

April 2013

Injury and Accident  
Prevention



# UC Safety Spotlight

A UC System-Wide Publication of the Environment, Health & Safety Leadership Council

Poster of the Month

## What's In A Wrist?



Wrists may seem like an extremely durable body part, but

what you may not realize is that wear and tear on your wrists can cause long term, painful, damage.

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## Links and Resources

[Be Smart About Safety](#)

[CA Occupational Health Branch](#)

[Hazard Analysis from OSHA](#)

[Injury and Illness Prevention Programs](#)

[Avoiding Foot Injuries](#)

[Examples of effective Injury and Illness Prevention Programs](#)

[Injury and Illness Prevention Program Resources](#)

[University of California Work-Strong Program](#)

[Report a safety hazard](#)

[Cell Phone Safety](#)



A job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. The main purpose of a JSA is to identify potential hazards and to recommend the safest way to do the job.

Ideally, all jobs should be subjected to a JSA. In some cases there are practical constraints posed by the amount of time and effort required to do a JSA. Another consideration is that each JSA will require revision whenever equipment, raw materials, processes, or the environment change. For these reasons, it is usually necessary to identify which jobs are to be analyzed. Even if analysis of all jobs is planned, this step ensures that the most critical jobs are examined first.

### Four Basic Steps in conducting a JSA:

- **Selecting the job to be analyzed**
- **Breaking the job down into a sequence of steps**
- **Identifying potential hazards**
- **Determining preventive measures to overcome these hazards**

Examples of JSAs:

#### 1) Task-Employee lifting heavy object

Hazard-Back Injury and foot injury from dropping heavy object

Controls- Bend knees to lessen pressure on the lower back. Use legs as the source of power to lift object. Solicit the help of others or employ tools if object is too heavy to be lifted by one person. Get a secure hold on object. Wear gloves to aid in a secure grip. Wear steel-toed shoes or something similar.

#### 2) Employee walking through wet kitchens Hazard-Slips and Falls

Controls- Always be aware of your surroundings when walking through busy environments such as kitchens. Don non-slip shoes such as Shoes for Crews before entering a wet area. Look for hazards such as carts, buckets, boxes and wet floors. Anticipate movement to avoid slips or falls. Avoid carrying items that block vision, instead use carts as it also provides support. Call out your location when rounding corners to make others aware and minimize sudden stops or movements. Place wet floor signs around puddles to warn others of hazards. If you have to leave slip resistant shoes in a locker, make sure to walk with toes out (duck walk) as you exit to provide extra support.

## Report a Safety Hazard



### What to report:

- Exposure
- Injury
- Illness
- Near miss
- Property damage
- Release to the environment
- Safety concern
- Vehicle collision

Reports can include incidents that occurred either on- or off-campus.

### Why you should report:

- **Prevention:** Contacting others raises safety awareness.
- **Tracking:** We may be able to associate activity with other incidents. Your report will allow us to provide better statistics.
- **Correction:** You may receive technical assistance.
- **Claims Management:** Your report helps us to provide you with better documents. University policies may require you to report the activity. Reporting incidents is part of your responsibility.

### How Does Your Workplace Rate on Hazard Assessment and Safe Work Practices?

During your next staff meeting, take some time to assess your team's safety performance. Work with your supervisor and co-workers to find opportunities to strengthen your practices. You will find that systematic, team-oriented safety efforts help keep your day-to-day operations efficient as well as safe.

Info from here

## Has your Department?...



- Provided for all employees to complete safety training.
- Performed JSAs on all primary job tasks to identify potential risks.
- Developed or updated departmental safe work practices.
- Modified the work environment to eliminate or reduce hazards.
- Created a hazardous materials and waste management plan.
- Posted all required Occupational Health and Safety bulletins.
- Identified required Personal Protective Equipment (PPE) and enforced its use.
- Implemented proper ergonomic measures and controls.
- Worked with your UC Emergency/Continuity Management department to develop an emergency response plan.
- Updated your departmental emergency contact list.
- Consistently implemented all engineering controls including Lock Out/Tag Out Informed employees about crime prevention measures.

Your department may need to take action if some of the above items are not completed. Talk with the experts in your Environmental Health and Safety (EH&S), Occupational Health, and Risk Management offices for advice on safety programs that are appropriate for your department. Using a Job Safety Analysis as a foundation, you can determine what, if any, Personal Protective Equipment, safety devices and processes are needed to avoid illness or injury.

## Protect Your Wrists From Injury

### Structures of the Wrist

#### Bony Structure:

Eight small bones called carpals make up the bony structure of the wrist. The bones are aligned in 2 rows and form an archway known as the carpal tunnel.

