

# BITS & PIECES

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## HEALTH & SAFETY TRAINING 2008




BY: DAVID L. DOLENAR, DEPUTY EXECUTIVE OFFICER




Another year has passed and it's time again for our Health & Safety Training event to be held on **October 7 – 9, 2008**. Twenty seven classes have been developed and most of the instructors have been confirmed.

The registration deadline for this year's event is **September 8, 2008**. Departmental Safety Representatives have been provided registration forms for distribution to all employees.

Employees must obtain prior approval from their supervisors before registering for classes. Class descriptions are currently listed on the CEO-Risk Management Division website.

Following are the classes which will be offered this year. We anticipate another successful Health & Safety Training event. Please mark your calendars now!

- o Accident Investigation 
- o Asbestos General Awareness
- o Blood-borne Pathogens
- o Citizen Emergency Response
- o Communicable Disease
- o Diffusing the Difficult Customer **NEW**
- o Disaster Preparation 101
- o Dog Bite Prevention 
- o Driver Improvement Program
- o Field Safety Training **NEW**
- o Fire Extinguisher Training 
- o Gangs

- o Hazard Communications
- o Healthy at Work 
- o Information Technology Security
- o Injury Illness Prevention Program
- o Injury Prevention – Upper Extremities
- o Keep Baby Safe – Update 
- o Laugh Yourself Safe
- o Lead General Awareness
- o Office Ergonomics
- o Security/Violence in the Workplace
- o Slip/Trip/Fall
- o Tai Chi
- o Understanding and Dealing with the Effects of Trauma **NEW**
- o Weather Extremes 
- o Yoga

## SLEEP DEPRIVATION

SUBMITTED BY: DAVID BECKER,  
SAFETY OFFICER

In a study of hospital interns who had worked at least 24 straight hours, the odds of stabbing themselves with a needle increased 61 percent, their risk of crashing while driving shot up 168 percent, and their risk of a near-miss multiplied 460 percent.

~From ISHN

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KNOWING OTHERS  
IS INTELLIGENCE;  
KNOWING YOURSELF  
IS TRUE WISDOM.  
MASTERING OTHERS  
IS STRENGTH;  
MASTERING  
YOURSELF IS  
TRUE POWER.

## BOATING SAFETY

SUBMITTED BY: ED FENTON, LIABILITY CLAIMS/INSURANCE MANAGER



Whether you're the captain of a schooner or a passenger on a ski boat, following safety guidelines ensures your safety and that of other seafarers.

- Be weather wise. Sudden wind shifts, lightning flashes and choppy water all can mean a storm is brewing. Bring a portable radio to check weather reports.
- Bring extra gear you may need. A flashlight, extra batteries, matches, a map of where you are, flares, sun tan lotion, first aid kit, extra sunglasses. Put those that need to be protected in a watertight pouch or a container that floats.
- Check your boat, equipment, boat balance, engine and fuel supply before leaving.
- Alcohol and boating don't mix. Alcohol impairs your judgment, balance, and coordination – over 50 percent of drowning's result from boating incidents involving alcohol. For the same reasons it is dangerous to operate an automobile while under the influence of alcohol, people should not operate a boat while drinking alcohol.
- Look for the label. Use Coast Guard-approved life jackets for yourself and your passengers when boating and fishing.
- Develop a float plan. Anytime you go out in a boat, give a responsible person details about where you will be and how long you will be gone. This is important because if the boat is delayed because of an emergency, becomes lost, or encounters other problems, you want help to be able to reach you.
- Find a boating course in your area (U.S. Power Squadron, the U.S. Coast Guard Auxiliary, US Sailing, etc) – these courses teach about navigation rules, emergency procedures and the effects of wind, water conditions, and weather.

*Resource: American Red Cross*

## LEAVE OF ABSENCE REQUEST CERTIFICATION REMINDERS

BY: PEGGY J. HUNTSINGER, DISABILITY MANAGER

If you have a need to take time off work due to your own serious health condition or to provide care for a family member please make sure you are providing adequate medical certification to allow your leave to be approved.



