

BITS & PIECES

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SAFETY BOARD STRATEGIC PLAN

BY: DAVID L. DOLENAR, DEPUTY EXECUTIVE OFFICER

On March 19, 2008, the Stanislaus County Safety Board finalized the Implementation Plan for its Strategic Plan for 2008. The Strategic Plan was developed by Departmental Safety Representatives and the CEO-Risk Management Division and the two year process was facilitated by Christy Kneller of the CEO-CARE Unit.



The Safety Board Strategic Plan will be the mechanism by which all County Departments will be guided in safety processes and will serve as a tool for departments to engage in a safety culture to assure that all employees are provided a safe working environment. The strategic priorities, strategic objectives, goals and action plans set forth the Safety Board's direction to all County Departments and establish benchmarks by which safety is measured in the County.

The Strategic Priorities as identified during the development of the Plan include the following:

- Training
- Leadership/Culture
- Communication
- Budget/Funding

Each strategic priority includes specific goals and expected outcomes for each quarter of the calendar year. A team leader for each strategic priority is responsible to assure that specific actions identified in the Implementation Plan are achieved each quarter.

All Departmental Safety Representatives have been provided a copy of the Strategic Plan. Employees can review the Plan by contacting the Safety Representative in their department. The Strategic Plan can also be found on the CEO-Risk Management Division web page.

Safety is a high priority in Stanislaus County. All employees are encouraged to work safely and do everything possible to prevent accidents from occurring.

Appreciation is expressed to all County Safety Representatives who participated in the development of the Plan and to Christy Kneller who facilitated the work sessions.

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*True leadership involves
"Getting people to do what you want them to do... because THEY want to."*

Quote by: President Dwight Eisenhower

PEOPLESOFT eBENEFITS SELF-SERVICE IS NOW AVAILABLE!

BY: CASI PERSONS, EMPLOYEE BENEFITS COORDINATOR

Employee Benefits has implemented Phase 1 of eBenefits Self Service.

Phase 1 consists of:

Employee Benefits Information including:

- ✓ Benefits Summary
- ✓ Deferred Compensation Summary*
- ✓ Life Insurance Summary**
- ✓ Flexible Spending Account Summary
- ✓ Dependent/Beneficiary Summary

*With the Deferred Compensation Summary, you will be able to EDIT your own Deferred Compensation voluntary contributions.

**With the Life Insurance Summary, you will be able to EDIT your own Life Insurance Beneficiaries.

To learn about eBenefits, go to the County's Intranet site at: <http://saturn/intranet/> to access the **eBenefits Self Service Tutorial**, which is located under **Resources** at the top of the page.

To qualify as an eBenefits user, an employee will need to be eligible for Health Insurance Benefits and have access to a County computer. Employees will not be able to access eBenefits from their home at this time.

Phase 2 eBenefits will be rolled out later this year. Phase 2 will consist of Life Events which includes the ability for employees to enroll dependents into their Health Insurance Benefits for reasons of Birth, Adoption or Marriage and also remove dependents due to Divorce. In the future, eBenefits will also be

used for Open Enrollment. We will keep you informed.

This is an exciting new adventure Stanislaus County has chosen to take. If you have any questions regarding this information please feel free to contact Employee Benefits at 525-5717.



CHANGE IN FAMILY MEDICAL LEAVE ACT

BY: PEGGY HUNTSINGER, DISABILITY MANAGER



January 28th 2008, President Bush signed the first change to the Family & Medical Leave Act (FMLA) since its inception in 1993. Family members of an active servicemember may now have up to 26 weeks of (un-paid) protected leave to care for spouse, child, parent or next of kin who is a servicemember undergoing medical treatment, recuperation or therapy, is on out-patient status or is on temporarily disabled retired list for a serious injury or illness caused by/during active duty. While FMLA is an un-paid protected leave, employees of

Stanislaus County are required to use any applicable leave accruals while on leave.

Any combination of any other FMLA leave with the 26 week leave to care for a wounded service member is limited to the 26 weeks. This expansion is limited to a one time leave to be used in one 12 month period. This leave may be taken on an intermittent basis.

The second change in the FMLA is the 12 weeks of protected leave is expanded to include exigency. According to Webster's the definition of exigency is *that which is required*

in a particular situation —usually used in plural <exceptionally quick in responding to the exigencies of modern warfare.> When the employee's spouse is called to active duty or is notified of an impending call or order to active duty – in the Armed Forces (including Reserves and National Guard) in support of a "contingency operation". What is a qualifying exigency? Exigency **might** include settling legal matters, covering household duties the service member had been providing and can even include spending quality time before the servicemember leaves for active duty.

Knowing others is intelligence; knowing yourself is true wisdom.

Mastering others is strength; mastering yourself is true power.

