



Employee Safety Training

Introduction

I am pleased to welcome you to the staff of Bridges, Inc. We hope that your decision to join our firm will be interesting, rewarding and a safe experience,

My name is Ramona Ayers, and I am the designated Responsible Safety Officer of Bridges, Inc. It is my responsibility to inform all employees about our safety and injury prevention program, as desired by the agency and required by Cal/OSHA, directive SB 198. I am also required to keep everyone abreast of the latest Cal/OSHA requirements and guidelines.

Bridges, Inc. considers accident prevention to be of primary importance in the administration and operation of our agency, We will maintain an Injury and Illness Prevention Program conforming to the best practices of an agency,

To be successful, our program must incorporate the proper attitudes towards injury and illness prevention on the part of both managers and employees. Injury and illness prevention also requires cooperation in all safety matters, not only between managers, but also between each employee and his or her co-workers, Only through such a cooperative effort can a safety program be established and preserved in the best interest of all. Cooperation and support with our safety program is expected.

Please carefully read the following comments and if there are any questions, do not hesitate to contact me or another management representative.

We have been classified as being in a "non-high hazard" working environment; therefore, our programs are simple and self-governing.

The health and safety training programs for all employees in general will be accomplished in part by:

.Initial training for all current employees upon the establishment of the safety program.

Giving all employees access to a copy of the Illness and Injury Prevention Program.

Personnel instruction by your manager whenever necessary or appropriate.

General Safety

Health & Safety Responsibilities

Safety is everyone's responsibility. If any potential safety hazard is observed or detected, it should be reported immediately to the Responsible Safety Officer. Once reported, the Responsible Safety Officer will inspect the area or item in question and will initiate corrective actions immediately. If the problem or condition is of a structural nature, such as a hole in the carpet or exposed electrical wiring, qualified technicians will be contracted for immediate repairs. If the problem or condition is that of a general nature, such as obstruction, wet floors, blocked doors, tripping hazards, etc., it will be immediately corrected with in-house personnel.

The First Step

The first step in preventing injury in the workplace is to understand what hazards exist and to learn how to avoid accidents as a result of their presence. In the office there are a few hazards, which are common to this kind of environment; faulty chairs, filing cabinets, fire, driving, and bad traffic patterns. The following pages of this training will identify the danger each of the above hazards present and offer suggestions for avoiding injury.

Injury Prevention Program

Due to the nature of our working environment, potential hazards can easily be identified by anyone. The most common hazards that we would normally encounter would be:

- Improper lifting
- Improper use of basic office equipment
- Slips, trips & falls
- Burns (hot water from coffee makers)
- Cuts and lacerations

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times. It is a required safety precaution.

- If you spill a liquid, clean it up immediately. Do not leave materials or other objects on the floor, which may cause others to trip or fall. Keep aisles, exits, electrical panels, fire extinguishers, and doorways clear at all times.
- Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.
- To prevent slips and tripping, clean up spills and pick up debris immediately.
- Keep aisles and work places clean, clear and well lighted. Walk, don't run. Watch your step.

Please report anything that needs repairing or replacing to your manager immediately.

Cigarette & Cigar Smoke

There is currently no doubt that smoke ingested from other people's cigarettes is just as dangerous to you as if you were the smoker, Our facility prohibits smoking and has a designated smoking area behind the facility. The designated smoking area is well away from the office activities and entrances, and not in a room, which is necessary to the other people on the staff. Proper precautions as to the disposal of cigarettes in a fire-proof receptacle are a must. Do not hesitate to report any instance of smoking in forbidden areas to your manager. If you smoke, you know the hazard to your health, but you must also consider the danger to others. Smoking in an enclosed area, such as a restroom, does not decrease the danger, If anything, it increases it. The small enclosure creates a higher concentration of smoke, and the paper products in the area make it a fire hazard.



Electrical Hazards

Don't let electricity shock you! The same electricity that powers so many work-saving appliances can be deadly, unless you treat it with respect. Cuts or bruises, and even serious and sometimes fatal falls, have resulted from otherwise insignificant shocks. Unplug cords properly by grasping the plug (not the cord) and pulling. Report defective plugs, as well as frayed worn or broken cords to your manager. Don't overload circuits by inserting too many plugs into a single outlet. This could cause an electrical fire. Check ground connections on all electrical appliances. Equipment should be grounded with a three-prong plug or a separate ground wire. Be sure your hands are dry and your feet aren't in contact with any water whenever you operate electrical appliances. Clean equipment only after you've turned off the switch and pulled the plug. All exposed wiring or cords will be repaired or replaced promptly. Electrical cords and wires must be set up so they do not pose a tripping hazard.

