

Risky Business

SAFETY & LOSS CONTROL NEWS — AUGUST 2021

VOL 6, NO 8

THIS MONTH'S SAFETY EMPHASIS IS

JOB HAZARD ANALYSIS, WORK-PLACE EXPOSURE/ IH

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Controlling Workplace Exposure

Occupational exposures to chemical, physical, or biological agents, or to a specific process or practice of the work-place can occur if there are no engineering, administrative, or personal protective equipment hazard controls in place to prevent them. Various tools and processes are available



to identify and control hazards before they can cause harm to employees. Job Hazard Analyses identify employee exposures to harmful materials, tools, or work environments. Air monitoring equipment can assess exact exposure levels, which can then be compared to workplace exposure limits to determine if further action, such as personal protective equipment is necessary. Understanding employee exposure to hazards is the first step in effectively protecting them.

~Kayvan Vafa

A Step in the Wright Direction

by Norman Wright

Have you ever found yourself in a situation where it is difficult to describe what you do? Over the last 45 years, when asked, "what do you do for a living?" my response has been that I am an industrial hygienist and safety manager. Blank stares usually meet my answer. Those brave enough to continue would respond, "An industrial hygienist; so you clean the outside of buildings?"

Unfortunately, the official definition of industrial hygiene is not easy to understand. The Occupational Safety and Health Admin-

istration (OSHA) defines industrial hygiene as "that science and art devoted to the anticipation, recognition, evaluation, and control of those environmental factors or stresses arising in or from the workplace, which may cause sickness, impaired health, and well-being, or significant discomfort among workers or among the citizens of the community."

While not a common household term, industrial hygiene has been with us for a long time. There has been an awareness of industrial hygiene since antiquity. Six thousand years ago, Egyptians described occupational health hazards. Shortly after that, in

Wright Direction continued...

the fourth century BC, Hippocrates noted lead toxicity in the mining industry. In the first century AD, Pliny, the Elder, Roman philosopher, and naturalist, recognized exposure to breathing mercuric sulfide mineral while crushing cinnabar (HgS) to refine a red pigment. He is also one of the first to suggest personal protective equipment in the form of a dust mask made from animal bladders. Many centuries later, Leonardo da Vinci (1452-1519) recommended us- Pliny the Elder, Lived AD 23-79



ing a wet cloth held over the mouth and nose of sailors to protect them from inhaling harmful agents used in sea battles.

In 1700, the "Father of Industrial Medicine," Bernardo Ramazzini, published the first comprehensive book on industrial medicine, De Morbis Artificum Diatriba (The Diseases of Workmen) that contained accurate descriptions of the most common occupational diseases of his day. A significant boost to industrial hygiene came in 1743 when Ulrich Ellenborg published a pamphlet on occupational illnesses and injuries associated with gold miners' exposures to carbon monoxide, mercury, lead, and nitric acid.

Industrial hygienists use environmental monitoring and analytical methods to detect the extent of worker exposure and employ substitution, engineering, work practice controls, and other procedures to control potential health hazards.

industrial hygienist does not clean the outside of buildings but keeps them from getting dirty in the 1st

place.



A worksite or job analysis is an essential first step that helps an industrial hygienist determine where potential sources of exposure exist in the workplace. During the analysis of the job steps and work environments, measurements are taken to identify exposures, problem tasks, and risks. Effective worksite analyses include all jobs, operations,

and work activities. The industrial hygienist inspects, researches, and analyzes how the particular chemicals or physical hazards at that worksite affect worker health.

The National Institute of Occupational Safety and Health (NIOSH) leads a national initiative called *Prevention through*

(SEE WRIGHT DIRECTION PAGE 4)



PELs - How Much is Too Much?

Employees can be exposed to various hazards in the workplace. Examples include elevated noise levels, chemicals, and airborne hazards such as dust. But how do we know when these exposures are safe or dangerous? To set limits for occupational exposure, California's Division of Occupational Safety and Health estab-

EXPOSURE LIMIT

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lished *Permissible Exposure Limits*, or PELs. PELs establish enforceable limits for an employee's exposure to chemicals and physical hazards in the workplace. A PEL is usually given as a timeweighted average (TWA), although some are given as short-term exposure or ceiling limits. A TWA is the average exposure over a specified period, usually eight hours. By using tools such as noise level meters and air monitoring equipment, industrial hygiene surveys can measure employee exposure to identify risks and implement necessary protective measures.