#### Fibrous Structure:

A thin, but very strong band called the Flexor Retinaculum joins the ends of the carpal tunnel. A complex network of smaller ligaments hold each carpal to the next.

#### Muscles/Tendons:

Tendons connect the muscles of the forearm to the bones of the wrist and hand. At the wrist the tendons to the hand pass under the carpal tunnel. Tendons of the wrist and hand lie within tendon sheaths which surround the tendon to help protect the tendon from other structures. The tendon slides within the tendon sheath when the muscle contracts.

#### Nerve and Blood Supply:

Part of the nerve and blood supply to the hand also passes under the carpal tunnel.

Info from here

## Don't Use a Cell Phone While Driving ... It Could Cost You!



If you are caught violating the cell phone law, you will be charged the following fees plus additional penalty assessments:

*First Offense: \$20*  
*Any Subsequent Conviction: \$50*

However, additional penalty assessments can end up tripling or more the total fee amount. In Sonoma County, for example, a first cell phone-use offense will cost you, with penalty assessments, \$160.

The conviction will appear on your driving record, but points will not be added. Also keep in mind, the law still applies if you are visiting the state of California and get caught talking on your phone while operating a vehicle.

Texting while driving also falls under this law. As of January 1, 2009 a law against driving while reading, writing or sending a text message went into effect. This applies to all forms of text-based communication, including e-mail and instant messaging.

**If caught texting, you will be charged:**

*\$20 for first offense*  
*\$50 for each subsequent offense*

Be aware that after penalty assessments are weighed in, fines could actually more than triple. According to the Uniform Bail and Penalty Schedule, with the addition of penalty assessments, a first offense is \$76 and a second offense is \$190.

Info from here

# What Should Supervisors Do if a Work-Related Injury, Illness, or Exposure Occurs

## Step 1:

Arrange medical care for the injured employee:

If it's an urgent/emergency medical situation, immediately contact 911.

If it's not an urgent/emergency medical situation, refer the employee to your location's designated occupational health facility.

Your local workers' compensation office can provide you with the contact information for your location's designated occupational health facility.

## Step 2:

Complete the Supervisor Incident Report (SIR) and/or Employee Incident Report (EIR) forms. Report the injury to your local workers' compensation office or directly to the UC's claims administrator, Sedgwick. Sedgwick's toll free reporting number is 1-877-682-7778.

## Step 3:

Follow up:

Stay in contact with your employee and encourage them to comply with their physician's treatment plan and work restrictions (if any).

Respond to inquiries from your local workers' compensation office and the University's claims administrator, Sedgwick.

## Step 4:

Return to work:

If your employee loses time from work:

Immediately notify your local workers' compensation office, your EDB Preparer/Departmental Personnel Assistant (DPA) and Sedgwick .

The day your employee returns to work, notify your local workers' compensation office and Sedgwick to prevent overpayment of disability benefits.

If your employee is released to modified or alternative work:

Make every effort to reduce lost workdays by providing medically appropriate modified or alternative duties during the transitional stages of your employee's medical recovery. Contact your local workers' compensation office for assistance and consultation in designing transitional/modified work.

The day your employee returns to work, notify your local workers' compensation office and Sedgwick to prevent overpayment of disability benefits.

By taking the above actions, supervisor will:

Minimize the severity of the employee's injury.

Prevent future injuries by maintaining a safe work environment.

Avoid legal fines and penalties being assessed against their departments.

Assure rapid provision of compensation benefits where due.

## Injury Prevention



An effective Illness and Injury Prevention Program (IIPP) is a valuable tool for all UC departments. Defining personal protective equipment required for each job classification and task is only one of the ways that IIPPs support workplace safety management.

IIPPs provide comprehensive health and safety guidelines for all employees. View a model IIPP on the California Division of Occupational Health and Safety [website](#).

## The Human Torso: Vital & Vulnerable

The workplace can be a dangerous location for the body's core. The spinal cord, back and essential organs are contained in the torso, so protecting it should be a top priority in every working environment.

- Personal protective equipment such as heat/radiation shields and lab coats should be used at all times as defined in your department or unit safety procedures.
- Follow all proper body mechanics practices for your work area when lifting and moving material, or use a hand or platform truck to move the load.
- Use required dust masks and other devices to protect your respiratory system.
- Stay up-to-date on safety training in your department, including requirements for personal protective equipment, safe operating practices, emergency response, proper documentation, occupational health procedures and other vital information.