Emergency Room Treatment

If for any reason you must take an employee to an Emergency Room, contact your Supervisor. If it extremely serious or a life threatening emergency, call 911 immediately.

In the Event of an Emergency

Office floor plans have been posted throughout the building. These floor plans reveal the quickest and safest exit routes from all locations within the office. It is recommended that you familiarize yourself with the exit route closest to your work area. Successful evacuations are dependent on cooperation and trust. Panic is a catalyst and must be controlled. The basic rules on evacuation are:



1. Don't panic.
2. Know the recommended exit routes.
3. Follow instructions of safety or emergency personnel.
4. Help your fellow employee when necessary.
5. Don't try to be a hero by endangering yourself or a fellow employee.

Medical Emergency Action Procedures

Use this guide to assist in proper assessment at the time of an accident to reduce unnecessary cost, disability or death.

Emergency	A life-threatening situation such as cardio-respiratory arrest, amputation ,extensive trauma, coma and crushing injuries,
Procedure	Assess patient's condition, call paramedics and physician.
Urgent	Illness or injury, early medical attention such as simple fractures and minor wounds.
Procedure	Transport victim to medical facility.
Non-Emergency	Disorders, like common illness discomfort, occupational disease, sprain, strain, bruise, abrasion, etc.
Procedure	Make an appointment with the agency clinic and send the employee.

Fire Prevention

If you are notified of a fire, follow the instructions given by management or members of your safety team who will be able to direct you in what actions to take.

Potential fire hazards include'

- Smoking In The Workplace - The agency intends to control this potential hazard through its smoking policy.

- Coffee Pots Microwave Ovens Toaster Ovens - All such appliances must be kept clean. Do not leave coffee pots on when not in use or overnight. Do not leave microwave ovens, toaster ovens and other such appliances unattended when in use,

- Poor Housekeeping - All combustible scrap, debris and waste must be stored safely in suitable containers and removed from work areas promptly.

All employees are responsible for eliminating fire hazards and reporting such hazards to their Responsible Safety Officer. The Responsible Safety Officer is responsible for ensuring compliance and maintenance of all fire prevention equipment and systems. He or she has the names and telephone numbers for all persons to contact for maintenance of systems and equipment installed to prevent fires.

Steps to Follow in the Event of a Fire

1. Immediately notify the Fire Department at 911. Give the following information.
 - a. Address
 - b. Your name
 - c. Location of fire on floor, if possible

2. Close doors around fire area and pull the EMERGENCY FIRE ALARM if applicable closest to area,

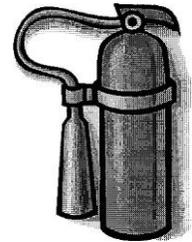
3. If safe to do so, attempt to extinguish small controllable fires. Smother wastebasket fires,

4. Notify your Safety Team Leader.

5. Prepare to evacuate to your designated meeting place.

7. If necessary to evacuate the office close all doors behind you. DO NOT OPEN DOORS THAT ARE HOT.

8. Proceed to designated meeting place. Do not return for personal articles. Remain at the designated meeting place until further notice.



9. If it is necessary to evacuate the building, relocate far enough away from the building where you will not interfere with emergency personnel and will be safe from falling debris.
- 9 Do not re-enter the office or building until advised by the Fire Department or building management.
- 10l Follow instructions of your Safety Team and Fire Department Personnel.

Bomb Threats

In today's society, violent threats are an unfortunate reality. This section covers not only telephone bomb threats but also how to deal with any suspicious letters or parcels, which you think might be a bomb.

If you receive a bomb threat by telephone, remain calm. Try to get as much information from the caller as possible, such as detonation time, location, kind and size of device, reason placed, etc. If you receive a bomb threat by mail, save any and all paper or envelopes that come with the note. Handle them as little as possible so they can be used to trace the threat.

- (1) Immediately notify a supervisor or manager in the immediate area.
- (2) Immediately notify the Police Department/Bomb Squad at 91 1 .
- (3) Immediately notify the receptionist.