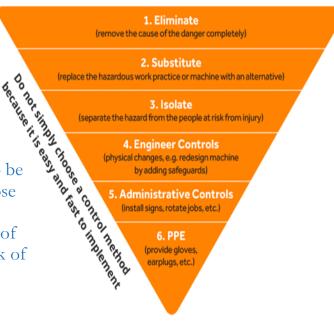
<u>Threshold Limit Values</u>: Created by the American Conference of Governmental Industrial Hygienists, these limits refer to airborne concentrations of chemical substances and represent conditions under which it is believed that nearly all employees may be repeatedly exposed, day after day, over a working lifetime, without adverse effects.

Recommended Exposure Limits: Created by the National Institute for Occupational Safety and Health, levels that would be protective of worker safety and health over a working lifetime if used in combination with engineering and work practice controls, exposure and medical monitoring, posting and labeling of hazards, worker training and personal protective equipment.

Wright Direction continued...

Design (PtD) to prevent or reduce occupational injuries, illnesses, and fatalities by including prevention considerations in all designs that impact workers. The hierarchy of controls is a PtD strategy.

The idea behind this hierarchy is that the control methods at the top tend to be more effective and protective than those at the bottom. Thus, following this hierarchy leads to the implementation of inherently safer systems, where the risk of illness or injury is substantially reduced. The hierarchy of risk control pyramid has six (6) levels of control measures:



- **Elimination** Eliminating the risk completely is the best control possible because then the hazard **does not exist** anymore and can not cause any harm.
- **Substitution** Substitution is the second best control in the hierarchy of risk control. Substitution involves replacing more hazardous risk, hazard, or method with a non-hazardous or less hazardous one.
- **Isolation** Isolation comes after substitution and involves separating the worker from the risk.
- **Engineering controls** Engineering controls involve making engineering changes to equipment and the environment to reduce or eliminate the risk.
- Administrative controls Administrative controls typically such as training lessen the risk by helping to create awareness of the hazard. Administrative controls can also limit the exposures by altering work schedules.
- **Personal protective equipment (PPE)** PPE is the lowest (weakest) in the hierarchy of risk controls and includes wearing and relying on personal protective equipment worn by the individual worker. This is often counterintuitive, as many people see PPE as the first line of safety defense, while it is the defense of last resort. Therefore, PPE is required when a hazard is initially identified until one of the other five steps can be employed to protect workers.

When the hierarchy of risk control is not feasible

(SEE WRIGHT DIRECTION PAGE 7)

Important Safety Training Dates for 2021

Most in-person training classes are still suspended, but there are plenty of safety training classes available online at Vector Solutions and the County's Intranet! We are also excited to present a new offering of classes via ZOOM meetings and hybrid combinations of online/skills demonstrations. Consider these safety and compliance classes:

General Coronavirus Training in Vector Solutions:

- Courses Coronavirus 101 What You Need to Know (Newest Version)
- Courses Coronavirus 102 Preparing Your Household
- Courses Coronavirus 103 Managing Stress and Anxiety
- Courses Coronavirus 104 Transitioning to a Remote Workforce
- Courses Coronavirus 105 Cleaning and Disinfecting Your Workplace
- CCC COVID-19 Safety Training
- COVID-19 Reporting Positive Results to Public Health
- Tailgate CCC Emergency Evacuation Procedures during COVID-19

COVID-19 Training webinars at COVID-19 Resources on the County Intranet:

- COVID-19 Training: AB 685 & Cal/OSHA Emergency Regulations
- COVID-19 Prevention Program 03-23-2021
- COVID-19 Vaccination Webinar 02-02-2021

General Safety Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees (Annual requirement)
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures All County
- CCC HSD 2020 Workplace Violence Prevention
- TAILGATE Workplace violence
- TAILGATE Shelter in Place Procedures Violence

Log into the Vector Solutions website at

www.targetsolutions.com/ccc for the full list of

ONLINE, ZOOM, and HYBRID classes available now!



