

# YCPARMIA Safety Journal

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## Cal-OSHA at the Door Be prepared for Cal-OSHA inspections

Every year the Cal-OSHA inspects thousands of workplaces. Since inspectors can show up with little or no warning, you need to be prepared at all times. That means knowing what to expect from the inspector's visit.

Cal-OSHA's inspection agenda is pretty standard and includes these five basic steps:

- 1. The first thing inspectors do upon arrival is present their credentials** to the facility manager. Although companies have the right to require a warrant at this point, most prefer not to take a confrontational stance and simply invite the inspectors to enter the facility.
- 2. During a brief opening conference with members of management and employee representatives, compliance officers explain the nature and purpose of the inspection** and indicate the scope of the inspection and the records they wish to review. If the inspection was triggered by an employee complaint, the inspectors will provide a copy of the complaint, but not the employee's name.
- 3. The inspectors will then ask to examine the OSHA 300 Log** and your Injury & Illness Prevention Program (IIPP). They might also ask to see such things as a copy of the hazard communication program, lock-out/tagout procedures, fire safety programs, and so on. They'll also check to make sure that Cal-OSHA safety and health posters are appropriately displayed.
- 4. During the walk-around inspection, inspectors will look for violations** of specific OSHA regulations. They will probably want to talk to employees and supervisors—and they have that right. Workers also have the right to talk to OSHA inspectors. You can even talk to them privately if you want to.
- 5. The inspection wraps up with a closing conference** during which the inspectors review any violations and discuss possible methods and timetables for correction. Inspectors will describe the employer's rights and responsibilities and answer any questions at this time. They'll also explain that violations could result in a citation and fines.

Now that you know what to expect, make sure you're in compliance at all times.

### WORKER RIGHTS AND RESPONSIBILITIES

Cal-OSHA is charged with encouraging companies to reduce workplace hazards and implement safety and health programs to protect workers. But both Cal-OSHA and the workplace need your help to keep the workplace safe. So workers have been given rights and responsibilities.

#### You have a right to:

- A safe workplace free from recognized hazards that could cause death or serious physical harm
- Information about Cal-OSHA and your rights and responsibilities
- Proper training regarding the hazards in the workplace and performance of your job assignments according to Cal-OSHA regulations
- Information about Cal-OSHA inspections, citations, and correction of unsafe conditions

You also have a right to talk to Cal-OSHA about safety violations in the workplace without fear of retaliation.

#### You have a duty to:

- Report all hazards you see and correct those you are authorized and able to fix.
- Comply with all safety standards and all other government regulations.
- Perform your job in accordance with workplace safety rules and procedures.
- Report all accidents, injuries, and illnesses to your supervisor.
- Properly use all required personal protective equipment and all safety devices for machinery.
- Cooperate with all medical testing, counseling, and treatment to maintain your physical and mental health.

# Common Back Injuries

## How to prevent them on the job

Back injuries on the job are often triggered by sudden or incorrect movements. Here are several ways you could injure your back:

- ☒ **Strains** from overstretching, slouching, and improper lifting. Carrying excess weight, especially around your midsection, increases your risk for strains.
- ☒ **Sprains** from sudden movements or twists that tear ligaments.
- ☒ **Overflexion**, or bending too far forward, which increases pressure on the cartilage in your back.
- ☒ **Overextension**, or bending too far backward, which increases pressure on the joints in your back.

All these injuries can be prevented by being aware of your back every time you move, using good body mechanics while you work, and keeping yourself in good shape so that your back doesn't become prone to injury.

### What To Do:

- (1) Use proper lifting and carrying techniques.
- (2) Maintain a proper posture when you sit or stand.
- (3) Move your body as a single unit rather than twisting it.
- (4) Keep fit. As few as 10 minutes a day of simple exercises like crunches and knee bends (squats), which you can do at home without any equipment, can build up the muscles in your back, stomach, and legs.