GET IN SHAPE FOR SUMMER

BY: PEGGY HUNTSINGER, DISABILITY MANAGER

With summer right around the corner it is time to get into shape and shed our winter weight. It is time to trim down! Don't get carried away, make small changes you can stick with. A well rounded plan includes eating healthy, range of motion exercises, strength training and aerobic exercise.



- **Eating Healthy** Fat calories should be less than 30% of your total calorie intake. To determine how many grams of fat, multiply your caloric requirement by .3 and then divide by 9. Example 2100 calories times .3 = 630 divided by 9 = 70 grams of fat.

- **Range of Motion Exercises** Stretching and bending, should be done on a daily basis. Keeping your body flexible will help prevent injuries.

- **Strength Training** should be done on a daily basis. Strong muscles help support the spine. When working your muscles, remember slow movements are better than

quick jerky movements. Try the 10/5 rule. Ten seconds when lifting weights and five seconds lowering the weight will allow you to lift lower weights and require fewer reps (4 to 6). By going slow you will insure you are using proper body mechanics and reduce the chance of injuries. Increasing muscle mass increases the amount of calories burned. One pound of muscle burns 35 – 50 calories per day. Ten pounds of muscle burns 350 – 500 extra calories per day or over 3500 per week which results in one pound of fat every 7 – 10 days.

- **Aerobic Exercise** should be done two to three times a week. Try walking, biking, tennis, swimming, dancing or whatever keeps you moving at a rate to get your heard rate elevated to 60 – 85% of your maximum heart rate. The American Heart association indicates the maximum heart rate is about 220 minus your age. I have listed a few websites at the bottom of this article for optional ways to calculate your target heart rate.

When choosing an exercise program select one that you will enjoy. Make exercise fun, not a chore. To keep your body burning calories at the most efficient level incorporate interval training in your workout. Interval training incorporates short high intensity periods of exercise with periods of lower intensity.

For example:

- ⇒ Step 1 warm up for 5 minutes
- ⇒ Step 2 walk for 5 minutes at 3.5 MPH
- ⇒ Step 3 walk for 1 minute at 4.2 MPH
- ⇒ Step 4 repeat steps 2 and 3 for 2 to 3 times
- ⇒ Step 5 cool down for 5 minutes

Above all have fun!

Reference cites:

- thewalkingsite.com/thr.html,
- americanheart.org/presenter.jhtml?identifier=4736 or
- sarkproducts.com/targetzonecalculator.htm

THE LATEST INFORMATION ON CPR

BY: KEVIN WATSON, SAFETY ANALYST/TRAINER



The American Heart Association has recently released new guidelines related to compression only CPR. Since the information is new and training materials are just now becoming available, we don't have all the answers. Very consciously, the new rules are: If you

witness an adult, out-of-hospital sudden cardiac arrest **and** you are not certain of your conventional CPR skills, you can do compression only CPR. This is done at a rate of 100 compressions per minute without providing any respirations. If you are trained and confident in your CPR skills, you can choose to

do either conventional or compression only CPR. More information will be available shortly. You can contact the CPR Instructors in the CEO - Risk Management Division for further clarification if needed. Our phone number is 525-5781.



RED CROSS WATER SAFETY QUIZ

SUBMITTED BY: PEGGY DOMINGUEZ, ADMINISTRATIVE ASSISTANT

Do you know how to stay safe around the water? Test your water safety skills by taking the Red Cross Water Safety Quiz! To take the test please copy and

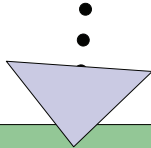
paste the following link.
<http://www.redcross.org/services/youth/izone/quizzes.html>

**STANISLAUS COUNTY
CEO-RISK MANAGEMENT DIVISION**

1010 10th Street, Suite 5900
P.O. Box 1724
Modesto, CA 95353

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

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



**REMEMBER TO DONATE BLOOD
THIS SUMMER**

Submitted by: Peggy Dominguez,
Administrative Assistant

- ◆ Every two seconds, someone in this country needs blood.
- ◆ We need 25,000 volunteer donors each day to meet the rising blood needs of this country.
- ◆ Supplies are stable, but summer is a challenging time, because college and high schools are in recess.
- ◆ Call 1-800-GIVE-LIFE and schedule an appointment.



Did you know...