Job Hazard Analysis - A Valuable Tool



There are various different tools and techniques available to identify sources of occupational exposure in the workplace. A job hazard analysis (JHA), also known as a job safety analysis, is an example of such a tool. A JHA is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. JHAs are valuable tools that

identify hazards through observations of work tasks. If hazards are identified, JHAs can help identify what safety measures (e.g., safe work practices, personal protective equipment) may be required to protect workers. A JHA is an exercise in detective work, with a goal in discovering:

What can go wrong?

What are the consequences?

How could it arise?

What are the contributing factors?

How likely is it that the hazard will occur?

Steps of the JHA Process

Once you've identified which task or process the JHA will be performed upon, it is helpful to use a form to capture all the information. The four primary steps of a JHA are shown below:

1) Break the Job Down Into Basic Steps

This can be accomplished in different ways, including:

- Observing the task
- Asking the employee what the job steps are
- Asking other employees that have performed the task
- Film the employee performing the

2) Identify the Hazards with each Job Step

Consider every possible thing that could go wrong. How could the worker be injured? What are the occupational exposures? Use the questions identified in the above call out boxes to help identify all the hazards

3) Describe the Hazard(s)

Write a description of each hazard in a consistent, orderly manner. Include items such as:

- Environment (where is the hazard)
- Exposure (who can be injured)
- Trigger (what events may cause the hazard to lead to injury)
- Consequence (what is the result)

4) Identify Safety Controls

Use the hazard descriptions to identify applicable controls to prevent injury and illness.
Follow the Hierarchy of Hazard Control (page 7) to identify the most effective protection measures.

Remember, personal protective equipment is the last resort to protecting

Wright Direction continued...

to achieve a permissible exposure, or while such controls are being instituted, PPE must be used. These may be items that protect the respiratory system, hands, eyes,



head, feet, and body as a whole. To be effective, PPE must be properly fitted and periodically refitted to the individual; conscientiously and properly worn; regularly maintained and re-placed as necessary.

As Pliny, the Elder prescribed animal bladder dust masks to protect pigment refiner 19 centuries ago; the modern industrial hygienist can anticipate, recognize, evaluate, and provide controls for workplace hazards. Using PtD and the hierarchy of risk control, the industrial hygienist can determine the best way to protect workers in their work environments.

Indoor Air Quality

Indoor Air Quality (IAQ) is the air quality within and immediately around buildings and structures. It relates closely to the health and comfort of building occupants. Chemicals, gases, and living organisms such as mold and pests can introduce IAQ pollutants that can cause occupant discomfort. Sources of indoor air pollution can be difficult to identify and require investigation. Some problems can be easily corrected, for example, adjusting thermostats and ensuring heating,



ventilation and air conditioning (HVAC) units are properly maintained to optimize moisture and temperature levels. If you have an IAQ concern at a County facility, inform your supervisor or department safety coordinator. It is the County's policy to investigate these concerns. Once informed, the County will gather evaluate the workplace and implement appropriate measures to reduce or eliminate the problem. Industrial hygiene sampling may be required to obtain additional information on the type and severity of the concern. Different monitoring and sampling processes include:

- Monitoring IAQ Comfort Parameters: Developed by American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE)
- Additional Sampling:
 - ♦ Chemical Contaminants like Volatile Organic Compounds (VOC), Carbon dioxide, formaldehyde, etc.
 - ♦ Particulate (Air, Surface) for skin cell fragments, insect parts, fibers (asbestos, glass, cellulose), and miscellaneous
 - ♦ *Mold* (Airborne and on Surfaces)

Understanding Industrial Hygiene

One of the main priorities of any workplace is to keep its employees safe and healthy. Proper industrial hygiene in the workplace can help. A robust industrial hygiene and safety program helps reduce hazards in the workplace and gives employees the tools and protection they need to stay safe when they encounter hazards.

The two essential roles of the industrial hygienist:





Identification of Hazards or Stressors Elimination or Control Through

Industrial hygienists anticipate, recognize, evaluate and adjust workplace hazards to keep employees safe and healthy. This includes the use of site observations, safety data sheets, and workplace monitoring to determine hazard levels. It also requires engineering solutions and workplace controls to minimize those hazards. Industrial hygiene is essential because it helps protect employees from several types of injuries and illnesses, including:

Repetitive Stress Injuries: Repetitive stress injuries occur when employees perform the same motions many times throughout the workday. Industrial hygiene can help by offering guidelines about correct posture and lifting techniques and mandating breaks for employees engaged in repetitive tasks. These injuries may be more commonly associated with ergonomics, but can be assessed by an Industrial Hygienist as well as an Ergonomist.