# WorkStrong Program at University of California

For individuals and organizations alike, health is not a specific goal to be reached; rather, it is an ongoing process. Recognizing the value of a systematic, customizable approach to overall health, all campuses introduced the UC WorkStrong Program. (<http://workingsmarter.universityofcalifornia.edu/2012/03/uc-workstrong-program/>)

The WorkStrong program is a UC system-wide initiative that provides specialized health and wellness programs for those who have been injured on the job. UC WorkStrong is a comprehensive program designed to reduce the risk of further injury and promote overall health and wellness.

A similar program was piloted at UC San Francisco where employees were offered a post-rehabilitation fitness program overseen by the campuses trained fitness staff. Seventy-three employees participated in the program, and after following them for four years after program completion, only one of those workers was injured again during that time.

As part of his or her program, an employee may be referred to any one or more of the following services:

- Fitness & Post Rehab Training with Certified Trainers - designed to improve fitness, employees will learn exercises designed to keep them strong and healthy as well as provide strategies for injury prevention.
- One-on-One Nutrition/Weight Management Consultations - a Registered Dietician provides simple strategies to help individuals achieve optimal health through nutrition.
- Life Balance and Stress Reduction - in partnership with various campus departments, WorkStrong offers life coaching techniques, as well as educational seminars designed to help employees decompress and achieve life balance.
- Workplace Safety Assessment and Consultation – this service provides ergonomic assessments to help maximize an employee's comfort level while at work and determine if additional tools are needed to conduct their job more efficiently.
- Chronic Conditions Management – wellness specialists help employees manage their cholesterol, diabetes, or blood pressure through lifestyle change.
- Campus Wellness Programs – throughout the year, the faculty and staff wellness program conducts educational seminars, behavior change/lifestyle management programs, health risk assessments, and more.

The benefits of UC WorkStrong transcend work life and can improve quality of life at home as well. The program:

- Provides workers the extra care and resources they may need for full recovery from a workplace injury
- Prevents future work-related injuries
- Mitigates Workers' Compensation costs

We believe better personal health results in fewer injuries. If you are in better health and sustain an injury, you are more likely to recover quickly with less long-term pain and disability. Allow us to help you live your life to the fullest while on the job and at home!



## Careless Chris

### Careless Chris takes a deep breath ...an Imaginary Scenario



"Luke," the deep voice intoned portentously between harsh, slow breaths, "I am your father." Jim rolled his eyes. "That just never gets old, does it." Careless Chris grinned as he pulled the respirator off his face. "It's as classic as saying 'What?' every time they announce the hearing protection stuff, only with a more upscale though increasingly dated pop culture reference."

[Read the story](#)

## Feedback, Please

Send an email to [safetyspotlight@ucdavis.edu](mailto:safetyspotlight@ucdavis.edu) to submit your comments on the April 2013 issue or to suggest content ideas for future issues. We look forward to hearing from you!

## COMING SOON!

### Heat Illness Prevention



Check out our May 2013 issue to learn how to stay safe in your work environment and how to prevent injuries in your workplace.

# connect

Know where to turn on your UC campus for the information you need to keep yourself, your workplace and your environment safe and secure. Click on the campus links below to connect to local program, educational and informational resources.

[UC Berkeley](#)

[UC Riverside](#)

[UCOP](#)

[UC Davis](#)

[UC San Diego](#)

[UC ANR](#)

[UC Irvine](#)

[UCSF](#)

[UCLA](#)

[UC Santa Barbara](#)

[UC Merced](#)

[UC Santa Cruz](#)

## safety strategies

### Save the Date for Risk Summit 2013!



"UC Santa Barbara's presentation on event management, 'They're doing what?', encouraged me to begin a conversation on how our department can utilize their idea of 'minor events meeting' to help facilitate early discussions surrounding event management and managing the risks associated with student events. UCLA's presentation inspired me to help further bring students into the fold of risk management. I was thoroughly impressed with the role students have taken to lead the student community on the UCLA campus on being proactive in risk management. I also learned a great deal from the breakout session, 'Preventing Sexual Abuse on Campus.' I realized that my department needs to facilitate a conversation and initiate proper training for students regarding how to interact with children in a proper positive manner to protect not only the child but themselves from false accusations. I am a new employee to the university and I am glad that I had this opportunity to hear from Praesidium regarding what I can do and should do to foster a safe environment for all."

University of California department and unit staff throughout the system are invited to attend this year's UCOP Risk Summit. This annual gathering of UC professionals is an opportunity to connect with colleagues to share perspectives, best practices, challenges and solutions that you can use to improve efficiency in your workplace and to better manage risk.

Risk Summit 2013, including main sessions, hands-on exercises, breakout sessions, modules, hotel accommodations (per UC policy) and meals, is presented to University of California Employees at no charge.