Family & Medical Leave (FMLA) requires specific documentation. For example Medical Certifications should include:

- the date the serious health condition began;
  - the probable duration of the condition;
  - the appropriate medical facts within the knowledge of the health care provider regarding the condition;
  - any physical restrictions, accommodations that would allow you to return to work; a prognosis that indicates an expected return to work date
- with or without accommodations.
- Failure to provide a satisfactory medical certification may result in the denial of leave request.
- When leave request is to provide care for a family member, the Medical certification (doctor's note) must be from the family member's doctor and must state the type of care necessary to be provided by employee.
- Leave requested for bonding with employee's child must be completed within 12 months of birth, or placement of child with employee for foster care or adoption. Leave for bonding would qualify for the use of vacation or unpaid leave if vacation accruals are unavailable.
- Care of a wounded or ill servicemember requires certification that identifies the employee's qualifying family relationship to the servicemember. This leave is limited to a one time leave that must be used in one 12 month period and is not to exceed 26 weeks with any combination of eligible FMLA leave during that 12 month period.
- Military exigency leave certification must identify the employee's qualifying family relationship to the servicemember, whether the leave is related to an impending call-up, existing orders or while the military person is on active duty, any relevant dates related to that duty and a statement as to what the qualifying exigency exists.
- Leave approvals will be in 90 day increments.
- For further clarification contact the CEO-Risk Management Division's Disability Management Unit at 525-5782

# LIFTING/MOVING OF MATERIALS

BY: DAVID BECKER, SAFETY OFFICER

The words "lifting/moving" sounds like work to me. This type of work can and many times will end in an injury. Did you know that two out of ever three people will experience a back injury during their lifetime? By lifting/moving I am not talking just about a heavy object. I have seen people bend over to pick up something small or to tie their shoe lace and have a major back injury. So how do we do this work in a safe manner? First lets break this subject down into three different groups. Group one is lifting / moving by hand. Group two is using a non-powered machine to help you lift/move items. The last group will be to use powered assist devices to do the work for us.

## 1. By Hand

Moving and lifting items by hand put the body at greater risk of injury because your body is doing more of the work. This work requires lifting, carrying and reaching. By planning ahead you can avoid all kinds of injuries. Normal injuries would include cuts, bruises, splinters, smashed fingers, sprains and strains. Do you see what I mean about the words lifting/moving sound like work to me? Also I hope you can see that risk comes from many different causes during this type of work.

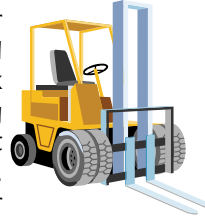


Now for the good news. A lot of this risk can be reduced by; wearing a pair of gloves, and some steel-toed boots. Other prevention ideas include getting help should the object be heavy. Before anyone lifts anything you must also make sure that you have a clear route to move in and a good place to put the item back down. With all of this being done you then need to lift with you legs not your back. Some of you might wonder what this has to do with how I tie my shoes. I always tell people not to bend over to tie your shoe but kneel down or bring your shoe up onto a chair or ledge so the bending is removed. Remember lifting your own body weight put more than 1000 pounds stress on your lower back. That stress is a lot of weight.

## 2. Non-Powered Machines

This would include wheelbarrows, come-a-longs, hand trucks and even crowbars. Any time you move items with one of these tools you must keep track of everyone's toes. What comes up must come down and if it lands on your toe you could be in big trouble. Another thing you must look into is where are you moving this item to. Wheels are great on flat ground but shifting of the load because of un-

even ground can allow a load to shift or fall over. Planning the trip is the best way to prevent this problem. Also when working on sidewalks, you must stay away from the edge. Many times using safety belts on hand trucks will help you hold the item being moved to the hand truck making for a safer move.



## 3. Powered Assisted Devices

This could be a fork lift, truck, hoist or crane. The four things to keep in mind when using any of these devices are; Training, training and training is needed to use these devices. No training, No use is the rule. The next thing is that when using these items both the operator and anyone near the equipment are both responsible for safety. DO NOT ASSUME THE OPERATOR SEES YOU. STAY CLEAR OF ALL SUCH LOADS. The third item is always secure the load to the equipment. Items will shift, fall, slip, slide or roll off if it is not secured. The last item is again level flat ground is required to use this equipment safely.

In closing be ready with the proper safety equipment. Plan the move and mix and match all your options to find the safest way to lift or move any item.

# WITH THE PRICE OF GAS, WHO COULDN'T USE A DISCOUNT?

BY: DONNA FLORES, SAFETY ANALYST/TRAINER



Depending on your driving experience, upon completion of our Defensive Driving class, you could be eligible for a discount on your vehicle insurance premium. Who couldn't use a few extra dollars in their pocket?

A defensive driving class is required of all persons who drive on official County business. Our County Safety Policy requires attendance of the classroom program within the first year of employment and once every four years thereafter. Additionally, employees who have had accidents, in County/personal vehicles, on the

job for which they are at fault, must attend training within ninety days of their accident.

We have a new location and class times. See the CEO-Risk Management Division website for class information.