NOTE: All staff should be instructed to remain where they are pending instructions from agency management and/or building personnel.

Designated management will advise all tenants in the building of the threat and will inform them of the location given for the device, if any.

Designated management will not order an evacuation of the building unless ordered to do so by the Authorities. Unless specifically ordered not to do so, the decision to evacuate the premises may be made by senior management.

If advised to relocate or evacuate the premises, relocate at least 100 feet away from windows to be away from breaking glass.

If the threat is considered to be serious (i.e., not a hoax), a decision to search the floor will most likely be made. The authorities may request that Senior Management for the agency help coordinate the search.

Having staff remain at their desk or work area will assist in identifying personal belongings so as to speed up the search for the potential bomb. If you are part of the search team, you should visually search only bathrooms, ashtrays, garbage cans, ceilings (for disturbed tiles), under desks, in closets or any other place where the bomb might have been left. Employees should also be asked if they noticed any strange individuals or maintenance and/or other workers on their floor. Occasionally, bombers pose as maintenance and/or other workers in order to gain access to place a bomb.

Building Management will search the common areas and building exterior for suspicious packages. TwoWay radios should not be used in any searches because radio waves may cause a device to detonate.

If a suspicious device is found, **DO NOT ATTEMPT TO MOVE IT OR TOUCH IT**. Inform the authorities and Building Management immediately. Relocate from the immediate area, and close the doors to the area.

If Building Management has ordered an evacuation at the request of authorities, then Building Management will notify tenants outside the building when they have received an all clear from the police.

First Aid Kits

A first aid kit is available in the kitchen to treat minor injuries. Please note any items that you remove on the log inside of the first aid kit to help us with the required record keeping and inventory control.

IMPORTANT NOTE: If you require medical attention outside of basic first aid, please contact a manager immediately.

Using a Cell Phone While Driving

Effective July 1 2008, California law limits the use of cell phones while driving to those having hands-free operation.

This law provides that, it is illegal to drive a motor vehicle while using a wireless telephone, unless that telephone is designed and configured to allow hands-free listening and talking operation, and is used in that manner while driving.

Use of a hands-free cell phone is required while driving on agency business. An option is that you pull over while driving to place or receive calls on your cellular phones. There is a great potential for harm to you and to others if this policy is violated.

Never take notes when driving and always end the conversation when you are negotiating heavy traffic or hazardous road conditions. Never engage in stressful or emotional conversations while driving, The higher the stress level of the call, the more danger you are in.

Defensive Driving

Safety rules need to be adhered to while driving for agency business. Defensive driving is the continual act of being on guard for, and defending against, the dangerous actions of other drivers. Here are some helpful tips to keep you out of harm's way.

- Don't take traffic problems personally.
- Avoid eye contact with an aggressive driver.
- Tapping your brakes to warn other drivers to quit tailgating is another action that motorists find hostile, because you have intentionally jeopardized the safety of the person behind you.
- Always signal before changing lanes and remember to turn off your signal once you have changed lanes.
- Multitasking at the wheel doesn't work, especially in 5 O'clock traffic. Don't put on makeup, talk on the cell phone, read the paper, or take notes while driving.
- Don't make obscene gestures ("that makes you a player and suddenly it begins to escalate").
 - Allow a safe distance between you and the car in front of you.
- Keep headlights on low beam, except where unlighted conditions call for high beams. When oncoming traffic approaches dim your lights; don't "get even" with oncoming traffic by using your high beams.
- When traffic allows, move out of the right-hand acceleration lane of a freeway to allow cars to enter from the on-ramps.
- Pull over to the shoulder of the road and allow cars to pass if you are pulling a trailer or driving a cumbersome vehicle that backs up traffic.
- Use your horn sparingly (even the polite honk can be misinterpreted).
- Stay out of the left lane, which is reserved for faster traffic and yield to the right for any cars that are trying to pass you. Don't try to prevent other cars from passing you.
- If an enraged driver tries to provoke you, do not make eye contact. This can be interpreted as a challenging action and push the other driver over the edge into violent behavior.
 - If a motorist tries to follow you do not go to your home.

Traffic is a cooperative activity. When you behave cooperatively, you get repaid in kind. If you're aggressive, you trigger in others a natural instinct to fight back and drivers will often try to thwart your progress (not let you into a lane of traffic, for example). If you're diplomatic, you will be able to move through traffic with amazing ease. Sometimes drivers will go out of their way to help you.