# Dock, Chock, and Block

## Deliver safety at the loading dock

Operations on a busy loading dock are potentially hazardous—especially unloading the freight. **The first rule of loading dock safety is that forklift operators should never enter a trailer without first verifying that it has been chocked.** Contrary to popular opinion, it is not the responsibility of the truck driver to use the chocks. It's our responsibility.

### The purpose of the chock is to pin the wheels and hold them stationary.

Therefore, the rear-most axle on a tandem-axle trailer should be chocked. The force of a forklift entering the trailer exerts a downward force, helping to pin the wheels more than if the front axle were chocked. Chocking the front axle is unsafe because sometimes the forward motion of a lift truck entering the trailer can move the chock forward, allowing the trailer to jump the chock and roll.

**It's also important to block freight inside the trailer.** To prevent movement, be sure to block all four sides and each item separately. The type of blocking material is also important. Make sure that nails or spikes are long enough and the lumber is thick enough so that the cargo won't shift. Use strong blocking materials only. Never use other freight as a block unless you're willing to pay for the damaged goods!

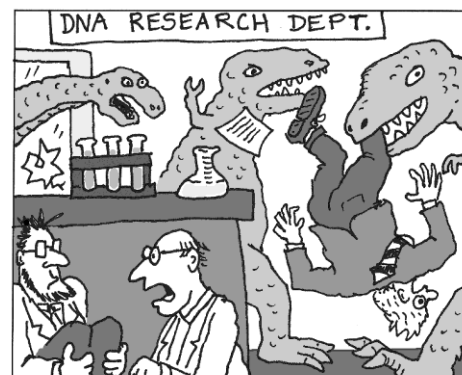
### SOLVENT SAFETY

Solvents are liquids or gases that dissolve other substances, which makes them very useful in the workplace where they serve a variety of purposes. But although they're widely used, they can also be hazardous.

Breathing fumes or getting certain solvents on your skin can lead to serious health problems. In addition, many solvents are flammable.

When using solvents:

- ⇒ **Read the label and material safety data sheet (MSDS)** whenever you work with a new solvent, and follow all safety and health directions.
- ⇒ **Make sure there is adequate ventilation.**
- ⇒ **Wear appropriate personal protective equipment (PPE)**, which may include chemical-resistant gloves (which should be changed frequently), eye protection, face shield, protective clothing, and in some cases, respirators.
- ⇒ **Use fluids sparingly** and keep containers sealed when not in use.
- ⇒ **Dispose of used solvent properly**—it's a hazardous waste and must be recycled or disposed of according to government regulations and company rules.
- ⇒ **Wash hands and face** with soap and water after removing PPE and work clothes.
- ⇒ **Wash immediately** if you get solvent on your skin.
- ⇒ **Flush with water** for at least 15 minutes, and see the doctor if you get solvent in your eyes.



“You know what the worst part is? I'm pretty sure that's the OSHA inspector.”

# Emergency Preparations

## Use this checklist

Everyone needs to know how to act quickly and effectively in a workplace emergency such as a fire, chemical spill, accident, or other incident. Do you know exactly what to do if an emergency occurs in the next 5 minutes?

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • Do you know how to report an emergency?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Would you recognize the sound of the emergency alarm?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you know the quickest and safest way out of the building from your work area?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have an alternate route in case this primary route is blocked by fire or smoke?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you know the location of emergency exits in other parts of the workplace near break rooms, locker room, and restrooms?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you know your responsibilities for shutting down equipment, operations, or systems?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you know where to find first-aid supplies and fire extinguishers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • If you've been assigned emergency response responsibilities, such as helping co-workers evacuate, do you know how to do so? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you participate in all emergency drills?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you know where to report once safely outside the building?   | <input type="checkbox"/> | <input type="checkbox"/> |

If there's anything you don't know, find out now!



