



# H.R. LaBounty Safety Awards Nomination Form

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## **Nomination Deadlines:**

**Spring Awards: February 1, 2023**

**Fall Awards: September 1, 2023**

**Agency:** Panoche Water District

**Project/Initiative Title:** Hazard Assessment and Correction Record Form

Implementation Date: 2023

Cost to Implement: \$100.00

Staff Time Required: 2 hours

Number of Employees/Facilities Impacted: All District Employees.

## **Employee/Department/Committee Nominated:**

Name(s): Lorena Chagoya

Job Title/Department: Ethics & Compliance Officer

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## Nomination Summary

*Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.*

Lorena recognizes the need to identify and communicate workplace hazards to employees. She created a Hazard Assessment and Correction Record Form as an effective method to monitor and evaluate workplace hazards and protect employees from injury and illness. The form records the corrective actions the District has taken to ensure that any unsafe or unhealthy work conditions, practices or procedures are addressed in a timely matter and that it has been prevented, corrected, or controlled.

*Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.*

### **When and how form is used:**

When a hazard is reported or discovered, a hazard assessment is conducted using the form. Then it is provided to area supervisors to use as a box talk tool & topic (AKA Tailgate meetings) to train/inform effected employees within their respective departments. Once tailgate meeting has taken place and employees have signed the form, the supervisor will turn in the form back to Lorena for recordkeeping purposes in accordance with the District's IIPP.

\*See Exhibit A – Real examples of completed Hazard Assessments and Correction Records:

1. Vehicle Shovel Excessive Overhang and Tool Storage
2. Bee Stings and Insect Bites
3. Vehicle Safety Water Rescue Bags
4. Ergonomics – Awkward Posture
5. Struck-By Flying Objects and Debris

*State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.*

The hazard assessment process created is an administrative control, however, each incident is reviewed independently and could utilize any appropriate control such as elimination or engineering controls as shown by the attached examples.

*Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.*

Lorena gain oversight of the District's Health and Safety Program in 2018. She and her team worked hard to ensure safety and regulatory compliance are followed and maintained while implementing best practices. By the end of 2022, safety compliance inspections improved by 17%, worker compensation claims were reduced to only 1 claim by the end of 2022 (from 5 in 2018) and the District's MOD has continued to decrease (For fiscal year 2022-2023, E-MOD was 1.63 and for 2023-2024, E-MOD is at 1.2). In addition, Lorena has been making progress in transitioning the District's Health and Safety Program over from a 3<sup>rd</sup> party safety consultant. Due to the consultant's copy rights of existing written policies, she took the initiative and revised all of the various Health & Safety policies, then she created and conducted mandated and job specific trainings, which tied into those written policies for employees.

*Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.*

Other: Corrective Action Reporting

List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.

\*See Exhibit A

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**Nominated by:** Panoche Water District

**Date:**8/2023

**General (Interim) Manager:** Chase Hurley

**Date:**8/2023

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Please email this form with supporting documents and digital photos (jpg) to [tlofing@acwajpia.com](mailto:tlofing@acwajpia.com).





## Panoche Water District HAZARD ASSESSMENT AND CORRECTION RECORD

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**Date of Assessment:** 4/20/2023

**Person Completing Assessment:** Lorena Chagoya

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**Supervisor Completing Tailgate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Unsafe Condition or Work Practice:**

Bee stings and/or insect bites

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**Corrective Action Taken:**

Supervisors to inform employees of the potential exposure to bees and or insects in the fields, what to do when stung or bitten, and how to protect oneself from insect stings/bites. (NIOSH Fast Facts Sheet Attached).

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**Tailgate Subject:** Bee Strings and Insect Bites

**Safety Concern:** Employees may be allergic to bees and possible skin infection may occur from bee stings or other insect bites.

**District's Action:**

Supervisors to inform employees of the potential exposure to bees and or insects in the fields, what to do when stung or bitten and how to prevent it by providing and reviewing the NIOSH Fast Facts Sheet with employees who may be exposed to stinging insects.

**Expectation for all employees:**

1. Report immediately to your supervisor and or the ECO of such incidents.
2. Be aware of your surroundings at all times.
3. Follow the basic first aid instructions as listed on the Fast Fact Sheet provided.
4. Familiarize on how to protect yourself from bee stings or insect bites as listed on the Fast Fact Sheet.

**Employee Attendance Sheet:**

Name:	Signature:	Date:





# NIOSH

# Fast Facts

## Protecting Yourself from Stinging Insects

### Flying Insects

Outdoor workers are at risk of being stung by flying insects (bees, wasps, and hornets) and fire ants. While most stings cause only mild discomfort, some may result in severe allergic reactions that require immediate medical care and may cause death.

