ANR STAFF MEETING August 17, 2017



AGENDA

ANR in Action
Announcements

3031 Second Street
The Ergo Minute
IPM
At Second Street

New Faces in New Places
Sharing & Successes

Safety Training – Injury and Accident Reporting

Mark Bell

Tina Jordan

Mark Bell

Jan Corlett

Malendia Mccree

Jim Farrar

David Alamillo

Joan Taylor Warren

Joan Taylor Warren

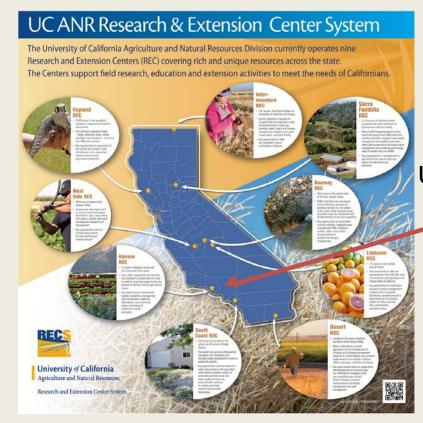
David Alamillo



ANR IN ACTION

Where are these barns and why is one famous?





UC ANR Hansen Research and Extension Center 14292 W. Telegraph Road Santa Paula, CA 93060

The smaller barn was built for a Budweiser commercial.



How many ANR units

 are housed at
 UC ANR

 2801 Second Street?





22

Program Support-

Program Planning & Evaluation
Program Support

University of California Agriculture and Natural Resources

Office of the Vice President-

Office of the **Associate** Vice President RECs
ANR Innovation

<u>Statewide Programs</u>

4-H Youth Development
California Naturalist
EFNEP/CalFresh
IGIS
Master Food Preservers
Master Gardeners
UC IPM
Western IPM

Business Services

4-H Foundation
Development Services
Admin Policies & Business
Contracts
Business Operations Center
Contracts & Grants
CSIT (Cal Ag)
Facilities, Planning & Management

Human Resources (AHR/SHR/AA) Risk & Safety Services



According to the 'Snapshot of 2016 **UC ANR Activity** and Outcomes' in the ANR Report; How many adults and youth were directly reached through extension?

990,314 ADULTS AND YOUTH WERE DIRECTLY REACHED THROUGH EXTENSION



Comments collected at the last staff meeting-What people want?

- Showcase/celebrate what we do! ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
 - New faces ✓ ✓ ✓
 - Inspire, laugh, build a sense of team ✓ ✓ ✓ ✓
 - Health, wellbeing and safety ✓ ✓ ✓
 - Events

(Other comments: email vs meeting, refreshments, ice breakers, don't be talked to like a child, use a microphone)

ANNOUNCEMENTS

NEW EMPLOYEE ORIENTATION

WHEN: Tuesday, November 14, 2017

WHERE: ANR Valley Conference Rooms

TIME: 9:00 -10:00 AM (registration) 10:00 AM- 3:00 PM WHO: New employees are eligible who have not attended

(priority given to those hired in the last year)

