

# EXTRA, EXTRA READ ALL ABOUT IT

## M&O Safety & Compliance News

### HOUSEKEEPING—11 TIPS FOR EFFECTIVE WORKPLACE HOUSEKEEPING

To some people, the word “housekeeping” calls to mind cleaning floors and surfaces, removing dust, and organizing clutter.

But in a work setting, it means much more. Housekeeping is crucial to safe workplaces. It can help prevent injuries and improve productivity and morale, as well as make a good first impression on visitors. It also can help an employer avoid potential fines for non-compliance.

The practice extends from traditional offices to industrial workplaces, including factories, ware houses and manufacturing plants that present special challenges such as hazardous materials, combustible dust and other flammables. Experts agree (and so do I) that all work place safety programs should incorporate housekeeping, and every worker should play a part. In addition, housekeeping should have management’s commitment so workers realize its importance.

### TIP #1— ELIMINATE FIRE HAZARDS

Employees are responsible for keeping unnecessary combustible materials from accumulating in the work area. Combustible waste should be “stored in covered metal receptacles and disposed of.” The National Safety Council “Supervisors’ Safety Manual” includes these precautionary measures for fire safety:

- Keep combustible materials in the work area only in amounts needed for the job. When they are unneeded, move them to an assigned safe storage area
- Store quick-burning, flammable materials in designated locations away from ignition sources
- Avoid contaminating clothes with flammable liquids
- Keep passageways and fire doors free of obstructions
- Hazards in electrical areas should be reported



## Safety matters



### M&O April Birthdays

Edgar Ibarra	Hector Flores Chaira
Ghaby Grenier	Todd Latham
Lee Jurls	Greg Freeman
Ken Mueller	Art Garcia
Darren Devine	Michael Torres
Armond Wilson	Ed Schwartz

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## Safety & Compliance News

### MAY SAFETY AWARENESS—NEAR MISS— THE ONE THAT ALMOST HAPPENED!

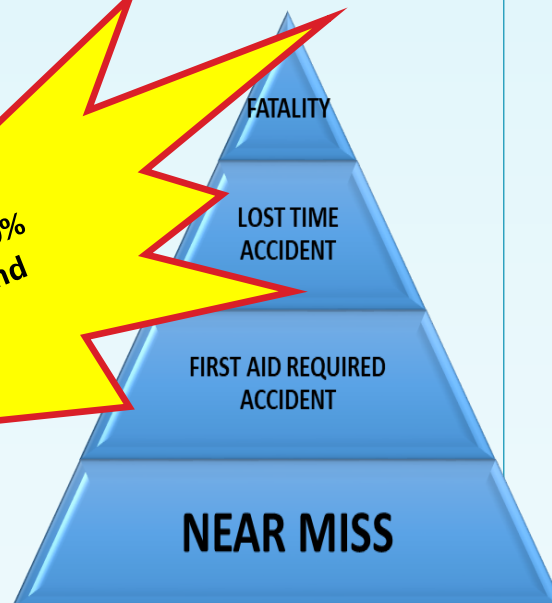
A “Near Miss” is an event that could have caused serious injury or illness—but didn’t.

- ◆ Example: A forklift operator drives too fast and drops the load, almost hitting another worker

### TIP #2— HOW TO REACT IN THE EVENT OF A “NEAR MISS”

- ◆ Acknowledge the near miss and how the situation could have ended much worse
- ◆ Alert fellow workers of the near miss so that everyone can be aware to prevent accidents
- ◆ Talk to your supervisor about what can be done to inform and solve the cause of the near miss so that the workplace can be safer
- ◆ Understand that reporting a near miss will not get you in trouble since it is better to report a near miss before an accident actually happens and someone gets hurt

Shout out to:  
**Mechanical Trades** for 100%  
completion of Asbestos and  
Lead Awareness Safety  
Training. Way to go!!