### First Aid

If a worker is stung by a stinging insect:

- Have someone stay with the worker to be sure that they do not have an allergic reaction.
- Wash the site with soap and water.
- Remove the stinger using gauze wiped over the area or by scraping a fingernail over the area.
  - Never squeeze the stinger or use tweezers.
- Apply ice to reduce swelling.
- Do not scratch the sting as this may increase swelling, itching, and risk of infection.

### Protect Yourself

- Wear light-colored, smooth-finished clothing.
- Avoid perfumed soaps, shampoos, and deodorants.
  - Do not wear cologne or perfume.
- Wear clean clothing and bathe daily.
- Wear clothing to cover as much of the body as possible.
- Avoid flowering plants when possible.
- Keep work areas clean. Some insects are attracted to discarded food.
- Remain calm and still if a single stinging insect is flying around. (Swatting may cause it to sting.)
- If attacked by several stinging insects, run to get away. (Bees release a chemical when they sting, which attracts other bees.)
  - Go indoors.
  - Shaded areas are better than open areas.
  - Do not jump into water. Some insects (ex. Africanized honey bees) are known to hover above the water.
- If an insect is inside your vehicle, stop slowly, and open all the windows.
- Workers with a history of severe allergic reactions to insect bites or stings should carry an epinephrine autoinjector and wear medical ID jewelry stating their allergy.



## Fire Ants

Fire ants bite and sting. They are aggressive when stinging and inject venom, which causes a burning sensation. Red bumps form at the sting, and within a day or two they become white fluid-filled pustules.



## First Aid

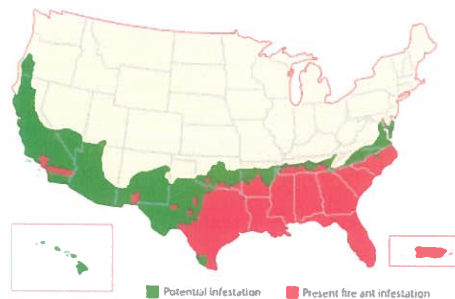
- Rub off ants briskly, as they will attach to the skin with their jaws.
- Antihistamines may help.
  - Follow directions on packaging.
  - Drowsiness may occur.
- Seek immediate medical attention if a sting causes severe chest pain, nausea, severe sweating, loss of breath, serious swelling, or slurred speech.

## Protect Yourself

- Do not disturb ant mounds.
- Be careful when lifting items (including animal carcasses) off the ground, as they may be covered in ants.
- Fire ants may be found on trees and in water, so always look over the area before starting to work.
- Tuck pants into socks or boots.
- Workers with a history of severe allergic reactions to insect bites or stings should carry an epinephrine autoinjector and wear medical ID jewelry stating their allergy.



### Present and Potential Ranges of Imported Fire Ant Infestation



Source: U.S. Department of Agriculture

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Centers for Disease Control and Prevention  
National Institute for Occupational Safety and Health

[www.cdc.gov/niosh/topics/outdoor/](http://www.cdc.gov/niosh/topics/outdoor/)

DHHS (NIOSH) Publication No. 2010-117

Telephone: 1-800-CDC-INFO  
TTY: 1-888-232-6348  
E-mail: [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)





# Insectos voladores

Las personas que trabajan al aire libre corren riesgo de sufrir picaduras de insectos voladores (abejas, avispas y avispones) y de hormigas rojas. Aunque la mayoría de las picaduras solo causan una molestia leve, algunas pueden provocar reacciones alérgicas graves que requieren de atención médica de urgencia y hasta pueden causar la muerte.

## Primeros auxilios

Si un insecto pica a un trabajador:

- Haga que alguien se quede con el trabajador para asegurarse de que no tenga reacciones alérgicas.
- Lave el sitio de la picadura con agua y jabón.
- Quite el aguijón poniendo una gasa en el área o raspe esa área con la uña.
  - Nunca apriete el aguijón ni utilice pinzas.
- Póngase hielo en la picadura para reducir la inflamación.
- No se debe rascar la picadura debido a que puede provocar mayor inflamación, picazón y riesgo de infección.

