

# Safety News

ISSUE TWO, 2008

S T A T E   C O M P E N S A T I O N   I N S U R A N C E   F U N D

## Disposal Of Hazardous Material

**T**here are many businesses that generate wastes considered hazardous or harmful to human health or the environment. Due to the harmful potential of these materials, workers must be aware of the safety hazards and follow proper handling and disposal procedures in order to protect the environment, themselves, and comply with state and federal regulations.

Workers that generate or handle hazardous waste must be trained on the material's hazards and safe handling procedures including its collection, labeling, and storage before being transported for final disposal or treatment. Workers should also be trained on emergency and accidental spill response procedures for the materials.

Hazardous materials should never be disposed of down the drain or in regular trash receptacles. They should be put into proper and compatible containers that can be securely sealed. Compatible containers insure the waste material will not react with or corrode them. Storage containers should have a "head space" to allow for waste expansion. Sealed containers should be labeled with the name and hazard class of the waste along with the words 'Hazardous Waste' and the date it was generated. Waste storage time limits vary depending on the facility or material.

Waste containers should be securely stored and

protected from extreme environments to prevent ruptures, overturns, or other failures and should remain closed during storage, except when adding or removing waste. They should be stored in compatible hazard classes (flammable, corrosive, oxidizers, etc.) and segregated to prevent hazardous reactions if the wastes combine. Some flammable material containers may require grounding and

containers should be seismically secured, if possible, to prevent spills in an earthquake.

Storage areas for hazardous wastes should be inspected at least weekly. Secondary containment can prevent spills, but if a leak or spill occurs, workers should follow facility spill and emergency response procedures. Spill kits should be available for such emergencies and all cleanup

materials should be handled as hazardous waste.

Proper waste documentation is important to track and maintain accountability for hazardous waste prior to shipment. Workers should be familiar with the documents required for their facility and waste types including EPA identification numbers issued by the Environmental Protection Agency and Uniform Hazardous Waste Manifests. Workers must receive training before they can sign waste manifest documentation. Transportation of hazardous wastes should be done according to regulation requirements and by dedicated hazardous waste haulers. □



### In This Issue

#### Feature Articles

Disposal of Hazardous Material

The Expert's Corner – Grip Force And Gloves

Check Out State Fund's IIPP Builder

Pre-Train For Every Job

Look For It At [scif.com](http://scif.com)

Safety Topic – Spill Prevention And Response

#### In Each Issue

Employer Education Series Reporting Injuries

**STATE**  
COMPENSATION  
INSURANCE  
**FUND**

## The Expert's Corner

# Grip Force And Gloves

People wear gloves for many different reasons and occasions. Whether people are making fashion statements, participating in their favorite pastime, or simply working, properly fitting gloves can be an important accessory for completing tasks comfortably, efficiently, and safely. Gloves improve grip when handling tools and slippery objects, and they protect the hands from extreme temperatures, sharp or abrasive materials, and guard against the effects of toxic and corrosive substances.

While gloves provide excellent protection against many hazards, they can be hazardous if they do not fit properly. When gloves are too loose, extra force needs to be applied in order to get a good firm grip. Because of this, there is a loss of grip strength, in comparison to not wearing any gloves at all. This, in effect, causes double work: performing the job at hand and overcoming any movement or slippage from the glove. On the other hand, when gloves are too tight, they interfere with grasping, dexterity, and finger movement. Additional force is needed in order to flex the tight

gloves, especially if they are thick.

Wearing ill-fitting gloves requires the wearer to apply additional grip force that would not be required if the gloves fit correctly. Over time, greater grip forces applied can lead to fatigue, discomfort, and eventual injury to the hands and arms.



The following points should be considered when selecting the right glove for the job:

- Gloves with rubber dots on the surface increase grip stability on surfaces that are slippery (e.g., wet items or items

without handles).

- For slippery surfaces, workers use greater grip force when wearing cotton gloves than with rubber gloves. Cotton gloves perform better with non-slippery surfaces.
- Rubber gloves allow employees to maintain relatively low grip force levels for both slippery and non-slippery surfaces.
- Studies by the University of Osaka suggest that rubber gloves help reduce force and provide more efficient control than cotton gloves in tasks requiring precision handling of small objects.
- Performance time for cotton gloves tends to be longer than that for rubber gloves.
- In addition to carefully selecting the type of glove provided to workers, gloves of different sizes should also be provided.

