accounts for about four percent of skin cancer cases, but causes about 79 percent of skin cancer deaths.
- If caught in its early stages, and with treatment, more than 75 percent of patients with melanoma survive at least five years after diagnosis.
- Melanoma can spread (metastasize) quickly to other parts of the body through the lymph or circulatory systems.
- Warning signs of melanoma: change in the size, shape, or color of a mole; oozing or bleeding from a mole; a mole that feels itchy, hard, lumpy, swollen, or tender to the touch; the pigmented area of a mole doesn't look normal.



So what can we do for prevention? The answer is simple — block the sun!