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Clean House and Stay Safe

State Compensation Insurance Fund News

An important element of any safety program is good housekeeping. Following good housekeeping procedures should be an understood aspect of every worker's job and it must become a part of each worker's daily routine. No matter what the job, good housekeeping can make it safer, easier, more productive, and more pleasant for everyone in the workplace.

Work gets done quicker, safer, and more efficiently when a workplace is clean, orderly, and free of obstruction. But, good housekeeping is more than a "push broom" effort; it must be well planned and scheduled into all operations. Good housekeeping isn't the result of cleaning up once a week or even once a day. It's the result of cleaning up all the time.

It includes:

- respecting "wet floor" signs
- immediately cleaning up spilled liquids and grease or dropped food
- returning tools or equipment to their proper place when not in use
- keeping cords out of walkways or picking up dropped objects
- orderly arranging of small parts, tools, cords, hoses, and equipment
- adequate lighting
- closing drawers and cabinet doors when not in use
- neatly storing materials and supplies at a stable height, not hanging over or sticking out into aisles
- properly storing and disposing oily rags or flammable liquids
- keeping aisles, walkways, platforms, and stairways clean, clear, and dry

A well-planned and administered housekeeping program has immediate and long-range benefits.

Lower accident rates – Fewer injuries occur when work space is sufficient and tripping, slipping, bumping, being struck by, dropping, and caught between hazards are eliminated. Lower operating costs and increased production – If the work area is clean and orderly, workers can do their jobs more efficiently and without unnecessary delays. Production runs smoothly if workers can quickly find and get to tools, parts, and materials.

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Floor space used to best advantage – Keeping floor space unobstructed, allows workers freedom of movement, smoother and faster traffic flow, and maintenance personnel easy access to machinery and equipment.

Reduced fire hazards – Poor housekeeping can cause fires, help spread them, impede the effort to put them out or prevent the safe exit from a fire.

Higher employee morale – It's a fact that a clean and orderly workplace lessens frustration, increases comfort, makes work more enjoyable, and improves employee attitudes.

It saves time to put things where they belong. Once good housekeeping practices are in place, it takes less time and effort to keep things that way. Promoting safety, health, production, and morale are vital to any good safety plan.

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State Compensation Insurance Fund, Safety News, Issue Three, 2010



Preparedness Fast Facts

State Compensation Insurance Fund News

It's important to prepare for possible disasters and other emergencies. Natural and human caused disasters can strike suddenly, at anytime and anywhere. There are three actions everyone can take that can help make a difference ...

1. Get a kit.

At a minimum, have the basic supplies listed below. Keep supplies in an easy-to-carry emergency preparedness kit that you can use at home or take with you in case you must evacuate.

- Water — one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
- Food — non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Medications (7-day supply) and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items

- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area

Consider the needs of all family members and add supplies to your kit. Suggested items to help meet additional needs are:

- Medical supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities for children
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Two-way radios
- Extra set of car keys and house keys
- Manual can opener

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Preparedness Fast Facts

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Additional supplies to keep at home or in your kit based on the types of disasters common to your area:

- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies for securing your home
- Extra clothing, hat and sturdy shoes
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Blankets or sleeping bags

2. Make a plan.

- Meet with your family or household members.
- Discuss how to prepare and respond to emergencies that are most likely to happen where you live, learn, work and play.
- Identify responsibilities for each member of your household and plan to work together as a team.
- If a family member is in the military, plan how you would respond if they were deployed.

Plan what to do in case you are separated during an emergency

- Choose two places to meet:
 - o Right outside your home in case of a sudden emergency, such as a fire
 - o Outside your neighborhood, in case you cannot return home or are asked to evacuate
- Choose an out-of-area emergency contact person. It may be easier to text or call long distance if local phone lines are overloaded or out of service. Everyone should have emergency contact information in writing or programmed into their cell phones.

Plan what to do if you have to evacuate

- Decide where you would go and what route you would take to get there. You may choose to go to a hotel/motel, stay with friends or relatives in a safe location or go to an evacuation shelter if necessary.

- Practice evacuating your home twice a year. Drive your planned evacuation route and plot alternate routes on your map in case roads are impassable.
- Plan ahead for your pets. Keep a phone list of pet-friendly hotels/motels and animal shelters that are along your evacuation routes.

3. Be Informed

Learn what disasters or emergencies may occur in your area. These events can range from those affecting only you and your family, like a home fire or medical emergency, to those affecting your entire community, like an earthquake or flood.