Information above refers to a research study conducted at the School of Health and Sport Sciences at the University of Osaka, Japan. □

*Lou Vicario is one of State Fund's Certified Associate Ergonomists based in Southern California.*

## Check Out State Fund's Online IIPP Builder

Since 1991, the California Code of Regulations has required employers to establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) to ensure that all California employers meet their legal obligation to provide and maintain a safe and healthy workplace for their employees.

An IIPP is a written plan that details the required steps employers must take to protect their employees from workplace hazards. If a

Cal/OSHA inspector visits a workplace, one of the first things he/she will ask is to see the company's IIPP. The benefits of having an effective IIPP include: reducing work-related injuries and illnesses, decreasing financial losses resulting from work-related injuries, and avoiding costly Cal/OSHA fines.

As a service to our policyholders, State Fund has developed an online tool called the IIPP Builder. This interactive tool enables you to create an Injury and Illness Prevention

Program specific to your business operation and allows you to download various forms and checklists to use when implementing your IIPP. The IIPP Builder contains tutorials that will guide you through the steps necessary to compose your customized safety program. The IIPP Builder will not only enable you to create and update your IIPP, it's also designed to help you understand IIPP requirements and to determine if your

*Continued on next page*

# Pre-Train For Every Job

**F**irst experiences leave lasting impressions. That's why it's so important for workers to get pre-job training for any new work assignment.

Pre-job training is different from new employee training which is general safety instruction given to all new workers. Pre-job safety training is the instruction given to a worker performing a job for the first time or performing a job done infrequently and to workers assigned to a job with particular hazards. If a worker is reassigned to a different job, pre-job training should be given for that new job.

Employers shouldn't assume that the safe way to perform a job is obvious, even to experienced workers. And, they shouldn't accept comments that workers "know how to do the job" or "don't need training." Once training is given, the worker should be observed to see that the job is being performed correctly and that training was understood.

Pre-job training is especially important for jobs that



have a potential for serious accidents. Pre-job training should be given when the work assignment requires special protective equipment. Instruction should include what equipment is required, how to inspect it to insure it will provide the maximum protection, how to correctly use the equipment, and how to care for it. The pre-job training should include the precautions to be taken to safeguard other workers in the area. Employers should also make sure that workers choose and use proper tools and insure that they are in good condition.

Even after training is given, instructors should make periodic inspections of job performance to spot unsafe actions. For example, where workers are in a hurry and take unsafe shortcuts, when they use the wrong tool or use makeshift or substitute tools and equipment, and when they bypass a guard or a lockout procedure for that "quick fix." Part of any pre-training should be to emphasize that no matter what the work schedule dictates, there's always time to do the job safely. □

## *Continued from previous page*

IIPP meets Cal/OSHA requirements.

The IIPP Builder – which requires either Internet Explorer 5.5 or higher or Adobe Acrobat 5.0 or higher – is available exclusively to our policyholders through State Fund Online (a free online resource tool that allows you to quickly and easily manage your policy round-the-clock). If you're not currently a State Fund Online user, register now at [www.scif.com](http://www.scif.com) and begin building your IIPP today.

State Fund recognizes that an employer's loss control efforts help to decrease the frequency and severity of illnesses and injuries in the work environment. We are committed to the belief that a safe

workplace can increase productivity and lower workers' compensation costs and are proud of our role in helping you develop and enhance your safety programs.

For questions about the IIPP Builder, contact your State Fund Loss Control Consultant, call State Fund Online Support at 1-866-721-3498, or email us at [iipp@scif.com](mailto:iipp@scif.com). The IIPP Builder is just one of many products State Fund has developed to help you control costs as well as lower employee work-related injuries and illnesses. To find out about additional products and services available to State Fund policyholders, visit [www.scif.com](http://www.scif.com). □

# Look For It At [scif.com](http://scif.com)

If you are a State Fund insured, you can visit our website at [www.scif.com](http://www.scif.com) (under "Employers" then "Safety") and access a wide range of loss control products and services including:

**Seminars** – Find a schedule of State Fund-sponsored seminars on safety or health issues and regulations that pertain to your business operation.

