LINCOLN COUNTY
SAFETY/TRAINING MEETING ATTENDANCE ROSTER
(SIGN-IN SHEET)

DATE: _02_/____/_16_ DEPARTMENT/LOCATION: _____

DEPT. HEAD / SAFETY TRAINER: _____

Safety Topic: Wellness Awareness (1st Aid, CPR, AED & Ergonomics)

OFFICE ☒ RD/LANDFL ☐ WEED/MAINTNCE ☐ LAW/JAIL ☒

EMPLOYEE NAME	EMPLOYEE SIGNATURE	WANT CPR/AED TRAINING
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
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Please remember, monthly departmental safety meetings must be documented and attendance rosters turned into Brenda Rebo. Attendance rosters should be turned in at the conclusion of each monthly safety meeting. The county will continue to conduct quarterly dinner gift certificate drawings for employees of departments who have 100% attendance at their monthly safety meetings. **Employees attending all 12 departmental safety meetings shall be eligible for a safety incentive award at the end of the calendar year.**

First Aid / CPR / AED Basics

FIRST AID CARE | I BET YOU DIDN'T KNOW that first-aid supplies must be provided and OSHA offers recommendations for specific materials based upon the type of business and the number of workers you employ. Do you have a First Aid Kit? Is it stocked with usable items?

What You Need to Know | Even a small scratch, cut, puncture wound or burn can become infected. And unless properly cared for, cleansed or protected, it can cause blood poisoning or introduction of dangerous organisms into the bloodstream. Additionally, if you give first aid to others, always protect yourself from exposure to BBP by wearing gloves, masks, and eye protection. Do not be foolish. Get first aid when you need it, even if you just have a small cut or splinter. While it is best to leave major first-aid treatment to those who have professional training, all workers should know basic first aid:

- Whatever you use as a dressing to stop the bleeding, it must remain in place until treated by a professional. If more dressing is required to absorb the blood, place it on top of the original dressing.
- In case of a broken bone, you should be able to apply a splint to immobilize the limb.
- If a victim is in contact with electricity, make sure the current is off before attempting to help the victim, or use a nonconductor, such as a dry wooden pole to remove the victim from the contact. If necessary, have an experienced person perform CPR.
- If the eye is splashed with an irritant, immediately flush the eye with clean water for at least 15 minutes.
- Never try to remove any objects from an eye with a sharp instrument. Grasping the upper lashes and pull the upper lid out and down. Often the object will attach to the inside of the upper lid and be swept away by tears. If the injury is serious, put a clean cloth or gauze pad over the eye.
- An average adult can lose one pint of blood in 15 to 20 minutes without serious danger. To stop heavy bleeding, first elevate the limb (if no fracture is suspected) and apply direct pressure to the affected area.
- Treating for Shock: ensure the victim can breathe comfortably and place covers under and over victim. If they are unconscious place them on their side and monitor the airway.
- A deep puncture wound is perhaps the most likely to become infected; this is even more likely than the torn edges of a laceration. Apply antiseptics to cleanse the wound to prevent infection.
- Heat Exhaustion - may result from physical exertion in hot environments. Symptoms may include profuse sweating, weakness, paleness of the skin, rapid pulse, dizziness, nausea, headache, vomiting, & unconsciousness. The skin is cool and clammy with sweat. Body temperature may be normal or subnormal. First Aid - Rest in the shade or cool place. Drink plenty of fluids water.

Whether you buy a first aid kit or put one together, make sure it has all the items you may need:

- Include any personal items such as medications and emergency phone numbers or other items your health-care provider may suggest.
- Check the kit regularly.
- Make sure the flashlight batteries work.
- Check expiration dates and replace any used or out-of-date contents.

The Red Cross recommends that all first aid kits for a family of four include the following:

2 absorbent compress dressings (5 x 9 “)	5 antiseptic wipe packets	2 hydrocortisone ointment packets (approximately 1 gram each)
25 adhesive bandages (assorted sizes)	2 packets of aspirin (81 mg ea)	Scissors
1 adhesive cloth tape (10 yds x 1”)	1 blanket (space blanket)	1 roller bandage (3” wide)
5 antibiotic ointment packets (approximately 1 gram)	1 breathing barrier (with one-way valve)	1 roller bandage (4” wide)
1 instant cold compress	2 pair of non-latex gloves (size: large)	5 sterile gauze pads (3 x 3”)
First aid instruction booklet	2 triangular bandages	5 sterile gauze pads (4 x 4”)
	Tweezers	Oral thermometer