## Safety matters



### M&O May Birthdays

Carl Rider	Fidel Herrera
Art Robinson	Kenneth Donald
John Walker	Ruben Sanchez
Steven Perez	Ismael Tavarez
Isidro Sanchez	Jesse Romero
Ruben Garcia	Randy Morales
Januaryet Zarate	Jose Larios
Richard Mercado	Ramon Perez
Brian Pena	Eric Louck
Nikki Serratos	Aaron Bleeker

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### Safety & Compliance News

#### JUNE SAFETY AWARENESS TIP #3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment, commonly referred to as “PPE”, is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. PPE may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

##### PPE EXAMPLES

##### Ear plugs are important



- Use earplugs or earmuffs to protect your ears from loud noise
- Long-term exposure to 8-85 decibels or more can cause hearing loss without protection. It is not recommended to be exposed to 100 decibels without any protection for more than 15 minutes. Hearing loss can be permanent.
- Decibel levels of common sounds: Aircraft takeoff: 180, Lawnmower: 90 Amplified music: 110, Chainsaw: 110, Normal conversation: 60

##### Eye protection

- Eye hazards include metal shavings, dust, wood chips, cement chips, nails, and staples
- To protect yourself you should wear safety glasses, goggles, face shields, or full face respirators
- Make sure that eye protection is adjustable so that it can fit and have good coverage for your eyes



##### Hand protection

- Make sure that you are wearing the proper gloves for the task since gloves are designed for certain activities and may not protect you well enough when used for another task.
- Types of gloves and their uses:
  - Leather, Canvas, or Metal Mesh: Protect against cuts or burns
  - Fabric and Coated Fabric: More general protection from dirt, chafing, and slip resistance with coated fabric. Not recommended for rough, sharp, or heavy materials.
  - Chemical and Liquid Resistant: made from rubber to protect from harmful liquids but thicker and more resistant glove limits hand grip and dexterity.



**BODY PROTECTION INCLUDES COVERALLS, VESTS, JACKETS, APRONS, AND FULL BODY SUITS TO PROTECT FROM CUTS, BURNS, CHEMICAL BURNS AS WELL AS IMPACT FROM TOOLS OR MACHINERY.**

**HEAD PROTECTION INCLUDES WEARING A HELMET OR HARD HAT TO PROTECT FROM IMPACT, ELECTRICAL SHOCK OR BURNS**



## Safety matters

### SHOUT OUT TO:

**PAT BETZER**



**MARCOS VALDEZ**

These two employees live their District life below the radar keeping our campuses healthy and clean. **Pat & Marcos** are part of our Waste Management Team handling refuse for over 40,000 people every day. In addition to the refuse they are an important piece to the RUSD recycling efforts. A big **SHOUT OUT** to these two outstanding employees!



### M&O June Birthdays

Jesus Martinez	Jerry Ybarra
Francisco Ibarra	Armando Ochoa
Steven Markuson	Scott Wilkerson
Edrai Hernandez	Tyshana Spears
Eric Walker	Richard Rodriguez
Maricella Frias	Mark Adame, Jr.
Geri Garcia	Juan Tostado
John Phandthong	Paul Flores
	Mark Adame

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### JULY SAFETY AWARENESS

#### TIP #4— *SPARKS FLY ON THE 4TH OF JULY*

Summer means picnics, barbecues, parades and fireworks displays, especially around the 4th of July. Summer also means an increase in injuries from backyard grills, bonfires and fireworks.

According to the U.S. Consumer Product Safety Commission, more than 11,000 consumers were treated in hospital emergency rooms due to fireworks-related injuries in 2016. (*From June 2017 report*)

Children younger than 15 years of age accounted for 31% of the estimated injuries in 2016. Young adults 20-24 years of age had the highest estimated rate of emergency department-treated, fireworks-related injuries. There were an estimated 900 emergency department-treated injuries associated with sparklers and 400 with bottle rockets. There were an estimated 1,300 emergency department-treated injuries associated with firecrackers.

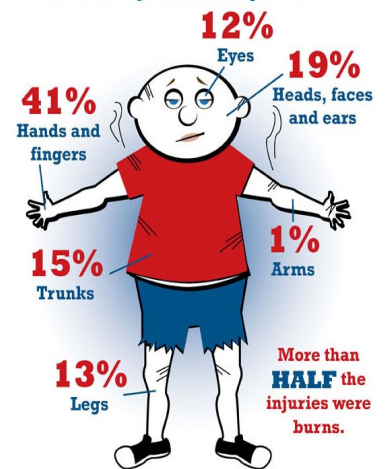
The National Safety Council advises that the best way to safely enjoy this 4th of July is to watch a public fireworks display conducted by professionals. However, if fireworks are legal where you live and you decide to use them, be sure to follow these important safety tips:

- Never allow young children to handle fireworks
- Older children should use fireworks only under the close adult supervision
- Light fireworks outdoors in a clear area away from onlookers, houses and flammable materials
- Light one device at a time; maintain a safe distance
- Do not allow any running or horseplay while fireworks are being used
- Never ignite devices in a container
- Do not try to re-light or handle malfunctioning fireworks; douse and soak them with water and discard them safely
- Keep a bucket of water nearby to fully extinguish fireworks that don't go off or in case of fire