**Programs and forms** – Download items such as the employer-required Injury and Illness Prevention Program (IIPP), a Sample Ergonomics Program, the New Employee's Guide to Workers' Compensation brochure, the Notice to Employees posting notice, the Cal/OSHA Injury Summary (Log 300), and a copy of the Employer's Report of Occupational Injury and Illness (form 3067).

**Safety Meeting Topics and Loss Control Bulletins** – Choose from over 225 downloadable safety topics in English with Spanish translations including attached sign-in sheet for recordkeeping.

**ErgoMatters®** – Check out articles by State Fund's ergonomics experts that provide technical or background information on ergonomics issues in the workplace.

**Safety Newsletters** – View or print any of the six State Fund quarterly, industry-specific loss control newsletters created for client safety and health training and instruction.

For more products and services that may be available to you as a State Fund insured, visit [www.scif.com](http://www.scif.com) today. □

# Safety Topic

Safety News

State Compensation Insurance Fund

Issue Two, 2008



## Spill Prevention And Response

Spills in the workplace cause hazards from slips and falls, exposure to the spilled material, and accidental release into the environment. Know the proper storage, handling, use, and spill response for the materials in your workplace.

Get training on your worksite spill response plan and the materials that you use and store. Read the material safety data sheets (MSDS) that explain correct spill response techniques, cleanup methods, and disposal. Know when it is safe for you to clean up a spill yourself and when to call your supervisor, the company spill response team, or an outside resource for assistance. Know what equipment you will need to clean up properly. Use appropriate personal protective equipment (PPE) for spill response such as gloves, safety glasses, coveralls, and/or respirators. Know where your spill response materials are located at work and how to use them.

Limit the amounts of new and hazardous materials stored on your site to minimize the risk and size of spills. Place materials out of the lane of foot and vehicle traffic to prevent accidental spills. Store materials indoors and away from exterior doors and sewer drains to prevent accidental releases to the environment. Consider double containers for materials stored in large quantities, that may create a difficult cleanup task, or that can be toxic or hazardous even if spilled in small amounts.

Carry one item at a time when you are moving or dispensing chemicals. Place multiple items in a rolling cart or tray instead of trying to carry them all at once. Check storage equipment, material lines, and dispensing areas for signs of leaks regularly.

If you cause a spill or find a spill, immedi-

ately notify your supervisor and coworkers in the area. If the spilled material is flammable or volatile, shut off flame sources and air the area out if it is safe to do so. If possible, protect floor drains or outside access areas from the spill. Cordon off the spill area to prevent further access and potential exposures. If you or a coworker was exposed to the spilled material, use emergency eye washes or showers for at least 15 minutes, get to a well-ventilated area, and seek medical attention, if needed.



Using your worksite spill response plan and information about the material, determine if the spill is small enough and of the type that you can clean up yourself. Generally, spills of one cup or less can be wiped up with paper toweling or absorbent spill kit materials. Spills of approximately one gallon can be cleaned up with spill kit materials such as spill socks, pads, or absorbents. If you use loose absorbent materials, spread them around the spill and work toward the inside to reduce splashing or spreading the spill. Spills over two gallons in size may require emergency cleanup from a worksite spill response team or an outside resource. □

### TOPIC REVIEW

Instructor \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Attended By \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

#### Safety Recommendations

---

---

---

---

---

---

---

---

---

---



## Prevención y respuesta a derrames

Los derrames en el sitio de trabajo pueden causar peligros por resbalones y caídas, exposición a lo derramado, y liberación accidental del material derramado al medio ambiente. Conozca los métodos correctos de almacenaje, manejo y uso, así como la respuesta en caso de derrames de los materiales presentes en su sitio de trabajo.

Capacítase sobre el plan de respuesta a derrames de su sitio de trabajo y sobre los materiales que se usan y almacenan allí. Lea las hojas de datos de seguridad de los materiales (MSDS, por sus siglas en inglés) que explican las técnicas correctas para respuesta a los derrames, así como los métodos de limpieza y desecho.

Sepa cuándo es seguro limpiar un derrame por sí solo y cuándo debe llamar a su supervisor, al equipo de respuesta a derrames de la empresa, o a un contratista externo para ayudar con la limpieza. Conozca los equipos que necesitará para hacer la limpieza correctamente. Use los equipos de protección personal (PPE, por sus siglas en inglés) apropiados, tales como guantes, gafas de protección, overoles y/o equipos de respiración. Sepa dónde están ubicados los materiales para respuesta a derrames en su sitio de trabajo y cómo usarlos.