First Aid / CPR / AED Basics

Proper training & certification are the best approach to learning CPR, but the basics are and should be public knowledge | CPR can help to keep someone alive in case of an accident long enough for emergency help to arrive, but studies show that, properly performed, it also helps to improve the quality of health for victims of heart attack after the accident, and can improve their recovery significantly. While many occupations require CPR certification, knowledge of CPR techniques could be useful to absolutely anyone in the event that one becomes incapacitated. However, improper practice of the technique can cause damage to a healthy person and could complicate an already life-threatening situation. As such, those who are CPR certified should keep not only their paper certification, but their memory up-to-date, and those who are not should seek certification before trying to perform CPR if at all possible. Remember these rules, first, when confronted with a situation that might require CPR. First, only consider performing CPR if the following three conditions are met:

- Breathing has stopped completely.
- There are no signs of circulation, such as pulse or physical response to rescue breathing.
- You are the individual present with the most training in CPR, or are the most fit to perform the procedure.

1. **CALL |** Check the victim for unresponsiveness. If the person is not responsive and not breathing or not breathing normally. Call 911 and return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions

2. **PUMP |** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down in the center of the chest 2 inches 30 times. Pump hard and fast at the rate of at least 100/minute, faster than once per second.

3. **BLOW |** Tilt the head back and lift the chin. Pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second

CONTINUE WITH 30 PUMPS AND 2 BREATHS UNTIL HELP ARRIVES
NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

First Aid / CPR / AED Basics

- Turn on the AED | Wipe the chest dry | Attach pads to bare chest | Plug in the connector, if necessary
- Make sure no one, including you, is touching the person ** Tell everyone to **"STAND CLEAR" ****
- Push the analyze button if necessary, let the AED analyze heart rhythm

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- If AED advises you to shock the person:
- Make sure no one, including you, is touching the person ** Tell everyone to **"STAND CLEAR" ****
- Push the "shock" button, if necessary.

Each County Owned AED has clear and simple instructions located with the machine. Those County Locations are:
City Hall Council Chambers | City Hall Ponderosa Room Hallway | LHS Gym | VFW Banquet Hall | Memorial Center

Ergonomic Safety Principles

Following ergonomic safety practices at work and at home greatly reduces your risk of suffering from the painful cumulative damage that stress and strain places on your body. Ergonomic principles of safety refer to making sure that the products and methods a worker uses are a correct match to the worker's specific job and personal capabilities. The importance of ensuring that a worker and the conditions and demands of their job setting are a good fit has a tremendous impact on both workers and the companies that employ them. Generally, when ergonomic principles and practices are followed there is:

- A reduced risk of illnesses and injuries
- Higher productivity levels
- A greater sense of satisfaction among the employees

Ergonomic Risk Factors

Often when people hear the term ergonomics they think of an office setting with an ergonomic chair and computer keyboard. However, ergonomic risk factors exist in many different types of workplaces, as well as in homes and home offices. Examples of risk factors include jobs that require:

- Repetitive, forceful or prolonged use of the fingers, wrist or hands
- Excessive, repetitive or constant stress on any part of the body
- Sitting in one position for long periods of time
- Heavy & Frequent lifting
- Carrying, pulling or pushing heavy objects
- Prolonged positions requiring postures that are uncomfortable or awkward
- Working in areas with constant vibrations, and extreme hot or cold temperatures

Common Injuries

The resulting injuries develop over time and are known as repetitive stress injuries or cumulative stress disorders that result in injuries to the worker's musculoskeletal system often resulting in chronic painful conditions including:

- Back pain
- Neck pain
- Pain between the shoulders
- Muscle strains
- Weakness in an arm, hand or fingers
- A tingling sensation in an arm, hand or fingers
- Loss of feeling in an arm, hand or fingers
- Carpal Tunnel Syndrome
- Tennis elbow
- Eye strain

More Safety Tips

As you go throughout your day, you can utilize ergonomic safety practices in many areas by:

- Arranging work areas so that you do not have to overstretch. Keep the things that you use most often within reach and below shoulder height.
- Using tools that are made to fit the size of your hand.
- Using kneepads when gardening and doing other jobs that require kneeling
- Wearing a back brace or support belt when lifting or moving heavy objects or doing a strenuous task
- Wearing a headset when talking on the telephone for extended lengths of time
- Bending or squatting at the knees when lifting something heavy

