

BITS & PIECES

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DILIGENCE: PUT YOUR HEART INTO YOUR WORK

By: David L. Dolenar, Deputy Executive Officer

A person cannot put his/her heart into his/her work unless he/she is personally interested in it. Diligence requires that a person take his/her work personally.

For some jobs, this is natural. Other jobs may not be that interesting. Any job, over time, will have periods of interest and periods of tedium. A person's interest at such times may not be in the activity itself, but in the people helped, the company supported, or the satisfaction of knowing you have done your best.

Without some measure of personal interest in seeing a job well done, a person cannot really put his/her heart into the job. Seek to interest yourself in the task at hand, and apply yourself to completing it.

A diligent person is not the one who is running around like the proverbial chicken with its head cut off. Dashing between a dozen projects, never giving enough attention to any to see much progress, is hectic – not diligent.

Diligence is giving concentrated effort that gets something done – and done well. Granted there will always be hectic days

when a person has no choice but to run around like the unfortunate chicken. But this ought not be the norm. We should strive to get things in good enough order so we can set them aside for a few hours. Then focus on one task and push it as hard and far as you can.



Diligence is giving focused effort to completing a task. Rarely will you take on a project that really *cannot* be done. You may overstretch yourself so that you could accomplish any one of your jobs but not all of them. There may be times when something has to be shelved because it is not worth the effort it has proved to require. But these ought to be rare occasions. Do the job you set out to do. Stick it out and finish the job!

Finally, acknowledge those with gratitude and praise. Recognize them in front of their peers and always thank a person for helping and doing the best that can possibly be done. Be diligent in appreciating what people can perform and support them with training and education when the job being done requires additional skills. Diligence requires that a person take his/her work personally and knowing you have done your best!

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Health and Safety Training 2007

Reminder — Health and Safety Training 2007 will be October 9-11 this year. More information will be provided in following newsletters. Please reserve these days on your calendars and schedule accordingly.

ROAD GLARE —A NIGHTTIME VISION HAZARD

By: Casi Persons, Employee Benefits Coordinator

How many times has it happened to you? You're driving along a busy highway at night when all at once your eyes are flooded with light from an oncoming car. For a terrifying few seconds, you're struggling with near-blindness at the wheel as your eyes adjust to the sudden, paralyzing glare. Scary? You bet. There's no question that the glare from passing automobiles and other light sources poses a significant threat for many nighttime drivers. Dealing effectively with glare at night isn't just a matter of comfort. It's a matter of personal safety, and there's a lot of research to show that highway glare can cause life-threatening accidents. For that reason, all of us should take the steps required to protect ourselves from this hazard. Although the glare produced by headlights and other bright objects often can't be avoided, drivers can reduce its impact by taking a few defensive meas-



ures: During your annual eye exam, ask your doctor to review your vision issues, with nighttime glare specifically in mind. If you have an eye condition, for example cataracts or nearsightedness (myopia) that could be worsened by glare, determine whether or not that condition will make you vulnerable to sudden flashes of light while driving after dark.

That way, you'll know what to expect before you get behind the wheel at night.

Have your glasses treated with an anti-reflective coating. Today's high-tech coatings can reduce glare 40 or 50 fold, and you can easily obtain these low-glare lenses even if you don't normally wear prescription glasses.

Remind yourself that if you've spent a long day doing close-up work with your eyes (sitting at a computer, for

example), the resulting fatigue and strain could make your eyes more vulnerable to glare. If you know your eyes are tired, be sure to drive extra carefully after dark.

To minimize the effects of glare, remember to look down at the right lower side of the roadway, not at the center line, while driving toward oncoming headlights.

Don't rely on dietary supplements including popular herbal remedies, in the hope of improving your night vision. Right now, there isn't enough evidence to know for certain whether dietary supplements or herbal remedies can significantly improve night vision. The best protection from glare is to have your eyes examined annually and to arm yourself with anti-reflective lenses, when appropriate.

Source- VSP Dr. Stephen Cohen O.D.

STILL TIME TO PREPARE FOR WINTER DRIVING

By: David Becker, Safety Officer



If you have not already prepared your car or the company vehicle for winter, a well-tuned vehicle will ensure quicker starts and faster response on the road. The National Safety Council suggests a checkup that includes:

- ⇒ Checking the ignition, brakes, wiring, hoses and fan belts.
- ⇒ Changing and adjusting the spark plugs.
- ⇒ Checking the air, fuel and emission filters, and the PVC valve.
- ⇒ Inspecting the distributor.
- ⇒ Checking the battery.

- ⇒ Checking the tires for air, sidewall wear and tread depth.
- ⇒ Checking antifreeze level and the freeze line.

You should also remember to keep the gas tank near full to keep the tank or fuel lines from freezing.

BITS & PIECES NEWSLETTER

By David L. Dolener, Deputy Executive Officer



As we begin our eighth consecutive year of our newsletter, I wanted to remind you that all our publications can be found on-line at the CEO- Risk Management Division website. There have been some interesting articles on wellness and safety practices that you

may wish to review. Other articles written during the past seven years are still applicable today. To review the last seven years of Bits and Pieces, go to the County website, click Agencies and Departments then click Risk Management Division listed under Chief

Executive Offices and scroll down where the newsletter section can be found.

Happy reading!



HOW SAFE ARE YOU IN YOUR HOME?

Submitted by: Ed Fenton, Liability Claims/Insurance Manager



The trend to upgrade and remodel our homes is an indication of how much we value the creature comforts and security of home. But, how safe are we and our homes? Last year 7 million Americans suffered disabling injuries and another 27,000 died as a result of injuries sustained in their homes.