**STANISLAUS COUNTY  
CEO-RISK MANAGEMENT DIVISION**

1010 10th Street, Suite 5900  
P.O. Box 1723  
Modesto, CA 95353

Phone: 209-525-5710  
Fax: 209-525-5779

<http://www.stancounty.com/riskmgmt/index.shtm>



**Did you know...**

- The name "California" came from a knightly romance book that was published in 1510. It was about an island paradise near the Indies where beautiful Queen Califia ruled over a country of beautiful black Amazons with lots of pearls and gold.
- The City of Los Angeles, spread over 467 square miles, is hub to a five-county metropolis of 34,149 square miles.
- California produces more than 17 million gallons of wine each year. There are more than 300,000 tons of grapes grown in California annually.
- The highest and lowest points in the continental United States are within 100 miles (160 km) of one another. Mount Whitney measures 14,495 feet (4,418 m) and Bad Water in Death Valley is 282 feet (86 m) below sea level.
- The first person to personally receive a star on the Walk of Fame in Hollywood was actress Joanne Woodward. She received it in 1960.
- Alpine County, south of Lake Tahoe, is the smallest of California's 58 counties, by population. It has no high schools, ATMs, dentists, banks, or traffic lights. It is also the only county in the state that doesn't generate agricultural production.
- Totalling nearly three million acres, San Bernardino County is the largest county in the entire United States by area.
- The redwood is the official state tree of California. Many of the giant redwoods in Sequoia National Park are more than 2,000 years old.

**Let us know how we're doing!**

Please take a moment and complete our Customer Satisfaction Survey by going to the link below.

Once there, on the right hand side of the screen you will see a box of Helpful Information, select Customer Satisfaction Survey.

In the first box (\*1.) select **Risk Management** from the drop down list of departments.

<http://www.stancounty.com/customercenter/index.shtm>

Thank you for taking the time to complete our survey.

# Safety corner

## FRACTURES/DISLOCATIONS

BY: KEVIN WATSON, SAFETY ANALYST/TRAINER

Before assisting in any emergency, please remember to follow the basic rules of:

**Assess** – the scene. If safe, approach and then **Assess** the victim

**Alert** – call or have someone call 9-1-1

**Attend** – to the injured to the best of your abilities with the resources available to you at the time

Just like Strains and Sprains, current teaching *assumes* that an ambulance will be on-scene within a few minutes. We should be keeping the victim safe and comfortable until advanced care



arrives. In addition, care will be to keep the victim from moving about, applying ice to the area and holding the affected limb above and below the injury. If you are in an area that is not covered by ambulance service within several minutes, it would be a good idea to take a more advanced First Aid course. We consider this a "higher risk lifestyle" – camping, hiking, rock climbing, mountain biking etc. . . thus your First Aid skills and kit should be more extensive than that of the "flat-lander couch potato". Splinting, applying a sling and binder, moving an injured victim will all be covered in the more advanced classes. A quick internet check can provide classes and / or wilderness first aid books and

materials. Since teaching these skills does not transcend Department and Division lines, the CEO-Risk Management Division does not offer these classes. If your department is interested in offering a more advanced class, we would be happy to assist you in setting it up. Please call the CEO-Risk Management Division, Safety Unit at 525-5781 to get the ball rolling !

For anyone that is not comfortable with their level of technical expertise and would like to learn more about the current CPR / AED / First Aid instruction, please contact the CEO-Risk Management Division, Safety Unit at 525-5781 to sign-up for a class.