Weapons & Workplace Violence

Violence in the workplace is becoming an everyday occurrence. Bridges, Inc. believes that because of this, it is important to establish a clear policy that addresses weapons in the workplace. Do not enter the agency property carrying a handgun, firearm, knife, or other prohibited weapon of any kind even if you are licensed to carry the weapon. Further, violence or suggested violence towards another employee is prohibited. Sometimes we get caught up in joking around with someone about, "I am going to kill you for that," or "You better watch your back," but these harmless jokes carry a lot of weight with us. Any person who engages in a threat or violent action on agency property, or exhibits behavior that is offensive, threatening, or intimidating may be removed from the premises as quickly as safety permits. In addition, they may be required, at the agency's discretion, to remain off agency premises pending the outcome of an investigation of the incident. Any employee disregarding this policy will be subject to immediate termination.

Safe Lifting

Safe lifting is always important. If you have ever "thrown out" your back while doing a seemingly simple lift—moving a crate, lifting a piece of furniture, carrying a file box to the office—you know the importance firsthand of safe lifting. Safe lifting means keeping your back aligned while you lift, maintaining your center of balance, and letting the strong muscles in your legs do the actual lifting. By using the following techniques, you can learn how to lift safely and save your back from accidental strain and injury

- (1) **Tuck Your Pelvis** By tightening your stomach muscles, you can tuck your pelvis, which will help your back stay in balance while you lift.
- (2) **"Hug" the Load** - Try to hold the object you're lifting as close to your body as possible, as you gradually straighten your legs to a standing position.
- (3) **Bend Your Knees** - Bend at your knees instead of at your waist. This helps you keep your center of balance and lets the strong muscles in your legs do the lifting.
- (4) **Avoid Twisting** - Twisting can overload your spine and lead to serious injury. Make sure your feet, knees, and torso are pointed in the same direction when lifting.

Back, Neck & Shoulder Problems

Sitting in one position for



Sitting in one position for a long time can be a contributor to back problems, since this causes back muscles to stiffen. Typical workday tension can lodge in the back, neck and shoulder muscles predisposing them to aching spasms. The most obvious antidote is to get up and move around a couple of times an hour if you can. Taking a short walk is even better, because it takes pressure off ligaments that have been forced to hold a single position. If you tend to be tied to your desk, however, you may want to invest in an ergonomically designed office chair, custommade to support the length of your back comfortably, and take it with you wherever you are stationed. These are custom-made to support the length of your back comfortably. Another option is a lower-back-supporter pillow. If you suffer from neck and shoulder strain because you're frequently on the phone, especially if you hold the receiver in the crook of your neck, consider getting a speakerphone or a phone headset, which allows you to keep your head upright even while writing. Certainly the very best preventive strategy for back trouble is a regular exercise program that focuses on strengthening the spinesupporting muscles.

There are stretches you can do in the office to help relieve some of the pain and tension. Consider trying the following when you feel a twinge, just a few repetitions of each,

- **Forward Bend:** Sit at the edge of your chair with feet apart on the floor. Drop your head and slowly curl your spine forward until your head is between your knees. Take a few deep breaths and slowly roll back.
- **Shoulder Stretch:** Stand straight. Clasp your hands behind your back and raise them toward the ceiling as far as you comfortably can. Lower and return your arms to your sides.
- **Neck Rolls:** Drop your chin to your chest and slowly roll your head in a continuous semicircle from one shoulder to the other (do not drop your head back).

- Lower-back Relaxer: (You'll want to close the door for this one.) Lie on the floor on your back and bring your knees up to your chest for several seconds.

Being able to get even a little relief during the day can help ensure that you will not be courting chronic back, neck and shoulder problems. Another cause of back and arm injuries is improper lifting of items. Often administrative staff will pick up a piece of equipment or a stack of files that is extremely heavy and move them to another location simply because the items are in the way or are needed elsewhere in the office. We have one word for you regarding this: Don't.