Hearing Loss: Hearing loss can occur when employees are exposed to high-decibel sounds in environments, such as construction sites. Industrial hygiene can help by mandating personal PPE, measuring hazards with sound level meters and offering guidelines about noise exposure in the workplace

Poisoning: Poisoning can occur if workers accidentally ingest toxic chemicals like pesticides, herbicides, or cleaning agents. Workers might also absorb those chemicals through their skin. Industrial hygiene can help by mandating how poisons are used, labeled and stored.

Respiratory Conditions: Respiratory conditions like chronic bronchitis, asbestosis and pneumonitis are examples of occupational illnesses that can occur if exposures are not controlled. Industrial hygiene can help by monitoring for the presence of contaminants, designing and testing the effectiveness of ventilation and filtration, and mandating the use of personal protective equipment (PPE) which provides respiratory protection and improves working conditions.

Nonfatal Illnesses: Bloodborne illnesses like hepatitis B and C are common occupational hazards in medical settings and laboratories. Industrial hygiene can help prevent the transmission of these diseases and many others.

Skin Diseases: Skin diseases like dermatitis, eczema, rashes and blisters are common in industries where workers' skin comes into contact with hazardous chemicals. Industrial hygiene can help by mandating PPE and offering guidelines about how chemicals are used, labeled and stored in the workplace.

PPE only protects you when you use it properly

SOURCE: OSHA

USE IT
WHEN OTHER
CONTROLS
ARE NOT

FEASIBLE OR PRACTICAL

PPE is personal and should fit comfortably; it should not be too large or too small

Know when to use
PPE and how to properly
care for the equipment

Replace PPE when it is worn out, damaged or no longer effective

Personal Protective
Equipment (PPE) is worn
to minimize exposure
to hazards that could
cause serious injuries
and illnesses

PPE can include
hard hats, safety
glasses, gloves,
earplugs, respirators,
coveralls, high
visibility vests,
full body suits and
safety footwear

PROTECT
YOURSELF
AND DRESS
FOR THE JOB
YOU ARE
DOING.

Always wear PPE to protect yourself.

For more information on this and other safety topics, please log on to nsc.org.



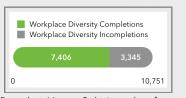
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TRAINING TIME

...is *all* the time!

Compliance Trainings



Based on Vector Solutions data from August 10, 2018 - August 10, 2021



Based on Vector Solutions data from August 10, 2019 - August 10, 2021

Upcoming Trainings (2021)

VSPOC Training (for VSPOCs only)

- Wednesday, August 18th from 2 - 4 PM
- + Thursday, August 19th from 2 4 PM
- + Wednesday, August 25th from 10 AM - 12 PM
- Tuesday, August 26th from 10 AM -12 PM

Email <u>Ivy Hughes</u> for enrollment.

Training Time Resources

- Harassment, Discrimination, & Bullying – What's the Difference?
- Asking About Pronouns at Work
- My Name Is Jennifer

Embracing Our Differences, and Fostering a Culture of Respect

The Workplace Diversity and Anti-Harassment compliance trainings have been cast in the spotlight throughout 2021. Centering around the ideas of embracing our differences and fostering a culture of respect, these trainings are critical—not only for our County to remain in compliance, but for the inclusion and well-being of our entire workforce as well.

The Workplace Diversity training is an hour-long training that is available on Vector Solutions. The training aims to: promote awareness and encourage acceptance, describe strategies to create a positive and accepting work environment, and highlight the steps to take should discrimination occur in the workplace.¹ A critical element of any workforce, diversity leads to different perspectives, more innovation, and a more engaged workforce.² However, diversity alone is not enough. While workplace diversity refers to the acknowledgement and understanding of similarities and differences among people in the workplace, workplace inclusion involves having representation present from all company sectors when forming and executing a diversity program in the workplace. 1 Workplace inclusion is highly important because, if the workforce is diverse, but not collaborating, employees may feel unwelcome and the benefits of diversity will not be maximized. Promoting and enforcing inclusion ensures that multiple perspectives are taken into account and that employees feel safe in sharing their ideas. The following scenario relates to workplace diversity. Test your understanding of workplace diversity by seeing if you are able to identify the correct answer!