Limite las cantidades de materiales nuevos y peligrosos almacenados en el sitio de trabajo para minimizar el riesgo y el tamaño de los derrames. Coloque los materiales fuera de los pasillos de tránsito de peatones y vehículos para evitar derrames accidentales. Almacene

los materiales bajo techo y alejados de las puertas exteriores y de los drenajes para prevenir que los derrames alcancen al medio ambiente. Considere el uso de envases dobles para materiales almacenados en grandes cantidades, que puedan ocasionar tareas de limpieza difíciles o que puedan ser tóxicos o peligrosos aun si se derraman en pequeñas cantidades.



Cargue un solo material a la vez cuando mueva o vierta sustancias químicas. Coloque los materiales múltiples en un carro rodante o una charola en vez de tratar de llevarlos todos juntos por sí solo. Revise los equipos de almacenaje, las tuberías de

materiales y las áreas de provisiones periódicamente para asegurar que no haya fugas.

Si usted causa o si descubre un derrame, notifique de inmediato a su supervisor y a sus compañeros de trabajo presentes en el área. Si el material derramado es inflamable o volátil, extinga todas las llamas en esa área y ventílela si puede hacerse de forma segura. Si es posible, proteja los drenajes en el piso y las áreas de acceso al exterior contra el derrame. Acordone el área del derrame para prevenir el acceso a ella y cualquier exposición potencial. Si usted o un compañero de trabajo ha estado expuesto al material, use los equipos de lavado de ojos para emergencias o duchas durante al menos 15 minutos, salga a un área bien ventilada y procure atención médica si es necesario. □

### REVISIÓN DEL TEMA

Instructor \_\_\_\_\_

Fecha \_\_\_\_\_

Ubicación \_\_\_\_\_

Asistente(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Recomendaciones de seguridad

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Safety News

**STATE**  
COMPENSATION  
INSURANCE  
**FUND**

Loss Control Services

P.O. BOX 420807  
SAN FRANCISCO, CA 94142-0807



PRSR STD  
US POSTAGE PAID  
PERMIT 740  
ZIP CODE 92801

---

Please forward to the person responsible for your safety program

---

News about Occupational Safety and Health in Manufacturing

Issue Two, 2008

## Employer Education Series

State Fund continues to promote community educational outreach by increasing the quantity and frequency of employer seminars. These seminars are produced and sponsored by State Fund and are open to State Fund policyholders. The seminar topics cover all aspects of worker's compensation and are offered statewide.

As part of State Fund's Employer Education Series, the local State Fund Loss Control departments offer safety seminars dedicated to loss prevention. They feature safety training targeted to specific industries and safety topics of interest to California employers. Various programs in the series are developed in conjunction with State Fund insured Group Programs and external affiliates and partners. Some of these partners are occupational safety and health providers such as Cal/OSHA Consultation Service, the Department of Health Services, and the University of California.

The goal of State Fund's Employer Education Series is to present valuable information from recognized safety and health experts to enable employers to reduce the frequency and severity of workplace injuries, facilitate regulatory compliance, and increase business profits.

The program venues provide the opportunity for attendees to have their workplace safety questions immediately and personally answered by industry experts. The typically half-day seminars are usually held at regional State Fund offices. To learn what programs are scheduled in your area, visit [www.scif.com](http://www.scif.com) and click on Seminars. □

---

## Reporting Work-Related Injuries

State Fund's Claims Reporting Center (1-888-222-3211) is available 24 hours a day, 7 days a week for policyholders to report injuries as soon as they occur. Agents will do the necessary paperwork to get the claim started and refer the injured to the designated physician or provider.

Within 8 hours of any serious illness or injury (requiring hospitalization over 24 hours, other than for medical observation or where there is permanent employee disfigurement) or death occurring in the workplace or in connection with employment, employers must report the incident to the Division of Occupational Safety and Health. □

This Manufacturing Safety News is produced by the Safety and Health Services Department of State Fund to assist clients in their loss control efforts. Information or recommendations contained in this publication were obtained from sources believed to be reliable at the date of publication. Information is only advisory and does not presume to be exhaustive or inclusive of all workplace hazards or situations. Permission to reprint articles subject to approval by State Compensation Insurance Fund.

Published by State Compensation Insurance Fund Safety and Health Services Department. Editor: Judy Kerry