THURSDAY, OCTOBER 19, 2017 STAFF MEETING CANCELLED

University of California Agriculture and Natural Resources

SAVETHE DATE

HOLIDAY LUNCHEON MONDAY, DECEMBER 18, 2017 11:30 AM TO 1:30 PM



3031 SECOND STREET JAN CORLETT

3031 Second Street

Site Development Plans August 17, 2017

3031 Second Street Development

Pre-Planning Phase

Phase One: Parking

Phase Two: Study 2801 Second Street Space

Phase Three: Study feasibility of a Conference

Center

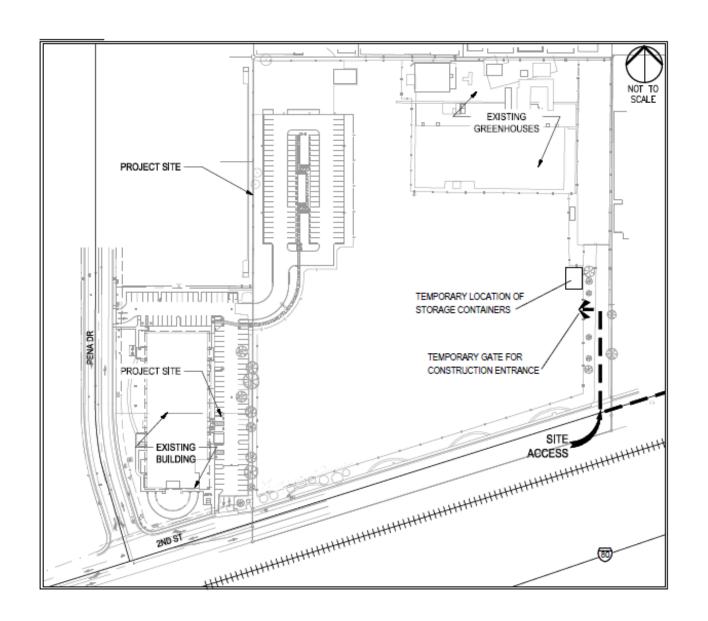
Phase Four: Site plan for remaining space

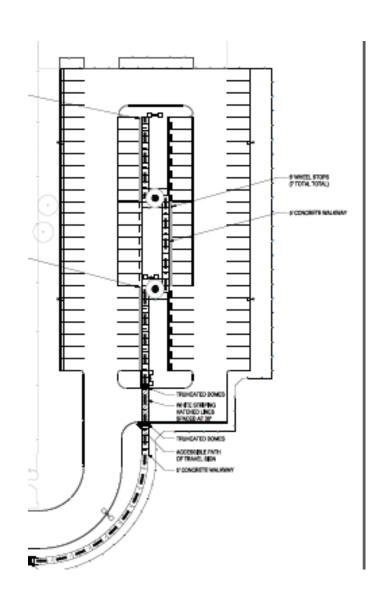
PHASE ONE: THE PARKING LOT PROJECT

OR

THE UC ANR 3031 RESEARCH PROJECT ON URBAN STORM WATER RUNOFF AND TREE HEALTH IN PUBLIC PARKING LOTS







Construction Notes

- Construction will begin after Labor Day
- The storage containers were moved today
 - Use the ASK button for access, Fridays 10am-noon
- The temporary gravel lot will be removed
- Parking during construction
 - Carpool, bus, bike
 - Parking on Spafford



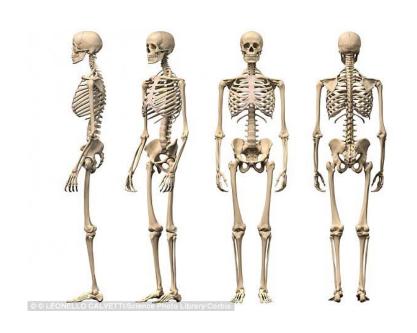


QUESTIONS?

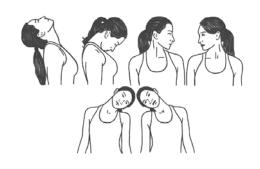


THE ERGO MINUTE MALENDIA MCCREE

Head's up, down, and all around!



Is your desk work becoming a pain in the neck?