When it is necessary to move files, either take smaller stacks and make several trips, or ask your manager to have the items moved to the other location. When equipment must be moved, ask your manager how she or he wants it handled. The danger that you will do injury to your back or arms in the process of taking on a task like this is not only a negative for you, but for the office as well. An injured worker out of commission is not an asset to the office,

Working Late (or Early)

With today's increased workloads, more people are using early morning or after-hours time to catch up. This requires extra attention to office safety. Here are some safety tips:

- Attach a sticker to your telephone listing the numbers of building security and the police and fire department.
- Turn on the lights in main areas and in a few other offices to give the impression that more people are around.
- If you encounter someone who looks or acts suspicious, don't hesitate to call your manager. Don't worry about bothering them; the agency encourages and appreciates such calls.

In addition to the above, you should always advise your manager and obtain permission to work at times other than regular office hours. There are other considerations that must be addressed in addition to safety.

Workers' Compensation Insurance

All agency employees are protected by Workers' compensation insurance to cover the costs and effects if you are injured on the job. To ensure payment of proper benefits, however, you must first report any on-the-job injury to your manager. Use the entitled form "Employee/Supervisor Incident Report." California law requires that you notify the agency immediately when you've been injured.

Material Safety Data Sheets (MSDS)

The purpose of the MSDS,

The law says that workers have a right to know about the hazards of materials, substances, and wastes they may come into contact with in the workplace. Rules governing "employees' rights to know" are included in OSHA's Hazard Communication Standard (HazCom).

These rules say that MSDSs on hazardous chemicals must be developed by chemical manufacturers and distributors. Copies of the MSDS for each hazardous chemical used in the workplace must be kept in the workplace and made available to any employee who asks to see it. This rule assures that any employee can be fully informed about a chemical's hazards,

The Material Safety Data Sheet has been called "the Key to Hazard Communication Standard." That's because the MSDS is the one document that clearly spells out:

- The identity and characteristics of hazardous chemicals
- The types of hazards they might present
- The potential adverse effects of exposure
- How workers can protect themselves from exposure
- What to do in case of exposure or in an emergency

Note that chemical labels also provide some of this information, but usually are not as complete and comprehensive as MSDSs. Therefore, only knowing about labels is not enough to satisfy OSHA's HazCom requirements. Workers also must understand how to read a MSDS.

Step by Step Guide to the MSDS

The law does not require that all MSDSs look alike, as long as they contain all the required information that can be easily read and understood. However, most chemical manufacturers use a standard MSDS form with eight sections that provide the following information.

- Section 1: Identity - The name of the chemical, the manufacturer, and how to contact the manufacturer.
- Section 2: Hazardous Ingredients - The specific ingredients that are hazardous, along with limits to exposure required by law. For example, the permissible exposure limit or "PEL" is commonly included in this section.
- Section 3: Physical and Chemical Characteristics - Describes what the chemical normally looks like and smells like, what hazards it may present (such as give off vapors, dissolve, etc.) and conditions under which it may change (such as boiling, melting, evaporation, etc.). This information helps warn of hazards that might be hard to see or recognize.
- Section 4: Fire and Explosion Data - Tells about the conditions in which the chemical might catch fire or explode, along with how to fight fires involving this chemical.
- Section 5: Reactivity Data - Tells what could happen if the chemical comes into contact or is mixed with other substances, and conditions to avoid in order to prevent adverse chemical reaction.
- Section 6: Health Hazard Data - Describes how the chemical might enter the body (such as inhaling, ingesting, or skin contact), and the possible effects and symptoms of exposure.
- Section 7: Precautions - What to do in case of a spill, how to dispose of waste and how to handle and store the chemical safely.
- Section 8: Control Measures - Tells how to limit or prevent exposure, including the appropriate personal protective equipment and other measures, such as ventilation and personal hygiene.

Making the Most of a MSDS

Some of the information included on a MSDS appears to be highly technical - something that only a chemist would understand. Terms such as "flash point," "vapor density," and "permissible exposure limit" may not mean much to most people. But the meaning of terms like these is important for the purpose of identifying hazards and protecting against them.

At a minimum, employees should know that if they don't understand something they read on a MSDS, they should ask a supervisor or someone else who can give them the answer.

Conclusion

Exposure to hazardous chemicals can present very serious hazards to employees' health and safety. Employees must understand that the MSDS is the single most comprehensive source of information, and a responsibility to know what it means and follow the requirements that are meant to prevent accidents, injuries, and illnesses. Finally, they must know how to access the MSDS for each chemical they work with, and then use them to protect themselves and others.