## Safety matters

### Most Injured Body Parts



### M&O July Birthdays

Pat Guerra	Greg Salvador
Andre Johnson	Antonio Reyes
Jim Stuppy	Mario Garcia
Juan Jimenez	Bobby Cruz
David Alvarado	Henry Elliott
Nichiren Williams	Jerry Allala, Jr.
Jesse Murillo, III	Rudy Trevino
Sandi Garcia	Jose Luis Romero
	Ricardo Castellanos
	Russell Mackiewicz
	Armando Ortiz, Jr.



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### AUGUST SAFETY AWARENESS TIP#5—RULES FOR LIFTING

#### DO

- ◆ Only lift something if it is absolutely necessary. The optimal lifting zone is between your waist and shoulders, and as close to the body as possible.
- ◆ Be in good physical shape. If you are not used to lifting and vigorous exercise, do not attempt to do difficult lifting or lowering tasks.
- ◆ Think before acting. Place materials conveniently within reach. Have handling aids available. Make sure sufficient space is cleared.
- ◆ Get a good grip on the load. Test the weight before trying to move it. If it is too bulky or heavy, get a mechanical lifting aid or somebody else to help, or both.
- ◆ Get the load off the body. Place the feet close to the load. Stand in a stable position with the feet pointing in the direction of the movement. Lift mostly by straightening legs.

#### DON'T

- ◆ Twist the back or bend sideways.
- ◆ Lift of lower awkwardly.
- ◆ Hesitate to get mechanical help or help from another person.
- ◆ Lift with the arms extended.
- ◆ Continue lifting when the load is too heavy.



## Safety matters



#### M&O August Birthdays

Liberto Moya	Lilia Macedo
David Tovar	Dan Rudd
Jeff Hamm	Jesse Thompson
Hugo Gutierrez	Shawn Colby
Efrain Garcia	Daniel Becerra
Pan Nyangoto	Anthony Armendariz
Diego Gavino	Michael Giangrande
Javier Baca Sanchez	

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### SEPTEMBER SAFETY AWARENESS TIP #6—SAFETY SLOGANS WORTH SHARING

**#1—“Safety first is safety always.”** - *The message to remember:* Safety should be at the forefront of everything you do and you should strive to create a culture of safety within your organization. Those that have committed to developing a culture of safety have lower incident rates, lower turn-over, lower absenteeism and higher productivity.

**#2—“Accidents big or small, avoid them all.”** - (Krista Hughes) *The message to remember:* All workplace accidents need to be avoided, and you should be doing everything you can to keep your workplace as accident –free as possible. Hazards that may seem small now can turn into big headaches if not properly addressed.

**#3—“Don’t be fooled, use the proper tool.”** - (Lucie Riedlova). *The message to remember:* Using the proper tool is key to avoiding injuries. Workplace injuries often result from not using the proper tool and thinking it will be an ok substitute. It is important to educate employees on the proper tool to use for each job and also to consistently check the quality of the tools and machines in use.

**#4—“Safety doesn’t happen by accident”** - *The message to remember:* Safety planning is a key component of a comprehensive safety program. There must be a commitment from leadership and written safety policies and procedures put in place. Beyond just creating these policies there must be champions within the organization who can make sure the policies will be implemented correctly and that we all understand what is expected.



## Safety matters



### M&O Birthdays September

Laura Garcia	David Mendoza
Nancy Vinson	Corbin Fikstad
Paul Chavez	Bryan Camargo
Greg Leon	Jose Martinez
Jose Guiza	Julio Acosta
Jesse Andrade	David Mora
Steve Barles	Randy Hough, Jr.
John Caballero	Robin Woods
Joey Baglio	Maria Garcia DeNieto
Lawrence McKinney, Jr.	Brian Delesdemier

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## M&O Safety & Compliance News

### OCTOBER ARE YOU PREPARED TO SURVIVE A DISASTER? TIP#7

**#1—Know Your Plans**—California public schools are required to comply with California Education Code, Section 32281, which calls for preparing Comprehensive Safe School Plans (CSSP). The CSSP addresses violence prevention, student and staff wellness, emergency preparedness, traffic safety and crisis intervention and recovery. Additionally, all California employers are required to comply with the California Code of Regulations Title 8 Section 3220; Emergency Action Plans and Section 3221: Fire Prevention Plans.