JIM FARRAR



WEBSITE and TOOLS

AT SECOND STREET SECOND STREET OPERATIONS COMMITTEE

DAVID ALAMILLO

Our new

Thank you to the outgoing members of the Second Street Operations Committee-

Lauren McNees

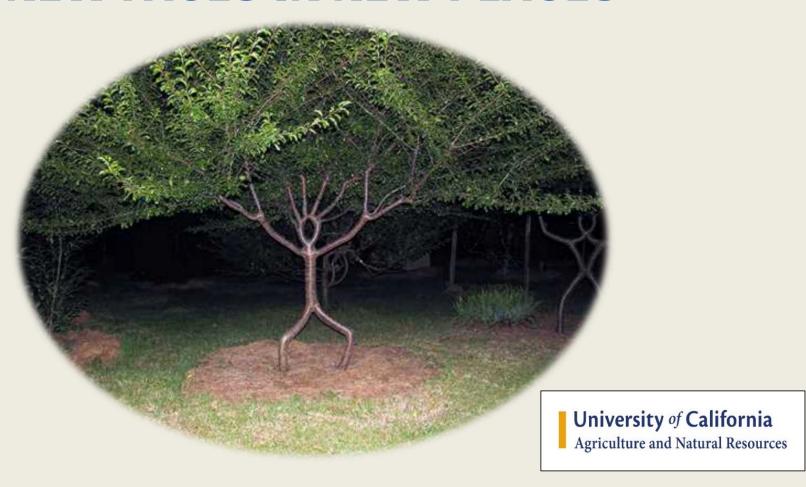
Danny Won

Kim Rodegerdts

Lucas Frerichs



NEW FACES IN NEW PLACES







INJURY AND ACCIDENT REPORTING

DAVID ALAMILLO

First Aid Response & Injury Reporting





ANR Building All Staff Meeting August, 2017

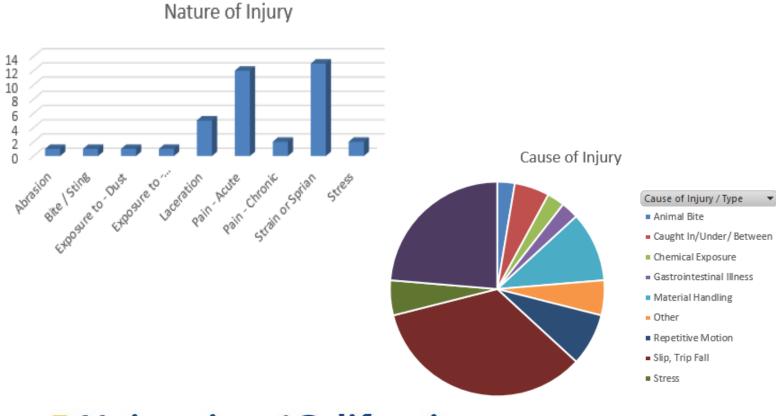
First Aid:

- First aid refers to medical attention that is usually administered immediately after the illness/injury occurs and at the location where it occurred.
- It often consists of a one-time, short-term treatment and requires little technology, equipment or training to administer.
- Care/assistance is provided while/until the illness/injury is fully dealt with, or professional medical treatment can be accessed/arrives.
- First aid in the workplace can include:
 - o cleaning minor cuts, scrapes, or scratches
 - o addressing nose bleeds, caring for illness/vomiting/fainting
 - o treating a minor burn, applying bandages and dressings
 - o helping to relieve heat stress, hypothermia
 - o allergic reactions, bites, stings
 - o cardiac or respiratory emergencies, CPR and AED





ANR Illness/Injury data FY 16-17:



First Aid Hazards & associated injuries:

HAZARD	TYPICAL PROBLEMS	INJURY / ILLNESS REQUIRING FIRST AID
Manual handling	Overexertion/Repetitive movement	Sprains, strains, fractures
Falls	Falls from heights, slips and trips on uneven surfaces	Fractures, bruises, cuts, dislocations, concussion
Electricity	Contact with electrical current	Shock, burns, loss of consciousness, cardiac arrest
Plant	Being hit by projectiles, striking objects, being caught in machinery, overturning vehicles	Cuts, bruises, dislocations, dermatitis, fractures, amputation, eye damage
Hazardous substances	Exposure to chemicals, e.g. solvents, acids, hydrocarbons	Dizziness, vomiting, respiratory problems, burns to skin or eyes
Temperature, UV radiation	Effects of heat or cold from weather or work environment	Sunburn, frostbite, heat stress, heat stroke, hypothermia
Biological	Allergens, needle stick, exposure to infectious agents	Severe allergic reaction, injuries, skin rash, infection
Occupational violence	Intimidation, conflict, physical assault	Nausea, shock, collapse, physical injuries



The Importance of Providing First Aid:

- The first response to an accident is often the most important.
- Many times, first aid given at the scene can improve the victim's chances of survival and a good recovery.
- The right response is better than an incorrect quick one.
- Any response, even if it is wrong, is often better than none at all.