- ☺ Humor and most notably laughter, frees the mind, eases the faculties and causes the soul to lift and it relieves you of tension and stress.
- ☺ The diaphragm is the large muscle which separates the chest cavity from the abdominal cavity and gets a great workout when we laugh heartily. Our respiration is enhanced, blood pressure is lowered and the amount of oxygen in the blood stream increases.
- ☺ Ever laughed so much it hurt? The movement of the diaphragm also stimulates surrounding organs, such as the stomach, kidneys and liver, acting as an internal massage.
- ☺ University studies show laughter lowers serum cortisol levels, increases T-cell production, lowers blood pressure and increases the number and activity of disease-fighting killer cells. These are all natural Ahealth substances, endorphins and encephalons that free us of pain and illness.
- ☺ When you experience more laughter, smiles and feel carefree, your happiness increases with the spirit's energy and powers the will to live. You make your life sweeter.



The Irate Customer...

A crowded airline flight was canceled. A single agent was rebooking a long line of inconvenienced travelers. Suddenly an angry passenger pushed his way to the desk. He slapped his ticket down on the counter and said, "I HAVE to be on this flight and it has to be FIRST CLASS."

The agent replied, "I'm sorry sir. I'll be happy to try to help you, but I've got to help these folks first, and I'm sure we'll be able to work something out."

The passenger was unimpressed. He asked loudly, so that the passengers behind him could hear, "*Do you have any idea who I am?*"

Without hesitating, the gate agent smiled and grabbed her public address microphone. "May I have your attention please?" she began, her voice bellowing throughout the terminal.

"We have a passenger here at the gate WHO DOES NOT KNOW WHO HE IS. If anyone can help him find his identity, please come to the gate."

-Adapted from the FarmCA Humor Archives



Safety Corner



STRAINS/SPRAINS

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

Use the **R.I.C.E.** method for treating Strains and Sprains.

Rest – stop doing what you were doing that caused the injury in the first place; relax

Ice – apply ice to the affected area, 10 minutes on, 10 minutes off. This will minimize swelling

Compression – use an elastic wrap

Elevation – raise the affected area

Current teaching has us keeping the victim safe and comfortable until advanced care arrives. The expectation is that an ambulance will be on-scene within a few minutes. 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". Since teaching these skills does not transcend Department and Division lines, 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 schedule a class(es).

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.

Recommended Screenings for Men and Women



Source: U.S. Department of Health and Human Services

Since each person's health care needs are unique, these charts are guidelines only. Your doctor will personalize the timing of each test and immunization to meet your health care needs.

WOMEN

Screening Tests	Ages 18-39	Ages 40-49	Ages 50-64	Ages 65 and Older
General Health: Full checkup, including weight and height	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Thyroid test (TSH)	Start at age 35, then every 5 years	Every 5 years	Every 5 years	Every 5 years
Heart Health: Blood pressure test	At least every 2 years	At least every 2 years	At least every 2 years	At least every 2 years
Cholesterol test	Start at age 20, discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Bone Health: Bone mineral density test		Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Get a bone mineral density test at least once. Talk to your doctor or nurse about repeat testing.
Diabetes: Blood glucose test	Discuss with your doctor or nurse.	Start at age 45, then every 3 years	Every 3 years	Every 3 years
Breast Health: Mammogram (x-ray of breast)		Every 1-2 years. Discuss with your doctor or nurse.	Every 1-2 years. Discuss with your doctor or nurse.	Every 1-2 years. Discuss with your doctor or nurse.
Reproductive Health: Pap test and pelvic exam	Every 1-3 years if you have been sexually active or are older than 21	Every 1-3 years	Every 1-3 years	Discuss with your doctor or nurse.
Colorectal Health: Fecal occult blood test			Yearly	Yearly
Flexible sigmoidoscopy (with fecal occult blood test is preferred)			Every 5 years (if not having a colonoscopy)	Every 5 years (if not having a colonoscopy)
Double Contrast Barium Enema (DCBE)			Every 5-10 years (if not having a colonoscopy or sigmoidoscopy)	Every 5-10 years (if not having a colonoscopy or sigmoidoscopy)
Colonoscopy			Every 10 years	Every 10 years
Rectal exam	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Every 5-10 years with each screening (sigmoidoscopy, colonoscopy or DCBE)	Every 5-10 years with each screening (sigmoidoscopy, colonoscopy or DCBE)
Eye and Ear Health: Eye exam	If you have any visual problems; at least one exam from ages 20-29 and at least two exams from ages 30-39.	Every 2-4 years	Every 2-4 years	Every 1-2 years
Hearing test	Starting at age 18, then every 10 years	Every 10 years	Every 3 years	Every 3 years
Skin Health: Mole exam	Monthly mole self-exam; by a doctor every 3 years, starting at age 20.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.
Oral Health: Dental exam	One to two times every year	One to two times every year	One to two times every year	One to two times every year