Ergonomics: general

- ☐ Can the work be performed without eye strain or glare?
- ☐ Can the task be done without repetitive lifting of the arms above the shoulder level?
- ☐ Can the task be done without the employee having to hold his or her elbows out and away from the body?
- ☐ Can employees keep their hands or wrists in a neutral position when they are working?
- ☐ Are mechanical assists available to the worker performing materials-handling tasks?
- ☐ Can the task be done without having to stoop the neck and shoulders to view the work?
- ☐ Are pressure points on body parts such as wrists, forearms, backs of thighs avoided?
- ☐ Can the work be done using the larger muscles of the body?
- ☐ Are there sufficient rest breaks, in addition to scheduled rest breaks, to relieve stress from repetitive-motion tasks?
- ☐ Are tools, instruments, and machinery shaped, positioned, and handled so that tasks can be performed comfortably?
- ☐ Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?
- ☐ Are lifts confined within the knuckle-to-shoulder zone?
- ☐ Is work arranged so that workers are not required to lift and carry too much weight?
- ☐ If workers have to push or pull objects using great amounts of force, are mechanical aids provided?

ERGONOMICS FOR LAW ENFORCEMENT

Ergonomics is not just for office and computer stations. Service departments can also design safe and comfortable work areas and work habits.

In law enforcement departments, musculoskeletal injuries have been reported as a result of using force to detain suspects. A non-lethal alternative, electronic stun guns, temporarily disables violent suspects.

ERGONOMICS AND POLICE DUTY BELTS: EASING THEIR LOAD

Here are some recommendations to ease the pain of critical equipment for police officers Duty belt discomfort is a common complaint and a significant health and safety issue for uniformed police personnel. Pain in the low back, hip and pelvis can be caused by pressure exerted by the edges of the duty belt, holster shank and other equipment attached to the belt. Further compounding the problem is the length of time officers are required to perform their job behind the wheel of the patrol car.

Duty belts are designed to carry equipment in a readily accessible manner while leaving the officer's hands free. The equipment is a necessary part of the job and must be carried on his/her body while working. Duty belt equipment can include a handgun, handcuffs, flashlight, latex gloves, baton, radio and pepper spray canister and can weigh up to 20 pounds when fully loaded. According to a University of California, San Francisco/Berkeley Ergonomics Program study (see Reference 1), discomfort from wearing a duty belt is driven by the amount/weight of equipment on the belt, the placement of those items against the body and the force exerted on the equipment when the officer is seated in the patrol vehicle.

Duty belts are typically 2.25 inches wide and made of leather. The rectangular brass buckle can be 2 inches wide by nearly 3 inches high and places uncomfortable pressure on the front of the pelvis and abdomen when driving and/or sitting for extended periods of time. Over the years, the discomfort felt from duty belts has gotten worse because of the increased time spent in vehicles and heavier gear carried on the belt. The addition of radios and extra handcuffs, handguns and spare magazines can add 3 to 4 pounds to the belt.

The belt itself is another source of discomfort. The more rigid the duty belt holster system, the more critical are its shape and location in obtaining a proper fit for the individual. Many leather duty belts can take several years to break in.

Patrol vehicle seats can be another factor in duty belt discomfort. Bolsters on the sides of the seats can produce pressure on the sidearm and radio, which tends to push the officer forward, reducing the amount of low back support. Worn vehicle cushions can exacerbate the discomfort by allowing the officer to sink lower into the middle of the seat.

Police departments should consider different options to reduce duty belt discomfort. Some options to consider would be:

Alternatives for the Duty Belt

- Suspenders are effective because they distribute the weight of the equipment over the shoulders and chest rather than just on the waist. That also means that the belt does not have to be worn as tight, cutting down on pressure exerted on the stomach and waist area. There are safety concerns about suspenders because they can be used against the officer in a struggle, but newer versions act like a clip-on tie when pulled, reducing the risk of injury to the officer.
- Tactical vests or harnesses contain multiple pouches over the chest and back. A harness goes over the ballistic vest and can reduce the need for officers to keep reaching around for their equipment.

Loading the Duty Belt

- Avoid placing hard objects (handcuffs) on the lumbar spine. Handcuffs carried on the back of the belt may create back pain from constant pressure on the lower back while sitting in a car. Although that may not be a problem for beat officers who patrol an area on foot, it can cause severe problems in vehicle-based "response" officers. Outside the car, they can be dangerous in a fall, where the spine can be injured severely by the handcuffs.
- Place a soft pouch over the lumbar spine on the duty belt. A good example might be a soft pouch containing latex gloves.
- Flashlights should be compact, light and powerful. Thinner and smaller lights are easier to control and are more likely to be carried at all times. Metal flashlights can be uncomfortable when left in the direct sunlight or held in an ungloved hand on a cold day. Flashlights are often placed on the hood or trunk of a car, so consideration should be given to one with an anti-roll capability. Long, cylindrical flashlights tend to be carried in a flashlight ring. Rings are simple and inexpensive, and are convenient for flashlights that are not regularly carried. Flashlights in a ring with a great amount of vertical and horizontal freedom can make the light insecure and uncomfortable to carry.