Good Samaritan Laws

- Laws enacted to encourage people to help others in emergency situations.
- Offer legal protection to responders (laypersons) who provide emergency care.
- Require that the care provider:
 - Act voluntarily, in good faith with good intentions
 - o Use common sense
 - o Only provide care within their scope of training / actions of a reasonable person





IN CASE OF EMERGENCY Call 911

Principles/Goals of First Aid:

- The principle of First Aid is immediate action.
- Goals can vary depending on severity of the injury/illness:
 - o Keep the victim alive
 - Prevent the condition from worsening
 - Ensure the victim receives needed medical care (call for, or access to, professional medical services)
 - Provide care until help arrives
 - o Do not leave the victim until symptoms have abated or care has been transferred
- Any action taken needs to be careful and deliberate and the first-aider should remain calm at all times.
- It is important to assess the situation quickly, to appreciate the limitations of your own actions and to seek expert assistance/help as soon as possible – e.g. calling 911



Consent for Care:

It is vital that you do not provide First Aid to a person that refuses to give you permission. Follow these steps:

- If the person is responsive, tell them that you are trained in First Aid and ask if you can help.
 - Permission is implied if you come upon a person who is unconscious or unable to respond
- 2. If the person agrees, give First Aid.
- 3. If the person refuses help, activate EMS (call 9-1-1).
 - Always check for medical tags on the ill or injured, especially on the neck, wrist, and ankle; pass the information on to the EMS.
- 4. If the person is confused, assume that they want your help.





Response procedures:

- There are basic guiding principles that need to be followed in all First Aid emergency situations:
- 1. First, assess the scene to ensure that it is safe for you and the victim.
- 2. Calmly and swiftly assess the emergency, and recognize the problem.
- 3. If it is a life-threatening emergency, call for professional help promptly:
 - ✓ direct bystander / coworker to call for help while you provide aid
 - ✓ if alone, assess your options: yell out for help from others, dial for help (cell phone) while also providing aid, provide emergency care until help arrives, run for help/phone & return w/ others
- 4. Give care based on your skills and knowledge.
- 5. Do not immediately move the ill or injured person. If you suspect a spinal/neck injury, moving the individual may worsen the condition—only do so if a lifethreatening hazard exists.
- 6. Stay at the scene to comfort and calm the ill/injured person until help arrives.



ANR Building Response Procedures:

- Check surroundings for scene safety.
- Callout for help from others, ask for those trained in First Aid, CPR, AED.
- Take charge. Make assignments, give directions.
- For emergencies, immediately call for professional help:
 - calling 911 (from a building phone dial 9-911)
 - be prepared to tell them your exact location, including building name, floor, area w/in building
 - your name and phone number you are calling from
 - details of your emergency and what happened
 - stay on the line unless told not to, ask for direction on what type of care should be provided
 - transition care to EMS/First Responders
- Care for the person
- Notify the employee's supervisor and department Safety Contact
- Notify Risk & Safety Services (EH&S)







Safety Precautions:

It is important to always check the scene and ensure your safety first.

- 1. The first priority is to yourself and other bystanders:
 - ✓ Assess for danger and think before you act
 - ✓ Leave the scene if you are at risk and call for assistance
- 2. While helping the victim, protect yourself from transmission of possible diseases:
 - ✓ Use preventive breathing barriers / personal protective equipment (PPE) when available
 - Try to cover your own cuts, sores, wounds, with a bandage before responding
 - Use disposable gloves to avoid direct contact with blood / bodily fluids
- 3. Washing your hands properly is extremely important. Always use soap and water after removing your gloves or providing care.
- 4. If you suspect that a victim has suffered a spinal or neck injury, do not move or shake the victim.