Carmelo identifies as Afro-Latino, meaning that he is Black and Latino. He recently graduated from law school and he began his internship at a law firm two weeks ago. Since his arrival, he has noticed his coworkers staring at him as he walks by, and he has been asked three times if he is looking for the maintenance office in the building. While the coworkers whom he works alongside everyday treat him respectfully, he often

learns about critical meetings after they have taken place, and he is not presented with opportunities to

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provide his feedback on topics in question. Bothered by this pattern of behavior in his organization, Carmelo asks Julia, his friend from law school, for advice on what he can do to address these occurrences when they arise. What should Julia tell him? (Answer is provided on the last page of this article.)

- A. "This is discrimination! You should file a claim with your EEO officer on the basis of being discriminated against for being Afro-Latino."
- B. "This is just something that we have to deal with in our field of work, Carmelo. Hang in there. It will get become easier to ignore with time."

C. "You should tell those who ask you if you are looking for the maintenance office that it is none of their business what you are looking for, and you should tell your manager that you know they have been intentionally failing to inform you about upcoming meetings."

D. "I'm sorry to hear that this has been your experience, Carmelo. While you likely will not be able to eliminate the staring and the questions, you can respectfully inform inquirers that you are not searching for the maintenance office. To address the meetings, you can share with your supervisor that you have not been feeling included, and that you believe you have valuable feedback to provide regarding some of the organizational decisions that are made at said meetings. Let them know that, in the future, you would like to receive the same communication that the other employees do regarding upcoming meetings."

If you would like to learn more about biases and diversity in the workplace, and gain insight into your own biases, enroll in an Implicit Bias Awareness (IBA) training or an Implicit Bias for Supervisors and Managers (IBSM) training (if you are supervisory personnel). While they are not compliance trainings, the Implicit Bias trainings are recommended for the deeper insight that they provide into our own biases, how they affect the workplace, and how we can better address those biases. Implicit Bias training dates are posted on the Vector Solutions Bulletin Board. To enroll in an Implicit Bias training, send an email to Ivy Hughes. Please note that there is a prerequisite of Workplace Diversity for IBA, and prerequisites of Workplace Diversity and the Implicit Association Test for IBSM. Both of these prerequisites are available on Vector Solutions.

Another compliance training that is an integral part of fostering a culture of respect is Anti-Harassment. The Anti-Harassment training is a one-hour training for non-supervisory personnel—or a two-hour training for supervisory personnel—that is available on Vector Solutions. The training is meant to help employees understand: workplace behavior that might be considered harassment, the legal and other consequences of harassment, their role and responsibility in creating a harassment-free work environment, and policies and procedures related to harassment. When harassment and abusive conduct occur in the workplace, it can lead to a hostile work environment—for the individual experiencing the harassment as well as employees who may be bystanders when the harassment occurs. The effects of a hostile work environment include: a reduction in productivity, low morale, increased absenteeism and turnover, and higher medical and worker's compensation claims. Ensuring that a workplace is free of harassment can help employees feel respected, safe, and engaged, which can, in turn, increase productivity. The following scenario relates to harassment, discrimination, and bullying. Test your understanding of

these topics by seeing if you are able to identify the correct answer!

Celine is the top candidate for a promotion at work. She is also preparing for a wedding that will occur in the next few months. Upon learning that she is engaged, Nikki, her coworker, jokingly said to her, "Darn! I was hoping I'd have a chance." Celine played off her comment—not wanting to get Nikki in trouble—but she eventually started receiving notes from Nikki about her affection for her and her desire to be in a relationship with her. On the last two occasions of receiving romantic notes, Celine asks Nikki to stop, explaining to her that she finds her advances unprofessional and does not appreciate them because she is engaged. The advances stop for two weeks, but, at a work party one evening, Nikki approaches Celine and says, "You know you're with the wrong one, right?" Celine then feels uncomfortable and leaves the party, debating ways that she can take action steps to address Nikki's behavior. What is the best course of action for Celine to take? (Answer is provided on the last page of this article.)

