



# Cooperative Agricultural Support Services Authority

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Summer Issue

June 2017

## Summer Safety: Working in HOT Weather

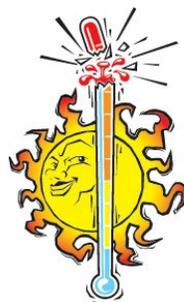
Summer is here and your safety is a top priority. We want to share some helpful tips and reminders about working in HOT weather. One of the hazards of working in hot weather is that it can cause your body temperature to rise above normal levels, which can result in Heat Stress or Heat Exhaustion.

### The signs of heat stress:

- ✓ Feeling dizzy, disoriented, nausea, headache.
- ✓ Fast pulse or racing heartbeat.
- ✓ Muscle cramps and weakness.
- ✓ Chest pain, labored breathing.

### To prevent heat stress:

- ☺ Adapt to working in hot conditions gradually.
- ☺ Drink water frequently, avoid caffeine and alcohol.
- ☺ Wear loose cotton clothing, wear hats.



If you feel symptoms of heat stress, get medical help immediately. As an extra precaution, it is incumbent upon those employees who may be at an increased risk for heat illness due to a medical condition or medication, to remain safe while working in the heat, please follow hydration, rest and shade precautions recommended by CASS and check in with your supervisor or lead periodically throughout your shift.

## Rental Car Discount for CASS Employees

Enterprise Rent-A-Car and National Car Rentals are offering CASS Employees the Personal Use Program car rental rates for all non-business rentals in the U.S. Have summer travel plans and need a rental car? These rates are the same discounted rates nationwide as received by businesses. Here is how to take advantage of these rates for personal use:

1. Log on to Enterprise Rent-A-Car's or National Car Rental's WebSite at [www.enterprise.com](http://www.enterprise.com) or [www.nationalcar.com](http://www.nationalcar.com)
2. Start a Reservation, please enter the following:
  - a. Rental Location where you would like to pick up your rental vehicle. (If you enter a ZIP code or city you will be able to select the location to use on the next page.)
  - b. Pick Up and Return Dates and Times
  - c. XZCA999 in the "Promotional Code or Account Number (optional)"
  - d. Click on "Continue"
3. Choose a Vehicle Class, please click "Select" under the vehicle class you would like to rent
4. Add Extras, please add any Extra items you would like and click "Continue to Review"

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### Contact Numbers

General Information or  
Travel Arrangements:  
*Judy (916) 445-1286*

Payroll Information or  
Employment Verification:  
*Brien (916) 445-2844*

Health Insurance  
Questions:  
*Marchelle (916) 445-3649*

Accounts Payable  
Inquiries:  
*Adrienne (916) 443-8526*

Human Resources /  
Employer-Employee  
Relations, Workers' Comp,  
and Hiring Needs:  
*Director: Nell (916) 212-2569*  
*lerma.n@agsupport.org*

Central California:  
*Amber (559)-646-4139*  
*stiglianese.a@agsupport.org*

Southern California:  
*Christina (619) 241-3642*  
*moralesbebrin.c@agsupport.org*

Employment Inquiries:  
*Robert (916) 445-2770*  
*lieu.r@agsupport.org*

Executive Officer:  
*Kelly Krug (916) 445-3653*

FAX Line: (916) 445-1203

## Rental Car Discount for CASS Employees—Continued

5. Review & Reserve, please enter the following:
  - a. Renter's Detail (an email must be entered here for an email confirmation to be sent)
  - b. Save Time at Counter - Enter additional information here to speed up the rental process
  - c. Scroll to the bottom of the page and click on "Reserve Now"
6. Reservation Confirmed will display with the information regarding your reservation as well as options to modify/cancel the reservation.
7. You will need the following items when you pick up the vehicle:
  - a. Valid Driver's License, Credit Card, ID Badge or Business Card, and Reservation Number.

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## Verizon Mobile Phone Discount for CASS Employees

Verizon Wireless offers discounts on wireless products and services. These discounts are for employees of companies that have an agreement for wireless service with Verizon Wireless. CASS has an agreement with Verizon for these phone plan discounts. The discounts vary depending on the phone and plan that you might have.

If you are a Verizon customer and want to receive your discounts, go to this Verizon link: <https://www.verizonwireless.com/discount-program/> for more information, or you can call Verizon to speak with them directly.



To validate your employment with CASS, go to [www.verizonwireless.com/discounts](http://www.verizonwireless.com/discounts), enter any Verizon Wireless phone number associated with your personal wireless account and follow the step-by-step instructions provided. You'll be asked to provide your work email address, or a legible copy of a recent paystub or a legible copy of other proof of your employment with CASS. The paystub or other proof of employment or affiliation should not be more than 60 days old.

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## Slips, Trips, and Falls. . . BE ALERT

Slips, trips, and falls are one of the leading causes of unintentional injuries in the United States. It's important to plan your work, stay alert, and pay attention to your surroundings. *Common areas for falls: doorways, ramps, uneven surfaces, ladders, stairs, unstable work surfaces, areas prone to wetness or spills.* Here are just a few safety reminders for preventing slips, trips and falls in the workplace:

- ✓ Secure wires, cords and cables from traffic areas/walkways.
- ✓ Use safety cages and fall-restraint devices whenever you are more than 6 feet up.
- ✓ Wear slip-resistant, well-fitted footwear.
- ✓ Never stand on a chair, table or other surface on wheels.
- ✓ Never use the top two rungs of a ladder.
- ✓ Never lean or over-reach.
- ✓ Tie off the ladder or have someone support the base.
- ✓ Do not climb with tools in hand, use a tool belt.



### What to Do If You Have a Work-Related Injury - Medcor 1-800-775-5866

- ✓ Notify your Supervisor immediately. A Medcor call is not needed for a minor cut or scratch, or a minor fender-bender if involved in a vehicle accident.
- ✓ You and your supervisor should call Medcor immediately if a moderate injury occurs. A Medcor nurse will determine the seriousness of your injury and give instructions for treatment. You may be guided through first aid or self-care, or if it is determined that medical attention is needed, direct you to the appropriate workers' comp medical clinic.
- ✓ Always call 911 first for any potential life-threatening situations.