MEN

Screening Tests	Ages 18-39	Ages 40-49	Ages 50-64	Ages 65 and Older
General Health: Full checkup, including weight and height	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Heart Health: Blood pressure test	At least every 2 years	At least every 2 years	At least every 2 years	At least every 2 years
Cholesterol test	Start at age 20, discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Diabetes: Blood glucose test	Discuss with your doctor or nurse.	Start at age 45, then every 3 years	Every 3 years	Every 3 years
Prostate Health: Digital Rectal Exam (DRE)		Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Prostate-Specific Antigen (PSA) (blood test)		Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Reproductive Health: Testicular exam	Monthly self-exam; and part of a general checkup.	Monthly self-exam; and part of a general checkup.	Monthly self-exam; and part of a general checkup.	Monthly self-exam; and part of a general checkup.
Colorectal Health: Fecal occult blood test			Yearly	Yearly
Flexible sigmoidoscopy (with fecal occult blood test is preferred)			Every 5 years (if not having a colonoscopy)	Every 5 years (if not having a colonoscopy)
Double Contrast Barium Enema (DCBE)			Every 5-10 years (if not having a colonoscopy or sigmoidoscopy)	Every 5-10 years (if not having a colonoscopy or sigmoidoscopy)
Colonoscopy			Every 10 years	Every 10 years
Rectal exam	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Every 5-10 years with each screening (sigmoidoscopy, colonoscopy or DCBE)	Every 5-10 years with each screening (sigmoidoscopy, colonoscopy or DCBE)
Eye and Ear Health: Eye exam	Get your eyes checked if you have problems or visual changes.	Every 2-4 years	Every 2-4 years	Every 1-2 years
Hearing test	Starting at age 18, then every 10 years	Every 10 years	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
Skin Health: Mole exam	Monthly mole self-exam; by a doctor every 3 years, starting at age 20.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.
Oral Health: Dental exam	One to two times every year	One to two times every year	One to two times every year	One to two times every year



STRATEGIC PLAN

Stanislaus County Safety Board

On the Road Safety Campaign

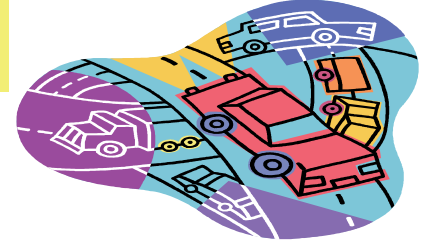
MAY 2008

Communication Strategic Priority — Safe Driving

As part of an effort to make Stanislaus County employees safer while at work, a goal was established to implement a marketing plan that would help all County employees to focus on a single injury causation category that affects all County Departments. The Safety Representatives have chosen to focus on Safe driving (reducing motor vehicle accidents.) One of the goals is to reduce the frequency and severity of motor vehicle accidents. Motor vehicle accidents/incidents can result in property damages, injuries to employees and the public, and other financial costs.

In 2007, the County had a total of 73 accidents and 36 incidents, which can be associated with over \$200,000 in costs. Where do you think Stanislaus County drivers are more apt to be involved in an accident while on the job? In 2007, Parking lots

were one of the top locations where County drivers were having accidents.



This **On the Road** Marketing Plan will involve monthly communication for all County departments over the next year. The materials will be varied in nature, as one type does not necessarily fit everyone's needs. If you have any questions or comments contact your Department Safety Representative. Together, we can all make a difference in our safety while behind the wheel and on the road.

Common causes for County vehicle accidents in 2007 were:

- Maneuvering (driving or backing) in parking lots
- Our vehicle struck another vehicle/object
- Rear-ender accidents
- Failure to yield right-a-way

New Driving Law– Driving and Cell Phone Use

Wait! Don't answer that call unless you are ready for the new laws. Two new laws dealing with wireless telephones take effect July 1, 2008. The law with the greatest impact to our employee drivers is the law prohibiting all drivers from using a handheld wireless phone while operating a motor vehicle. (Vehicle Code 23123). A hands free device may be used if you are a driver 18 years or older.

Even though hands free usage will be legal, County drivers are encouraged to pull over to take a call or wait until you reach your destination. It is expected that staff will limit, delay or pull over and stop the vehicle as this driving distraction can compromise safety. Driving and talking on the phone is considered to be as distracting as driving under the influence.



All staff must comply with State law Any citations received by an employee, pertaining to this law are the responsibility of the driver. The public will be watching those of you in County vehicles, so set a good example. If you don't, they are more than willing to report you.

The other law effects drivers under 18 years. It requires drivers, younger than 18 years of age, to refrain from using a wireless telephone, pager, laptop or any other electronic communication or mobile services device to speak or text while driving, even if hands free.

The only exemption to these laws, for use of a wireless telephone, is to make an emergency call to a medical provider, law enforcement, fire department, or other emergency services agencies.

Please contact the CEO-Risk Management Division if you have any questions.

Drive Safe- Avoid Distractions- Be Extra Attentive in and around Parking Lots