General Safety Measures:

- Post important emergency numbers near your phone; add them to your cell phone contacts.
- Add "ICE" (In Case of Emergency) contacts to your cell phone: e.g. ICE-name-(spouse)
- Provide emergency contact info to your supervisor, HR, or department lead
- Template contact lists are available from Risk & Safety for:
 - ✓ Employee Emergency Information/Contacts
 - ✓ Department After-Hours Contacts/Emergencies
 - ✓ Reporting Serious Matters / Incidents to Leadership
- Know the location of the Building's First Aid Kits
- Know how to access the Building's IIPP & EAFPP (know what these acronyms even mean)
- Know where to go for workplace injuries (posted on Mailroom bulletin board):
 - ✓ Sutter Davis Hospital (emergency room 2000 Sutter Place)
 - ✓ Campus Occupational Health (425 California Ave)
 - ✓ Urgent Care Davis (4515 Fermi Place #105)
 - ✓ Your primary physician if designated prior to the illness/injury (form required)





Designating a Physician

- Physician Designation An employee uses this form to designate his or her personal physician to provide treatment in the event of a work-incurred injury or illness.
- This physician must agree and be the physician who retains the employee's medical records, including his or her medical history.
- The employee fills out the form and gives it to HR.
- HR sends a copy to Workers' Compensation and files the form in the employees personnel file.
- If you have not pre-designated a personal physician prior to your injury, promptly seek treatment from one of your location's designated medical clinics.

UC Davis, Workers' Compensation, Designation of Physician Form

Under Labor Code Section 4800 (d), if an employer offers non-occupational group health coverage, an employee has the right, prior to being injured, to designate a physician to treat to them for any industrial injury they may suffer. This physician must be the employee's primary care physician and have previously directed the medical treatment of the employee, and must be the physician who retains the employee's medical records, including his or her medical history. This means your primary treating physician under your group health plan. For this election to be valid the doctor must agree to treat your work related injury.

EMPLOYEE'S SECTION	
select Dr. am injured at work. This physician is my pr lirected my medical treatment and retains n listory. My doctor has agreed to provide oa	ny medical records, including my medical
(Doctor's Full Name) Please print	
Name of Doctor's Practice (i.e. Sutter Medical, \	Woodland Health Care)
Ooctor's Street Address	City, State, Zip Code
Doctor's Phone Number	Doctor's Specialty
Employee ID Number	Department
Signature	Date
Print Name	Your work phone number
Return form to: University of California, I Workers' Compensation One Shields Avenue, Da	

Rev 1/12



ANR Building Resources:

- First Aid Kits 4 kits (2 downstairs, 2 upstairs)
- AED located near conference room restrooms, send a runner!
- Trained Employees/Co-workers (please stand up)
- Emergency Maps located in the EAFPP, Internal Bldg. Webpage, and posted near exits
- Assembly Area Across Pena, in front of the DMTC
- Risk & Safety Services (EH&S)

Outside Online Resources:

American Red Cross: http://www.redcross.org/



First Aid App: free for download

Text: "GETFIRST" to 90999 or download at:





Agriculture and Natural Resources







http://ucanr.edu/2ndstreetsafety

At Second Street



Safety & Emergency

Environmental Health and Safety web site

Incident Reports

Previous Training Presentations

<u>Safety Spotlight Monthly Newsletter</u>: Each month, the spotlight will focus on a specific workplace safety topic, drawing on the expertise from staff in Occupational Health Services, Environmental Health & Safety, Emergency/Business Continuity Management, and the Police and Fire Departments.

