

H. R. LABOUNTY SAFETY AWARD PROGRAM

NOMINATION FORM



OPS-CONST

Agency: Carmichael Water District


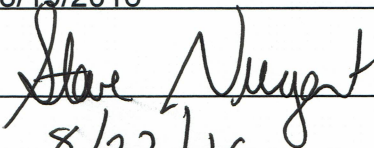
Employee Nominated:

Name: Lynette Moreno

Job Classification: Assistant General Manager

Reason for Nomination:

Lynette implemented a new safety awareness program at the District - Paycheck Safety Tips. Every payroll, a safety tip is inserted with the employee's paycheck to promote awareness. Each safety tip relates to office, field, home or personal safety. (please see additional information and examples attached)

Nominated by:	<u>Lori Kalisiak</u>
Signature:	<u></u>
Date:	<u>8/19/2016</u>
General Manager:	<u></u>
Date:	<u>8/22/16</u>

Please email digital photos to tlofing@acwaipia.com.

Please attach supporting documents and forward to:

ACWA JPIA
P.O. Box 619082
Roseville, CA 95661-9082
FAX: (916) 774-7040

H. R. La Bounty Safety Award Program Nomination Form (page 2)



Agency: Carmichael Water District

Employee Nominated:

Name: Lynette Moreno

Job Classification: Assistant General Manager

Reason for Nomination:

Lynette implemented a new safety awareness program at the District - Paycheck Safety Tips. Every payroll envelope includes a new safety tip inserted with the employee's check to promote awareness of something specific or all things safety. Each tip relates to the office, field, home or personal safety and gives all employees an appreciation for each other and the jobs we do. It translates in some way to the things that we do at work or at home (including our family and friends). Topics have included: fire safety; fighting stress; eye injuries; heat related illness; protecting your skin; avoid a pulled muscle; chair safety; protecting your ears; online shopping; musculoskeletal disorders; distracted driving; hands only CPR; save your back; holiday safety tips; financial safety; ladder safety; etc.

The focus is on Safety Awareness!!! Department supervisors are encouraged to: discuss the tips with staff as a way to emphasize awareness and evoke discussion; get others involved in submitting tips; and prompt other safety suggestions and safety tailgate topics. This program is inexpensive and a valuable safety resource for all employees. The program kickoff was October 2015 and has continued with biweekly thought provoking safety messages.

Paycheck Safety Tip (2016-07-06)



Heat Related Illness

A healthy body temperature is maintained by the nervous system. As the body temperature increases, the body tries to maintain its normal temperature by transferring heat. Sweating and blood flow to the skin help us keep our bodies cool. A heat-related illness occurs when our

Paycheck Safety Tip (2016-06-22)

Protecting your skin

Most skin cancer can be prevented. Use the following tips to protect your skin from the sun. You may decrease your chances of developing skin cancer and help prevent wrinkles. Although people with darker skin don't sunburn as easily, they can still get skin cancer. So it's important to use sun protection, no matter what your skin color is. If you can't avoid being in the sun, use a sunscreen to help protect your skin while you are in the sun.

Choosing a sunscreen

- Sunscreens come in lotions, gels, creams, ointments, and sprays. Use a sunscreen that:
 - Has a sun protection factor (SPF) of 15 or higher.

Paycheck Safety Tip (2016-04-13)

Online Shopping: Take care when shopping online. Always check the security symbols when using an online site for shopping. If the lock icon encryption is not there, do not give out credit details. Also, check that the site is legitimate—never go to a site from a random email and start purchasing. Go to the site through a known URL or by searching for it on a search engine first.

Keep a separate credit card just for online purchases. This will make it easier to cancel if something bad does happen and your other credit card for "in real life" can still be used unhindered. Don't store information on any website. It may be convenient but it's also a possible loss to you if the site is hacked.

Paycheck Safety Tip (2016-03-30)

Tips for Avoiding Slips and Falls

Falls are the leading cause of injury in the workplace. Keep these tips in mind to avoid an injury:

- As you walk, keep an eye on the floor in front of you for spills.
- If you see a spill, never just walk by it. Always clean it up or call someone to clean it up.
- Wear nonskid shoes when you work in kitchens, outdoors, or any other place where you will commonly be walking on slippery surfaces.
- Never climb on shelving units or storage units to get things. Use a ladder.
- Never lean on railings.

Paycheck Safety Tip (2016-02-17)

Are you ready for a flood? Basic steps to prepare of a flood.