### KEEP SAFE IN THE SUMMER SUN

Summer means outdoor activities and lots of sun. That's why July is **National Ultra-violet (UV) Safety Month**. Although sunlight is essential for the production of Vitamin D, too much UV light from the sun can be hazardous to your health in two ways:

1. UV rays can cause **skin cancer** over years of unprotected exposure.
2. They can cause **cataracts** in your eyes over time.

To protect yourself from overexposure to UV light this summer, the National Health Museum recommends these precautions:

- ⚙ **Wear a hat** and sunglasses if you're going to be out in the sun for a while.
- ⚙ **Limit time in the sun** during the hottest part of the day from 10 a.m. to 4 p.m.
- ⚙ **Seek shade** whenever possible.
- ⚙ **Use sunscreen** with a sun protection factor (SPF) of at least 15.
- ⚙ **Check the UV Index every day**. You can find reports in local newspapers, on TV, or at the U.S. National Weather Service website

<http://www.nws.noaa.gov/>

# Mean Machines

## Don't become the victim of an accident

Follow these seven basic machine safety rules when you work with machinery:

1. **Keep machines in good condition.** Do all the maintenance you are authorized to do. Keep machines lubricated and clean, and keep cutters sharp. Let only trained and qualified personnel perform all other maintenance and repairs.
2. **Follow all work procedures.** They've been tested and approved for safe and efficient operation. If you think you know a better way to do a job, talk to your supervisor before making any changes.
3. **Keep guards in place** and keep your hands and feet away from moving parts. If there's a problem with a guard or some other machine operation, shut off the power and get help from a supervisor.
4. **Stay alert.** It's better to take a break if you're tired or distracted rather than risk an injury.
5. **Don't operate machinery under the influence of drugs or alcohol.** Even some prescription drugs can be a problem, so check with your physician and advise your supervisor.
6. **Follow applicable OSHA regulations and workplace safety rules.** They exist to protect you.
7. **Wear required PPE.** Eye protection is a must. Hearing protection, safety shoes, and other PPE may be required depending on the type of machinery.

# Training Classes

Check out our current training schedule

You can view our current training schedule online at: [ycparmia.com/classes.htm](http://ycparmia.com/classes.htm)

Or, if you need a specific class for your workers, contact Jim Richter at (530) 666-4456. He can provide training on a wide variety of safety topics, including:

- Accident Investigation
- Back Safety
- Bloodborne Pathogens
- Confined Space Entry
- Electrical Safety
- Ergonomics
- Fire Prevention
- Fire Extinguisher Use
- Forklift Driver Certification
- HazMat First Responder
- Hearing Conservation
- Personal Protective Equipment
- Respiratory Protection
- Workplace Violence.

## YCPARMIA Video Library

New DVDs are being added all the time

You can do your safety training yourself, using our extensive video library. We have about 600 individual titles, about half of them in DVD format. Here are a few of the new titles that are now available:

### 1314 Dealing with Bugs & Critters (15 min DVD)

This DVD is especially appropriate for public works employees, utility workers, and landscape workers. It shows the best ways to stay safe and avoid bites, stings and rashes. The video includes the following topics:

- Basic PPE and first aid
- Snakes, wasps, bees, fire ants
- Poison ivy and poison oak

### 1311 All for One: The Meerkat Way (17 min DVD)

Promote teamwork with this engaging DVD video which features the meerkat of the Kalahari Desert in a starring role. This inspirational program features riveting footage of the meerkats in their natural habitat using teamwork and cooperation to ensure their safety and survival. This program stresses:

- The power of teamwork
- Interdependence
- The safety instinct and prioritizing safety

### 1278 Fire Power (17 min DVD)

Witness the speed and fury of residential fire: This video offers a dramatic, first-hand look at the deadly dynamics of fire from ignition to full room involvement. You will experience a bird's eye view of fire's path of destruction: Fire Power shows the patterns of smoke and flames as they spread through a residence, quickly making escape virtually impossible. Then it demonstrates the enormous effect automatic sprinklers have on the speed of fire suppression and the toll of property damage.