## Protéjase

- Use ropa lisa de colores claros.
- Evite usar desodorantes, champúes y jabones perfumados.
  - No se ponga perfumes ni colonias.
- Póngase ropa limpia y báñese todos los días.
- Utilice ropa que le cubra casi todo el cuerpo.
- Evite acercarse a las plantas que estén floreciendo, siempre que sea posible.
- Mantenga su área de trabajo limpia; las sobras de la comida atraen a ciertos insectos.
- Si un insecto que pica está volando a su alrededor, quédese quieto y tranquilo. (Si trata de matarlo puede hacer que lo pique).
- Si lo atacan varios insectos que pican, aléjese corriendo. (Las abejas al picar liberan una sustancia química que atrae a otras abejas.)
  - Vaya a un sitio cerrado.
  - Las áreas protegidas son mejores que las descubiertas.
  - No se tire al agua. Algunos insectos (por ejemplo las abejas africanizadas) vuelan por encima del agua.

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# Hormigas rojas

Las hormigas rojas muerden y pican. Son agresivas cuando pican e inyectan un veneno que causa una sensación de ardor. En el sitio de la picadura se forman granitos rojos y al día siguiente o a los dos días se hacen pústulas llenas de líquido.

Hormigas rojas, *imagen cortesía de USDA.*

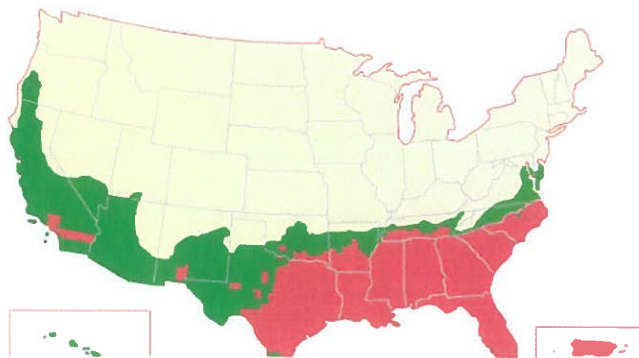
## Primeros auxilios

- Quite las hormigas frotando la piel con vigor porque se prenden con las mandíbulas.
- Los antihistamínicos pueden ayudar.
  - Siga las indicaciones que aparecen en el envase.
  - Pueden causar adormecimiento.
- Busque atención médica inmediata si la picadura causa dolores fuertes en el pecho, náuseas, sudoración intensa, falta de aliento, hinchazón grave o dificultad para hablar.

## Protéjase

- No toque los hormigueros.
- Tenga cuidado al levantar objetos del piso (incluidos los animales muertos) porque pueden estar cubiertos de hormigas.
- Las hormigas rojas pueden habitar en los árboles y en el agua, siempre observe el área antes de comenzar a trabajar.
- Meta los pantalones dentro de las medias o las botas.
- Los trabajadores con antecedentes de reacciones alérgicas graves a las picaduras o mordeduras de insectos deben llevar un inyector de epinefrina y deben usar brazaletes de alerta médica que indiquen la alergia.

## Rango de infestación posible o existente de hormigas rojas extranjeras



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- Their risk of exposure
- Insect identification
- How to prevent exposure
- What to do if stung

## Worker Recommendations

Workers should take the following steps to prevent insect stings:

- Wear light-colored, smooth-finished clothing.
- Avoid perfumed soaps, shampoos, and deodorants.
  - Don't wear cologne or perfume.
  - Avoid bananas and banana-scented toiletries.
- Wear clean clothing and bathe daily. (Sweat may anger bees.)
- Wear clothing to cover as much of the body as possible.
- Avoid flowering plants when possible.
- Keep work areas clean. Social wasps thrive in places where humans discard food.
- Remain calm and still if a single stinging insect is flying around. (Swatting at an insect may cause it to sting.)
- If you are attacked by several stinging insects at once, run to get away from them. (Bees release a chemical when they sting, which may attract other bees.)
  - Go indoors.
  - A shaded area is better than an open area to get away from the insects.
  - If you are able to physically move out of the area, do not attempt to jump into water. Some insects (particularly Africanized Honey Bees) are known to hover above the water, continuing to sting once you surface for air.
- If a bee comes inside your vehicle, stop the car slowly, and open all the windows.
- Workers with a history of severe allergic reactions to insect bites or stings should consider carrying an epinephrine auto injector (EpiPen) and should wear a medical identification bracelet or necklace stating their allergy.

## First Aid

If a worker is stung by a bee, wasp, or hornet:

- Have someone stay with the worker to be sure that they do not have an allergic reaction.
- Wash the site with soap and water.
- Remove the stinger using gauze wiped over the area or by scraping a fingernail over the area.
  - Never squeeze the stinger or use tweezers.

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