- Identify how local authorities will notify you during a disaster and how you will get information, whether through local radio, TV or NOAA Weather Radio stations or channels.
- Know the difference between different weather alerts such as watches and warnings and what actions to take in each.
- Know what actions to take to protect yourself during disasters that may occur in areas where you travel or have moved recently. For example, if you travel to a place where earthquakes are common and you are not familiar with them, make sure you know what to do to protect yourself should one occur.
- When a major disaster occurs, your community can change in an instant. Loved ones may be hurt and emergency response is likely to be delayed. Make sure that at least one member of your household is trained in first aid and CPR and knows how to use an automated external defibrillator (AED). This training is useful in many emergency situations.
- Share what you have learned with your family, household and neighbors and encourage them to be informed.

Emergency Contact Cards for All Household Members

Get your cards online at <http://www.redcross.org/prepare/ECCard.pdf>.

- Print one card for each family member.
- Write the contact information for each household member, such as work, school and cell phone numbers.
- Fold the card so it fits in your pocket, wallet or purse.
- Carry the card with you so it is available in the event of a disaster or other emergency. ••

American Red Cross website:

<http://www.redcross.org/portal/sitelen/menuitem.53fabf6cc033f17a2b1ecbf43181aa0?vgnextoid=537b218c37752210VgnVCM10000089f0870aRCRD&currPage=e507d7aada352210VgnVCM10000089f0870aRCRD>



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Emergency Planning

State Compensation Insurance Fund News

We are all familiar with the public service announcements advising us to be prepared for emergencies. Take small steps to increase your disaster preparedness.

First, know your risks at home and at work. What industry do you work in? Are there chemical, fire, or other physical hazards? Where do you live and work and what are the earthquake, flood and wild-fire risks? Knowing your risks helps you identify necessary supplies, equipment, and procedures.

Make your workplace and home safe. Bolt down furniture and equipment. Secure items hung on walls and stored on shelves. Store hazardous chemicals in properly segregated containers. Prevent fires by maintaining good housekeeping.

Get emergency training. Know the procedures for evacuations, spill cleanup, earthquakes, and fire suppression. Be familiar with the alarm systems at work and home (silent, audible, strobes, speakers, etc.). Know where the nearest exits are and use them. Know where you should assemble outside the building to check in.

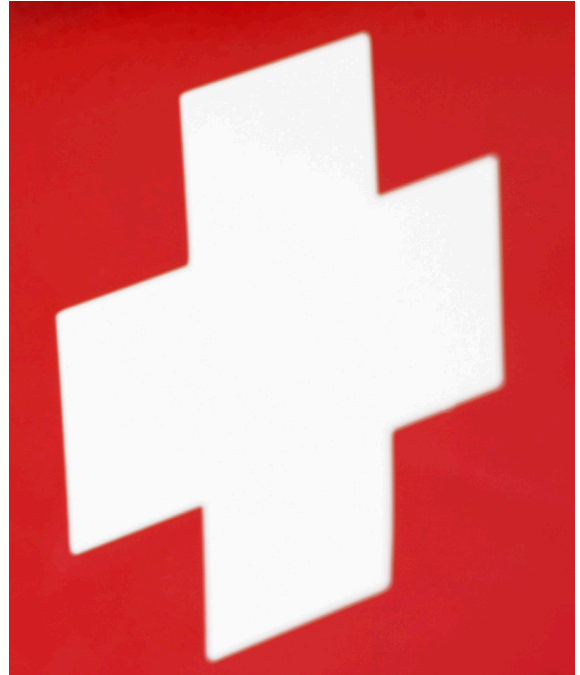
Make a home emergency plan and discuss with your family. Everyone should know how to communicate and where to meet in a disaster. Make special disaster plans for pets and family members with special needs along with schools and daycare facilities.

Build your disaster kit at home, work, and in the car. Begin with water and food; add a first aid kit. Consider a radio or phone with phone lists; add tools such as a flashlight, scissors, and knife. Add necessary medications, eyeglasses, comfortable shoes, warm clothes, and blankets.

Be trained in CPR and First Aid so that you can help others if they are hurt. Know how to use a fire extinguisher safely. Practice and drill emergency procedures so that you will be calm, capable, and prepared when disaster strikes.

For more tips, see the California Office of Emergency Services website at www.oes.ca.gov. ••

State Compensation Insurance Fund, Safety News, Issue Four, 2010



CAC Human Resource HOTLINE

(800) 399-5331

Monday – Friday

8 a.m. – 5:00 p.m.

This hotline is free to all CAC members and is staffed with HR professionals from the California Employers Association (CEA). CEA provides CAC members with safety consultant information, safety advice, Cal-OSHA updates, on-site safety training as well as access to a safety training video lending program.

*For Cal-OSHA, Ergonomics & Safety
Consultant Information,
please visit www.calcollectors.net or
call the CAC office at (916) 929-2125.*