- A. Return to the party and make a scene by yelling at Nikki. This will ensure that she feels too embarrassed to make advances again.
- B. Notify her supervisor or manager, the EEO Coordinator, or another manager of Nikki's behavior, informing them that she has already made multiple requests to Nikki that she stop making advances.
- C. Tell her friend in the cubicle next to hers so that he can step in the next time Nikki harasses her.
- D. Nothing. Harassment behavior from individuals of the same gender does not constitute as harassment.

If you need to complete the Workplace Diversity and/or Anti-Harassment compliance trainings, you can assign the trainings to yourself and complete them by logging into Vector Solutions at http://www.targetsolutions.com/ccc. Type the name of the course that you wish to complete into the search bar and click on the course when it appears in the box below the search bar. Click on "Launch Course," and the training will begin. Vector Solutions trainings are self-paced, meaning that your progress will be saved if you choose to complete trainings in more than one sitting. If you need to navigate back to a training, log in to Vector Solutions and click on "My Assignments" in the left-hand column of the Home page. Click on the desired training, and you will be able to continue from your previous stopping point.

- ¹ Vector Solutions Workplace Diversity Training
- ² Why Your Lack of Diversity Is Hurting Your Business
- ³ Vector Solutions Anti-Harassment for All Employees Training

Workplace Diversity Scenario Answer: D

Rationale: Julia is doing the right thing by actively listening to Carmelo, and advising him to tell his supervisor that he has a concern regarding not being notified about important meetings. By doing so, he will have communicated to his supervisor that he is not feeling included. If Carmelo were in Contra Costa County, even if he could not yet confidently determine that he is being discriminated against based on any of the areas that are protected by EEO (e.g., race, ethnicity, gender, age, sexual orientation, religion, class, physical characteristics), his interpretation of at least one instance of harassment/discrimination would be enough to proceed with filing an EEO complaint because the County's EEO policies would have been violated. However, if he did choose to file a complaint, it would be important for him to note that his workplace experiences thus far may not be severe enough to violate state and federal anti-discrimination laws.

Anti-Harassment Scenario Answer: B

Rationale: Harassment can occur between peers, by a subordinate toward a supervisor, by women against men, by men against women, between members of the same sex, and by a third party, such as a vendor, customer, or contractor.³ The best course of action is for Celine to notify her supervisor, the EEO Coordinator, or another manager in the organization of Nikki's continued behavior, so that they can address it.

Immunization Awareness Month!



August is National Immunization
Awareness Month (NIAM)! Are you and your family up to date on your vaccines? NIAM is a reminder to get the recommended vaccines throughout your life. You have the power to protect yourself and your family against serious diseases.

Immunizations (also called shots or vaccines) help prevent dangerous and potentially deadly diseases. Immunization isn't just for kids! To stay protected against serious illnesses like COVID-19, the flu, measles, and pneumonia, adults need to get vaccinated too. NIAM is a great time to remind family, friends, and coworkers to stay up to date on their shots.

During NIAM, speak to your doctor, nurse, or other healthcare professional to ensure you and your family are up to date on recommended vaccines!

The Importance of High Immunization Rates

Maintaining high immunization rates protects the entire community by interrupting the transmission of disease-causing bacteria or viruses. This reduces the risk that unimmunized people will be exposed to disease-causing agents. Community or 'herd' immunity embodies the concept that individual actions to get safe, effective vaccines adds up to protect those who cannot be immunized for medical reasons.

Use the Centers for Disease Control and Prevention's (CDC) Interactive Vaccine Guide for information on vaccines recommended during pregnancy and throughout a child's life

Use the CDC's Adult
Vaccine Assessment
Tool to see which
vaccines might be
right for you!



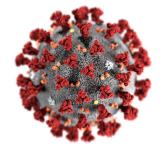
Dedicated to preventing injuries and illnesses.

CONTACT
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Safety and Loss Control Intranet Site:
https://www.insidecontracosta.org/469/Safetyand-Loss-Control



Visit https://www.coronavirus.cchealth.org/get-vaccinated or scan this QR code for more information on available COVID-19 vaccine availability in the County.



What **Vaccines** do **You** need?

Ask my doce V Flud Tdap coccal V Td Tdap coccal Preumo (Shingles) Zoster stitie

DON'T WAIT VACCINATE

Adults need vaccines too! Answer a few quick questions to find out which vaccines you may need.