Safety in the Office

Chairs



One of the largest causes of accidents in the office is the chair. Most office chairs are on rollers. If one is not paying attention to the way in which the chair is used, serious injury can result. The chair may be working as it should, yet be the cause of a fall or a twisted ankle or back. This can happen because the person is using it in a careless manner, sits-without looking at the position of the chair, or is not using his/her hands to control its movement. Faulty chairs can be another hazard. The pedestal upon which most office chairs are mounted has a useful life of approximately three years. Fractures can occur in the mountings and other areas, which are under stress when the chair is in use. A thorough examination of your chair every six months or so is a good safety measure and takes only a few minutes. Promptly report any observed defect to your manager.

Another problem with chairs is using one that does not support your back and upper legs properly and cannot be adjusted to do so. Lower back pain is often the result of long hours of sitting in an improperly adjusted chair. When you are first assigned your workstation, take the time to test the chair in its various adjusted positions.

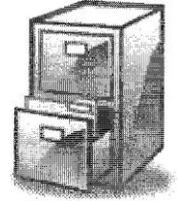
Lighting and Computer Monitors

There is increasing evidence that long days at the computer staring at a screen can result in serious eye damage. Be sure that your video display terminal is two feet away at 20 degrees below eye level. A glare filter over your computer screen will assist greatly in cutting down eyestrain during lengthy sessions at the computer. Your computer monitor may already have this feature built-in. Another culprit is badly designed lighting in the office. Preferred lighting is, of course, daylight, but it is not always possible given the design of offices and their location in relation to windows. Incandescent lighting is preferable to fluorescent lights and should be used if at all possible. If copy work is the norm, a direct light on the copy helps prevent eyestrain. Pay attention to shadows and arrange your workstation so that copy is shadow-free.

Filing Cabinets

Filing cabinets cause injury when they are incorrectly used. Some have safety features, which involve the automatic lock of the rest of the drawers when a first drawer is extended. Most do not. A moment of care can save serious injury. Always observe the balance factor of the cabinet when you open one of the drawers. If you are using an upper drawer and you know that the lower drawers are empty or lightly weighted, do not extend the drawer to its full capacity without opening the bottom drawer to act as a safety catch should the cabinet start to fall forward.

BRIDGES



Weights (such as telephone directories or other books) in bottom drawers that are not yet full of files are a good safety precaution. If a file cabinet has files in all its drawers, never extend more than one drawer at a time. When a fully loaded file cabinet starts to fall forward, it is almost impossible to stop. Never leave an open file cabinet unattended. It presents a hazard to your co-workers who may come around a blind corner and walk into it. Lower drawers are particularly hazardous.

Bad Traffic Patterns

It is a surprise to no one that furniture poorly arranged is an office hazard. However, it is one of the most difficult things to change once it is established. Observe how the traffic patterns in our office, in both the private offices and the shared spaces, contribute to the danger of injury.

- A plant or box placed so that it creates a "blind corner" is an often-overlooked hazard.
- A desk placed so that an open drawer would act as a barrier as you move from your desk to the door of your office is a "snake waiting to bite."
- An aisle between desks, which is too narrow for easy passage, presents the possibility of tripping over chair bases and other hidden obstacles.
- A traffic pattern, which requires the worker to step over electric cords or floor outlets, is "an accident waiting to happen."

Be alert to these hazards and make suggestions to your manager to alleviate them.

Ladders & Stepstools

Use a secured ladder or stool to reach items stored out of reach. Do not stand on boxes, chairs or other devices not intended to be used as ladders. Employees are prohibited from using ladders that are broken missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders or stools on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder or footstool when ascending or descending.

Waste Baskets

Metal waste baskets can have sharp points or garmented edges which can cut the user. Broken glass, sharp plastic and similar material should be thoroughly wrapped before disposal into waste baskets.

Repetitive Motion Injuries

This is a condition affecting the hands and wrists. Symptoms are weakness, tingling, numbness in the fingers and/or pain in the wrist and forearm. While this condition has received more public notice lately because it is showing up in people who spend long, uninterrupted hours at a keyboard, medical evidence suggests that it is relatively easy to prevent. Once the condition is present, most sufferers recover in six to eight weeks without surgery and do not have to lose work time during treatment. In extreme cases, surgery is indicated and there are new methods, which are being praised by patients who have had the surgery. Recovery time is minimal. Office supply stores are now advertising a pad which goes on the front of the keyboard to force the typist to keep his/her wrists level. The condition seems to either be caused or aggravated by letting the wrists droop rather than holding them straight in a correct typing position.