Start with a Better Belt

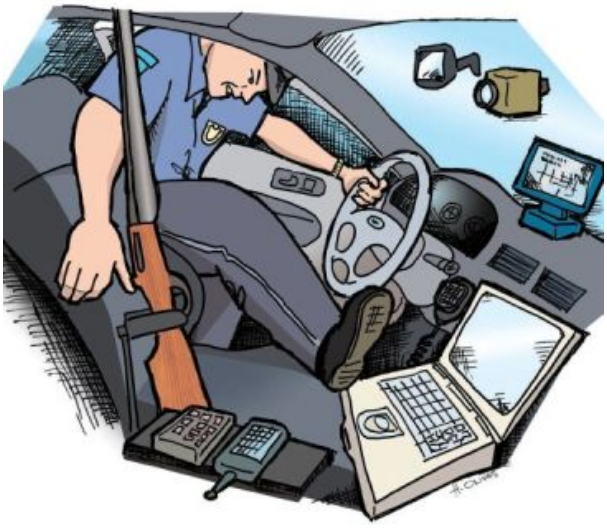
- Rounded, padded edges on the top and bottom. Belts with a hard edge tend to dig in under the ribs, whereas a belt with rounder, padded edges on the top and bottom conform better to the body.
- Lower profile, with a 2-inch thickness (top to bottom) of belt and buckle. Nylon belts that are 2 inches wide resulted in increased officer comfort with fewer complaints of the belt digging in under the ribs and on the rim of the pelvis.
- Washable, moderately flexible nylon material. Nylon duty gear is generally less expensive, lighter, and easier to maintain than leather gear of comparable quality. Leather gear is generally regarded as having a more traditional and professional appearance. One option might be to try a belt that combines both materials, one where the belt is a manufactured nylon duty gear belt that has the appearance of leather, with a 'basket-weave' pattern.
- Leather belts with buckle closures have less adjustability than nylon belts and have adjustment holes for the buckle 1.25 inches apart, which can leave the belt too tight or too loose. A belt that is too loose can be problematic in the event of a foot pursuit. A belt that is too tight creates excessive pressure on the officer's pelvic and hip areas.

Don’t forget about the Buckle: Traditionally, belts have been fastened with a metal buckle, but plastic buckles are becoming more common. Many incorporate a three-way buckle system for added security. A three-way buckle requires the wearer to depress a third release catch before the buckle can be separated, which decreases the chance of the belt being released by anyone but its wearer.

- Plastic buckles are often favored over the traditional metal versions because they are easier to adjust to the officers' natural curves. Metal belt buckles have pre-set lengths determined by the position of the holes in the belt and are difficult to customize.
- If metal buckles are used, rounded buckles (2.25 inches high) that are narrower in the middle (1.75) are far more comfortable and fit better when sitting.

Patrol Vehicle Seat Comfort: Unlike regular sitting in a chair, when a patrol car is in motion, the seated body is subject to different forces: accelerations and decelerations, lateral swaying from side to side, and whole-body up and down vibrations. The feet are actively being used and cannot be used to support and stabilize the lower body as normally happens when they are placed on the floor.
The 2003 U.C. Ergonomics Program study found the following vehicle support measures effective in creating comfort while driving:

- An added seat cushion with upholstered memory foam and a rubber layer underneath will decrease the tendency to slide as the officer enters or exits the vehicle.
- A contoured, upholstered lumbar cushion with a plastic insert to maintain its shape and straps to hold it in place around the backrest of the seat will provide additional lumbar support for the back.
- A combination back and seat cushion with hinged back and seat sections will provide additional support for the back and pelvis, while enhancing comfort while driving. The backrest portion should be shaped to the preference of the user and supplemented by an optional upholstered lumbar pad.



Another potential solution is to change driving habits when on patrol and on the drive home.

- **Adjust the car seat**. Sit in the car with the duty belt on and move the seat forward and back until it is as comfortable as possible. Bring the seat backrest to where it is comfortable against the duty belt and still offers support to the back. If you are adding a cushion or lumbar support to the seat, place the cushion in the seat first, and then adjust.
- **Change posture often**. Remember to move from time to time. Wait until driving conditions are suitable to change posture in the seat. This can alleviate postural fatigue.
- **Take breaks.** To avoid driver fatigue and minimize postural discomfort, take a rest break whenever possible, one that offers the opportunity to stand and move around.