- Have a plan and practice the plan – know your evacuation route and locations of emergency shelter
- Post emergency numbers at every phone and have them in your cell phone
- Be prepared to turn off electrical power at the main switch, gas and water supplies if you have to leave. Know where these shut offs are located
- Have an emergency kit ready at all times.

Go to www.ready.gov/build-a-kit

Paycheck Safety Tip (2015-10-14)



Eye safety might seem like an unusual **office safety** topic but it is not. Your eyes are at risk in an office - maybe not from chemicals or dust. Your eyes can become strained by looking at a computer screen for long periods of time. Learn how to relax and give their eyes a break. Simple techniques such as looking away from the monitor every 30 minutes will help prevent future eye problems. Change your view when possible and occasionally sit back from the computer and close your eyes for a few minutes this will help your eyes rehydrate and you relax at the same time.

Reminder: Utilize your vision insurance and get your eyes checked annually.

Paycheck Safety Tip (2015-11-25)

Holidays are just around the corner! With the hustle and bustle of the holiday season people become more rushed and distracted. To help you and your loved ones avoid being a target of thieves, remember these rules:

- Be aware of your surroundings at all times.
- Park in a well-lighted area.
- Don't walk to your car alone (ask someone to walk out with you – including mall security).
- Check your car before unlocking it.
- Hide your packages and other valuables.
- Don't overload yourself with stuff so that you become an easy target.
- Have your car keys ready (in your hand) before going to the parking lot. If you are approached, press the panic button on your key fob. Pressing the panic button will alert those around you, by your car horn blasting, and your car lights flashing.

Holiday Safety Tips

- Never use lighted candles near trees, curtains/drapes, or with any potentially flammable item.
 - When displaying a tree, cut off about two inches off the trunk and put the tree in a sturdy, water-holding stand. Keep the stand filled with water so the tree does not dry out quickly to avoid catching fire.
 - Stand your tree away from fireplaces, radiators and other heat sources. Make sure the tree does not block foot traffic or doorways.
 - If you use an artificial tree, choose one that is tested and labeled as fire resistant. Artificial trees with built-in electrical systems should have the Underwriters Laboratory (UL) label.
 - Only use indoor lights indoors (and outdoor lights outdoors). Look for the UL label. Check lights for broken or cracked sockets, frayed/bare wires, and loose connections. Replace or repair any damaged light sets.
 - Turn off all lights on trees and decorations when you go to bed or leave the house. Unplug extension cords when not in use.
 - When displaying outdoor lights, fasten them firmly to a secure support with insulated staples or hooks to avoid wind damage. Never nail, tack or stress wiring when hanging lights and keep plugs off the ground away from puddles and snow.
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Paycheck Safety Tip (2016-02-03)

Distracted Driving: The act of talking on a cell phone, even hands free, can give you “inattention blindness,” where your brain isn't seeing what's right in front of you. You aren't even aware that you are driving impaired. If you think you can handle both driving and talking on a cell phone or texting, you may be putting yourself and others at risk.

- A. Eighty percent (80%) of vehicle crashes involve some sort of driver inattention.
- B. Up to 3000 people nationwide are killed in crashes where driver distractions are involved.
- C. Talking on a cell phone or texting is the number one source of driver distraction.

Source: Cal DMV

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 - If you see a spill, never just walk by it. Always clean it up or call someone to clean it up.
 - Wear nonskid shoes when you work in kitchens, outdoors, or any other place where you will commonly be walking on slippery surfaces.
 - Never climb on shelving units or storage units to get things. Use only approved ladders.
 - Never lean on railings, even if they look solid. They could be improperly secured, and you could fall.
 - Always use safety harnesses when working at heights.
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Paycheck Safety Tip (2016-05-25)

Avoid a Pulled Muscle

A pulled muscle occurs when the muscle is strained or stretched too far, creating small tears within the muscle. This generates aching, tightening, and stiffening in the muscle, which can be extremely uncomfortable and painful.

One of the best ways to prevent a pulled muscle is to stretch and warm up before engaging in physical activity. Similarly, take time to stretch after periods of physical activity to prevent muscle stiffness.

Paycheck Safety Tip (2016-08-17)

Tips on Fighting Stress in a Healthy Way

- Talk with family & friends.
- Engage in daily physical activity.
- Embrace the things you are able to change.
- Remember to laugh!
- Give up bad habits.
- Slow down.
- Get enough sleep.
- Get organized.
- Practice giving back.
- Try not to worry.