# Twenty-three Heart Healthy Foods

*by Peggy J. Huntsinger, Disability Manager*

- 1) **Swiss chard** is high in potassium (1000 mg per cup). A half cup of cooked Swiss chard provides a significant amount of both lutein and zeaxanthin, supplying 10 mg each. These plant chemicals, known as carotenoids, protect your retinas from the damage of aging.
- 2) **Fresh herbs** are rich in antioxidants and can be used to spice up your food allowing you to reduce your salt intake. If you absolutely can't live without salt try using kosher salt (half the sodium of table salt) and crush with a mortar and pestle.
- 3) **Lowfat or nonfat yogurt** will help in lowering your blood pressure (120/80 healthy level). You can also try substituting an equal amount of lowfat or nonfat milk for water in packaged foods that need to be reconstituted.
- 4) **Garlic** aids in lowering cholesterol and keeps LDL (bad cholesterol) from building up in the arteries. You will need to consume several cloves a day to get the protective benefits.
- 5) **Extra virgin olive oil** will help lower LDL when used to replace saturated fat in your diet. Try incorporating it where you can really savor the flavor as in a salad dressing, as a topping for bread, or drizzled over steamed vegetables.
- 6) **Almonds** aid in reducing LDL levels, are high in vitamin E, are an antioxidant, and a good source of calcium.
- 7) **Barley** is great for helping keep glucose levels under control, actually better than oats. It helps lower cholesterol and is a great source of fiber. Hulled barley has more fiber than pearl barley but it takes longer to cook. Substitute barley flour for about half of the all-purpose type flour in muffin and quick bread recipes. Try adding barley to soups or serve it as a side dish in place of rice or potatoes.
- 8) **Cayenne chili pepper** can be sprinkled on food to prevent a big spike in blood sugar after a meal. Try adding cayenne chili pepper to your next hamburger.
- 9) **Carrots** can reduce the risk of diabetes. Add a half a cup of carrots to your daily diet. To aid in the absorption of antioxidants serve them with a little olive oil.
- 10) **Broccoli** is high in antioxidants, low in calories ( $\frac{1}{2}$  cup around 27 calories), and a good source of fiber (approximately 3 grams of fiber in  $\frac{1}{2}$  cup).
- 11) **Oranges** are only 65 calories, a good source of fiber, and they help control cholesterol.
- 12) **Lean pork** is a high protein source and will burn twice as many calories as a meal that is high in carbs. Pork tenderloin has around 122 calories per 3 ounces and the same size pork top loin has 147 calories with 5 grams of fat.
- 13) **Salmon** is one of the best sources of omega-3 fatty acids which can ease inflammation.
- 14) **Black beans** are a great source of magnesium; a cup of canned beans provides 120 mg of the 32 mg of magnesium you need on a daily basis.
- 15) **Cherries** are loaded with anthocyanins and antioxidants. Dried cherries are available year round and are more versatile. Add a tablespoon to your morning cereal or to wild rice, salad, muffins or yogurt.

**16) Beets** are one of the best sources of both folate and betaine which work together to lower your blood levels of homocysteine. Eating beets can lower your risk of heart disease and aid in the fight of cancer. Beets are better fresh and raw. Heating beets actually decreases their antioxidant power.

**17) Cabbage** is loaded with valuable nutrients such as sulforaphane, known for reducing the risk of cancer. Just one cup of chopped cabbage has around 22 calories,

**18) Guava** has a higher concentration of lycopene -- an antioxidant that fights prostate cancer -- than any other plant food, including tomatoes and watermelon. Just 1 cup provides 688 milligrams (mg) of potassium, which is 63 percent more than you'll find in a medium banana. And guava may be the ultimate high-fiber food: There's almost 9 grams (g) of fiber in every cup.

**19) Cinnamon** helps control your blood sugar. Just  $\frac{1}{4}$  teaspoon of cinnamon a day can significantly reduced not only your blood sugar but also your triglycerides and LDL. Try sprinkling into your coffee or on your oatmeal.

**10) Pomegranate juice** just 2 ounces a day can decrease your blood pressure and improve blood flow to your heart. Four ounces provides 50 percent of your daily vitamin C needs. Try 100% pomegranate juice. (For a list of retailers, go to [www.pomwonderful.com](http://www.pomwonderful.com).)

**21) Goji berries** have one of the highest ORAC ratings -- a method of gauging antioxidant power -- of any fruit and can reduce insulin resistance. You can find them at specialty supermarkets or at [gojiberries.us](http://gojiberries.us). Try adding them to oatmeal, cold cereal, and yogurt or just eat them by the handful.

**22) Dried plums** contain high amounts of neochlorogenic and chlorogenic acids, antioxidants that are particularly effective at combating the "superoxide anion radical." This nasty free radical causes structural damage to your cells, and such damage is thought to be one of the primary causes of cancer.

**23) Pumpkin seeds** are high in magnesium.

# November

## 2009 OPEN ENROLLMENT CALENDAR

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> OE Forms Distributed to Payroll Clerks	<b>6</b>	<b>7</b> OPEN ENROLLMENT STARTS	<b>8</b>
<b>9</b>	<b>10</b> CSA Lg Training 9:30am-3:30pm	<b>11</b> HOLIDAY	<b>12</b> Sheriff's Conf Rm #152 7:00am-9:00am 4:00pm-5:00pm	<b>13</b>	<b>14</b> HSA Martin Conf 9:0am-Noon 2:00pm-3:30pm	<b>15</b>
<b>16</b>	<b>17</b> 1010 10 <sup>th</sup> St. Basement Training 9:30am-1:00pm	<b>18</b>	<b>19</b>	<b>20</b> Ag Center 9:00am-11:30am	<b>21</b> OPEN ENROLLMENT ENDS	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Holiday	<b>28</b> Holiday	<b>29</b>
<b>30</b>	<b>01</b> Payroll Clerks turn in OE forms to EB					

2008