In addition, a chair, which is at the correct height, so that the elbows are even with the keyboard and the forearm can be kept level during typing, is necessary as a precaution. The use of a mouse also increases the risk. Some manufacturers are revamping their line to include mice for different sized hands or for different fingers; some models are designed so the thumb does the clicking, thus putting less strain on the wrist. As with other muscles which are used repeatedly during the day, the best prevention is to stop every so often and walk around. "Twenty seconds" of movement every "twenty minutes" is a good rule of thumb to remember. Swing the arms back and forth as in normal walking and gently shake the hands to increase circulation. Stretch shoulder muscles by wrapping arms around yourself and pushing elbows forward.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including malaria, syphilis, brucellosis, Hepatitis B (HBV) and the Human Immunodeficiency Virus (HIV).

In most work situations, transmission is most likely to occur because of accidental puncture from broken glass, or other sharps; contact between broken or damaged skin and infected body fluids; or contact between mucous membranes and infected body fluids. For example, if someone infected with HBV cut his or her finger on a pair of scissors, and then you cut yourself on the now infected scissors, it is possible that you could contract the disease. Anytime there is blood-to-blood contact with infected blood or body fluids, there is a slight potential for transmission.

Unbroken skin forms an impervious barrier against bloodborne pathogens. However, infected blood can enter your system through:

- Open sores
- Cuts
- Abrasions
- Acne
- Any sort of damaged or broken skin such as sunburn or blisters

Bloodborne pathogens may also be transmitted through the mucous membranes of the

- Eyes
- Nose
- Mouth

For example, a splash of contaminated blood to your eye, nose, or mouth could result in transmission.

Social Services Safet

Crisis Intervention



In some instances, clients can become agitated and exhibit violent or aggressive behavior towards staff. The key to safety in these instances is to intervene early in order to prevent the progression of agitation to aggression and/or violence.

Environmentally, it is necessary to remove any objects that can injure a person, including the client themselves. If a client becomes agitated, never turn your back to them. Talk softly to them and inquire about what their specific needs are. Eye contact may help to establish rapport with client, but it may be necessary to break eye contact if it appears that it is making the client uncomfortable. A genuine sense of concern can go a long way in helping the client to calm down.

If a client or staff member is in immediate danger, seek emergency assistance.

Seizures

There is little you can do to stop a seizure. Clear the area and protect the person's head with a pillow. Let the seizure run its course.

Warning signs: limbs may jerk violently, eyes may roll upward, breathing may become heavy with dribbling or frothing at the mouth, breathing may even stop temporarily in some cases, and the victim may bite his/her tongue so severely that it may bleed and cause an airway obstruction.

During the seizure, follow the protocol for your assigned client, which is provided to you by your supervisor. This will help guide you to know if you need to seek any emergency medical treatment. Do not attempt to force anything into the victim's mouth - you may injure yourself or the victim. Never use force or attempt to restrain the victim.

After the seizure, check to see if the victim is breathing. Call 9-1-1 immediately and seek medical attention for the victim right away.

Kitchen Safety

Kitchen safety is a blend of these basic ingredients.

Know How - Smart workers learn to use equipment the right way.

Common Sense - Sensible workers avoid taking dangerous shortcuts and unnecessary risks. A "Can-Do" Attitude - Positive people believe that they can prevent accidents, and they do!

To help maintain a firm footing in the kitchen, pay special attention to floor surfaces - a slip on a banana peel may create a comic television scene, but in "real life" a slip can be dangerous. To prevent slipping: Clean up any dropped food, spilled liquids and grease immediately. Wear properly fitted slip-resistant shoes. Clean entire floor thoroughly with a degreasing agent each night. Post a "wet floor" sign when necessary, to alert others to slippery conditions. Also pay attention to aisles and walkways - anyone who works in a kitchen understands the need for unobstructed aisles and walkways.

If you break a glass item.

- Use a broom and dustpan, or a damp paper or cloth, (not your bare hands) to pick up the pieces.
- Drain water before trying to remove glass from a sink.
- Label some paper with the word "glass." Then wrap the glass in the paper, and discard in the proper receptacle.

Always keep your work area clean and orderly!

Kitchen Machines

Follow the manufacturer's instructions for the proper use and care of every piece of equipment. Take special precautions with ovens, ranges, steam tables, dishwashers, and cleaning agents.