ANR Building Injury Illness Prevention Program

ANR Building Emergency and Fire Plan

Report an Injury

Map to Occupational Health Services

Map to Sutter Davis

Emergency alarm

If an emergency occurs, pull the fire alarm located by any of the four main entrances. Every employee will be trained in the emergency procedures as part of orientation to the building, and periodic drills will be conducted. For more information, refer to your copy of the Emergency Action and Fire Prevention Plan or ask your unit's safety monitor. Please contact Mark Barros 530-750-1262 or e-mail mjbarros@ucanr.edu

Emergency contact information

- · Fire/Medical Emergency dial 911.
- For non-emergencies, contact City of Davis Police: (530) 747-5400.

UC Agriculture & Natural Resources

2801 Second Street, Davis, CA

Emergency Equipment Locations—First Floor



UC Agriculture & Natural Resources

2801 Second Street, Davis, CA

Emergency Equipment Locations—Second Floor



Injury Reporting

Two options for reporting:

- A. Online Employer's First Report (Preferred Method)
- B. Paper form download, fill out and e-mail or fax to ANR Human Resources
- See summary and instructions:
 http://safety.ucanr.edu/Guidelines/Reporting an Injury/
- Safety Note #123 Reporting an Employee Injury or Illness http://safety.ucanr.edu/files/1369.pdf





University of California Agriculture and Natural Resources

(530) 750-1264.

Incident Reporting

Reporting Other Incidents & Injuries to Non-employees

Use the ANR Risk Services Incident Report form for theft, property damage, auto accidents, and injuries to non-employees http://ucanr.edu/incidentreport

Safety Note #163: Reporting a Non-Employee Injury or Property

Damage/Loss Incident

http://safety.ucanr.edu/files/120537.pdf



Injury Reporting - Employers First Report

Who Reports

- The Employee (Injured Party)
- Other staff can start report on employee's behalf:
 - o The Supervisor
 - o Safety Coordinator or Office Manager

When to Report

- o As soon as notified
- Policy requires industrial injury/illness to be reported within 24 hrs of occurrence
- Serious injuries within 8 hrs

What to Report – Employee Sections

- o Employee data
- o Employee statement
- o Report this within 24 hrs of occurrence

	ompensation. Omission CTIONS:		IE INVESTIGATED. idiately at (530) 752-72 fron could result in a de	ray of benefits.	TION WITHIN 24 HOURS (ast be completed in its entire
dáress		Employee's UCDavis ID #			
City/State/Zip:					
Department/Location		Home Phone: ()	
Payroll Title/TC:		Sex:	Female Male	Date of Birth:	
Supervisor's Name:	Date	of Hire:	Employee's Work Phone: () Annual Gross Salary:		
Employee () Volunteer () Student-Emplo Specific Injury litness-Exposure: Location where injury or illness occurred:)hours per	ervisor's Work Phone: (r day () days p Body Part(s) affected:) er week () total weekly hours
coupered, materials or chemicals caused the injury@ness? Eptain in detail how the injury occurred. Include specific activities/tasks port.					of injury/illness: d?
Employee Health Services Sutton D	avis Hospital ER is Medical Center		ovide Name &Phone #)		injuly/



Injury Reporting - Employers First Report

What to Report – Employer's Investigation

- o Policy requires Employer's accident investigation to occur within 72 hours
- Process should involve injured worker and supervisor; Safety Coordinators, EHS, UCD-WC may assist
- Employer's statement describing event(s)
- o Initial Cause(s)
- Contributing Factors and Activities
- Preventive Actions
- o Dates and Signatures

Following Up

- Employee if unable to work or limited due to medical restrictions, provide supervisor with any/all disability leave dates & restrictions (also provide to HR).
- Supervisors ensure communication with employee, ensure physician medical certificates in possession of Workers Comp.
 - Maintain records of accident investigations; communicate corrective actions.
- ✓ See Safety Note #184: Workers Compensation Claims Process

http://safety.ucanr.edu/files/262469.pdf

Questions?

(Please remember to Sign-In)

NEXT STAFF MEETING THURSDAY SEPTEMBER 21, 2017