**#2—Have Supplies Ready**—Water (1 gallon per person for a minimum of 3 days), Food (ready to eat, low salt, non-perishable), First Aid Kit, Flashlights and Radio (with extra batteries), Medications, Sturdy Shoes, Tools (wrench, duct tape, fire extinguisher, sturdy gloves & whistle), Sanitation and Hygiene Supplies.

**#3—Get Trained**—Become CPR and First Aid certified, Search & Rescue or CERT trained and learn about Incident Command Systems (ICS), Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS).

**#4—Stay Informed** - It is important to know how your County/Local Emergency Services will notify the community before, during and after an emergency. These include: Emergency Alert System, Commercial Media, Amateur Radio, Websites.

**\$5—Get Involved**—Develop phone trees for your site, district, city and county. Develop relationships with your local law enforcement and fire department, city and county emergency managers, utility companies and Red Cross. Implement Memoranda of Understanding (MOU) with critical suppliers. Develop Mutual Aid agreements with neighboring school districts (bussing, manpower and facility use).



#### M&O October Birthdays

Estevan Enriquez	Roberto Martinez
Michael Thompson	Jose Godinez
Armando Castillo	Randy Rios
Juan Aguilar	Richard Carpenter
Zach Tippie	Hipolito Islas
Peter Bober	Guy Cardenas
Nyron Johnson	Kim Yonkey
Ernest Pullett	Esperanza Cortez
James Paquin	

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### NOVEMBER PREPARING FOR FLU SEASON TIP #8

According to the Center for Disease Control (CDC), flu activity most commonly peaks in the U.S. between December and February but can begin as early as October and continue into May. Here are a few reminders on how to prevent the flu.

- Get vaccinated. Recommended annually for everyone 6 months of age and older, this is the single best way to prevent seasonal flu.
- Practice other good health habits. Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious foods.
- Get plenty of sleep. A lack of sleep makes us more prone to catching colds and the flu. Give your immune system the best change to fight potential illness, be sure to get your zzz's.
- **IMPORTANT REMINDERS TO STOP THE SPREAD OF GERMS**
- Avoid close contact with people who are sick. When you are sick, keep your distance from those you live with to protect them from getting sick too.
- Stay home when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Wash your hands often to help protect you from germs.
- Avoid touching your eyes, nose or mouth. May prevent you from getting sick when coughing surfaces, or objects that have flu virus on it and then touching your own mouth, eyes or nose.



### M&O November Birthdays

Mark Morales	Josh Widmer
Steve Ferreira	Sal Duron
Pascual Palomares	Pat Betzer
Milton Perez	Greg Hough
Antonio Ramirez	Ronald Tidwell
Melvin Ritch	Geoff Scott
	Santiago Alvarez

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**STAY SAFE THIS HOLIDAY SEASON**

one that is tested and labeled As the end of the year quickly approaches, we are often preoccupied with holiday planning, year-end deadlines and work commitments. People are feeling festive—including at work. But whether you're decorating your cubicle or taking part in the office potluck, safety should always remain a top priority. Below are a few holiday safety tips:

- Don't stand on a chair to hang decorations, instead use a step-ladder
- Never hang decorations from fire sprinklers
- Inspect all lights, decoration and extension cords for damage before using
- Refrain from placing extension cords in high-traffic areas of your workplace
- Never nail or staple extension cords to walls
- Christmas Trees—if selecting a fresh tree, needles of pines and spruces should bend and not break and should be hard to pull off the branches. On fir species, a needle pulled from a fresh tree will snap when bent, much like a fresh carrot
- Look for the trunk to be sticky with sap
- Keep your tree away from fireplaces, radiators and other heat sources
- Make sure the tree does not block foot traffic or doorways
- If using an artificial tree, choose as fire resistant.
- Artificial trees with built-in electrical systems should have the Underwriters Laboratory (UL) label.



**Safety matters**



**M&O Birthdays**

**December**

Armando Mendoza	Sid Ochoa
Maria Mena	Alejandra Valdez
Joe Romero	Jonathan Torres
Tim Wooten	Elton Webb
Rick Garcia	Ana Mendez
David Wilkerson	Luis Aguilar
Eric Pacheco	Joe Casares
Kevin Rivera	Richard Martinez
Silvestre Caro	Jose Romero Jr

**Happy Holidays**  
**Everyone**