When using kitchen machines, be sure that you.

- Operate machines only if you're trained and authorized. ● Follow the manufacturer's instructions for safe operation. ● Keep all guards on equipment.
- Turn off the switch, and pull the plug before you clean or adjust equipment.
- Avoid putting your hands inside a garbage disposal. (If you must retrieve an object, make sure the power is off!)

Ovens: Be especially careful when lighting a gas oven. First, make sure the pilot is lit. Then, stand to one side as you light the oven. Get help when removing heavy pans from hot ovens. Use dry mitts or potholders.

Ranges: Assume that all objects on the range (and the range itself) are hot. Use dry mitts or potholders to move pots, pans, etc. Keep utensil handles away from burners, and don't let handles stick out beyond the range's edge. Ask for help if you must move a heavy container full of hot liquid or food. Direct steam away from you when removing the lid of a pot or pan by raising the far edge of the lid with a mitt or potholder.

Dishwashers: Avoid handling very hot dishes with your bare hands. Allow the dishwasher to cool before removing dishes or cleaning it. Cleaning Agents can cause burns and other hazards. To avoid possible problems, carefully follow the manufacturer's instructions for their use, and never mix cleaning agents.

Kitchen Fire safety (see also FIRE PREVENTION)

Take stock of your fire safety know-how. Thousands of kitchen fires are reported each year. For safety's sake, be familiar with evacuation procedures, how to put out small fires, fire extinguisher use, and prevention techniques.

For evacuation procedures:

Plan an escape route that includes at least two fire exits.

Know the location of fire alarms and don't hesitate to use them in emergencies.

Post the telephone numbers of emergency response personnel where you can find them quickly.

To put out small fires.

First extinguish cooking fires by turning off the range, covering the pan, and removing it from the burner. Smother oven fires by closing the oven door and turning off the heat.

To use fire extinguishers:

Know the location of fire extinguishers and know how to use them .

Always leave yourself a clear escape path.

Have someone call the fire department. (Fire fighting is best handled by trained professionals.)

Some prevention techniques include:

Clean range hoods and ducts regularly

Keep the range free of spilled fats, sugar, sauces, etc.

Clean broiler trays containing grease drippings immediately after use.

Store combustible materials away from heat sources.

Never take chances! If your safety is threatened, get out quickly!

Kitchen First Aid

Know the location of the first-aid cabinet, how to get medical help and how to give basic first aid for cuts, burns, chemicals in the eye, fractures, electrical shock, and sprains and strains.

Cuts - Control bleeding by applying direct pressure and elevating the injured area (if there is evidence of a fracture).

Burns - Immerse minor burns in cold water. Then cover the area with a clean, dry dressing. Do not apply butter, ointment or any homemade remedy.

Sprains and Strains - To reduce swelling, apply an ice pack or ice wrapped in a cloth Bandage the area (but not too tightly), and elevate the injured part.

Chemicals in the Eye - Flood eye with water for 15 minutes. Then cover eye with dry dressing and get medical help immediately.

Fractures - Prevent movement of the injured part treat for shock, and get medical help as quickly as possible.

Electrical Shock - Turn off the power by pulling the plug or flipping the switch to OFF. Never use wet hands. Then, give mouth-to-mouth resuscitation and CPR if necessary and only if you have valid CPR certification, otherwise call 9-1 1. Treat for shock and get medical aid.

Safety Rules Code of Safe Practices General Safety Rules

- 1 All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.

2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination,
3. Immediately report any unsafe conditions, accidents, injuries or illness to your supervisor.
4. If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
- 5 No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while under the influence of an illegal or intoxicating substance, fatigued or ill.
7. Anyone known to be under the influence of any drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
- 8 Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on the safety or well being of the employees are prohibited.
9. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep your work area clean, free of debris, electrical cords and other hazards.
- 11 Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
- 14 Never bring firearms, weapons, illegal drugs or alcoholic beverages on company property.
- 15 Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment or electrical panels..



Fire Prevention and Housekeeping

- 1 . Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
2. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
3. Smoking is prohibited within 20 feet of where flammable substances are present.
4. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
- 5 Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
- 6, Maintain awareness of potential hazards when walking about the office,

DISCIPLINARY ACTION Failure to abide by these rules could lead to disciplinary action up to and including your immediate dismissal.