With May as National Electrical Safety Month, now is a good time to take stock of how you can prevent hidden electrical dangers from becoming disasters. The Leviton Institute recommends you have a professional electrical safety inspection performed every 10 years and that you conduct your own inspection of your home and exterior crowns annually. Here's how:

1. Examine outlets and switches to make sure they have no cracked or broken parts. If they do or if they are hot to the touch, make sure you have them replaced immediately. Also check for loose-fitting plugs which can be a shock or fire hazard.
2. Outlets are designed to accommodate a certain amount of amperage, and generally 15 or 20 amps. If you overload an outlet with too many appliances you can exceed its amperage rating and create a fire or shock hazard in your home. Unplug the excess appliances from the outlet and plug them in elsewhere in your home.
3. Never take over a damaged electrical cord. Make sure cords are not frayed or cracked and never run them under carpets or rugs. Replace tape, frayed or damaged cords immediately.
4. Never force a plug into an outlet and never remove the ground pin from the plug to make a three-prong plug fit a two conductor outlet. If plugs fit loosely in an outlet and begin falling out, that outlet must be replaced.
5. Fuses should be properly rated for the circuits they're protecting. Always replace a fuse with the same size you are removing. Check to ensure that the circuit breakers in your home are working.
6. Make sure you have a Ground Fault Circuit Interrupter (GFCI) installed in your kitchen, bathrooms, workshop, basement, garage and outdoor areas where water and electricity are likely to come in contact.
7. Test your GFCI once a month. Plug an appliance or nightlight into it and turn it on. Press the "TEST" button and see if the appliance or the light switches off. Press the "RESET" button and the appliance or light should go back on. If the appliance or light doesn't go off when you push the TEST button or if it doesn't go back on when you press RESET button, the GFCI isn't working properly and should be replaced.
8. When using an extension cord, always plug an appliance into the cord before plugging it into the outlet.
9. When using the extension cords outdoors, always use a cord rated for outdoor use.
10. Never install a high wattage light bulb into a lamp socket rated for a lower wattage bulb.



THROUGH YOUR LIFE STAGES, PACIFICARE IS THERE

Submitted by: Barbara Cooper, Employee Benefits Manager

PacifiCare has programs and services to help at every stage of your life—from pregnancy to raising adolescents to menopause to caring for loved ones.

Speak with a Nurse; day or night from rashes to headaches, allergies to stomach pain. The 24-hour Nurse Line is a great source of general health information to supplement your physician's care. Simply call the 24-hour Nurse Line toll-free, 1-866-PHS-HEALTH

(1-866-747-4325), at any time any day of the week, to speak with a licensed registered nurse about your general health concerns.

Web services that keep you connected with PacifiCare Virtual-HealthClub offer access to a nationwide team of qualified coaches with professional expertise in exercise, nutrition and life management issues. There's no need to make an appoint-

ment – just log on to their web site at www.pacificare.com and email them with your questions to have an appropriate coach respond.



If you are a PacifiCare member, take the time to check out their web site and see all the healthy living tools and support that are available at your finger tips!!

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You can either complain that rose bushes have thorns—or rejoice that thorn bushes have roses



Did you know.....

- ♥ 192 million Valentine's Day cards are exchanged annually, making Valentine's Day the second-most popular greeting-card-giving occasion.
- ♥ Nearly 60 percent of all Valentine's Day cards are purchased in the six days prior to the observance, making Valentine's Day a procrastinator's delight.
- ♥ About 3% of pet owners will give Valentine's Day gifts to their pets.
- ♥ The expression "wearing your heart on your sleeve" comes from a Valentine's Day party tradition. Young women would write their names on slips of paper to be drawn by young men. A man would then wear a woman's name on his sleeve to claim her as his valentine.
- ♥ The first St. Patrick's Day in America was celebrated in Boston in 1737.
- ♥ Legend says that each leaf of the clover means something: the first is for hope, the second for faith, the third for love and the fourth for luck.
- ♥ The first chocolate eggs were made in Europe in the early 19th century and remain among the most popular treats associated with Easter.
- ♥ Sixty million chocolate bunnies are sold each Easter.
- ♥ Most children (74%) eat the ears of their chocolate bunny first. Thirteen percent eat the feet first, and ten percent eat the tails first.



Safety Corner



CPR / AED

By: Kevin Watson, Safety Analyst/Trainer

The new American Heart Association Guidelines for 2005 have finally been rolled out. The following information, for this and upcoming articles is based on the new standards.

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.

Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) use has changed quite a bit. The new standard requires one cycle of CPR to consist of thirty (30) compressions followed by two (2) breaths. This applies to Adults, Children and Infants. CPR is now per-

formed for five (5) cycles or approximately 2 minutes each time. This is quite physically demanding! The science behind the change is as follows: blood pressure is increased during chest compressions and drops off immediately when compressions stop – when giving breaths. By increasing the number of chest compressions, oxygenated blood is able to get to all the vital organs and the hope is to increase the success rate of CPR.

Another big change will require unlearning two skills we have been taught for many years – checking for a pulse and rescue breathing.

Rescue breathing is now considered the two breaths that follow chest compressions. Gone are the days of providing just breaths for a victim. Checking for a pulse is now gone as well. If the victim is unconscious *and* not breathing, it is *assumed* that the heart has stopped, or will soon stop beating. We immediately start chest compressions.

AED use has changed as well. Now, the machines will only deliver one (1) shock, to be immediately followed by two (2) minutes of CPR. At the completion of the two minutes, the AED machine will re-analyze the victim and either deliver another shock, if indicated, or prompt you to continue performing CPR.

The ABCD's of CPR now stand for:

A = Check for an open airway.

B = Check for breathing.

C = Compressions.

D = Defibrillate, if an AED is available

For anyone who 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 Risk Management Division, Safety Unit at 525-5781 to sign-up for a class.