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Risk Management Division: Safety and Loss Prevention Unit

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Newsletter

<http://www.phila.gov/risk>

Safety Matters In the Lives of Employees

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October is National Fire Prevention Month



Do you know how October came to be designated as National Fire Prevention Month?

On the night of October 8, 1871, a barn fire started in the "Windy City" that would destroy over 4 square miles of the city and become known as the Great Chicago Fire. The fire burned for 2 days, killed over 300 people, and left more than 100,000 homeless. This catastrophe awakened a consciousness not just in Chicagoans, but all Americans across the U.S. to establish stricter fire safety building codes and guidelines that make buildings what they are today.

However, building codes and fire life safety regulations are only part of what is needed to prevent fires and save lives in a fire emergency. Fire prevention efforts require the active involvement and participation of everyone. **During National Fire Prevention Month – make a commitment to educate yourself, your colleagues, and family members about fire safety.** Take a moment to review these simple tips and share them:

IN THE WORKPLACE

- Know the proper dial out sequence for calling 911. Some workplaces require a 9, 3, or 1 for an outside line. **What is yours?**
- Take seriously and participate in all emergency drills at your workplace.
- Identify emergency exits & fire escape stair towers.

- Know your building's evacuation procedures and follow them during drills or real emergencies.
- Find out who your floor captains are and follow their lead during emergencies.
- Know your workplace pre-designated emergency meeting location / rally point and do not leave until the "all-clear" has been issued by the authorities in charge.
- When using kitchenette microwaves, never leave food unattended. Foods such as popcorn burn easily only after a few minutes.
- Inspect electrical cords used at your office for frayed / damaged cords.
- Keep combustibles (i.e. boxes & paper) from paths of exit.
- Do not block exit doors.

Click on the following link for the Citywide Emergency Action Plans (EAP) Policy :

[EAP Policy for All City Facilities](#)



AT HOME

- Develop and practice your [home fire safety plan](#) with your family. Designate a meeting location where everyone can get to.
- Install smoke alarms of at least one per floor & test them weekly. Replace batteries yearly.
- Consider installing carbon monoxide detectors.
- Do not overload electrical outlets with multiple electrical equipment.
- Keep compressed gas tanks such as propane and medical oxygen tanks away from open flames, including cigarettes.

CLICK HERE!

Click on City's Fire Dept. logo below for more fire safety info.:

Click Here To Learn More



Fall Into Safe Driving!

This autumn brings new challenges:

wet leaves | sun glare | fog | frost | deer





Selecting the Right PPE for the Job

Knowing what you will be working with or in and around will allow you to select the correct personal protective equipment (PPE) for the job when needed. PPE is worn to minimize exposure and injury to specific occupational hazards. Examples of PPE include respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye and foot protection. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection. Therefore, PPE is only one element in a safety program's strategy to maintain a safe and healthy work environment.

Once the need for PPE has been established, the next task is to select the proper type. There are 2 basic criteria needed for PPE selection consideration:

1. **The degree of protection required, &**
2. **The appropriateness of the PPE to the exposure.** *(This includes making sure the PPE is in good repair and employees are able to wear them.)*

For instance a groundskeeper using a hedge trimmer may consider the use of **safety glasses, safety shoes, work gloves, and hearing protection.**



Food service workers may consider **an apron, head cover, food safe disposable gloves, and non-slip shoes.**

Based on your occupation, the degree of protection and the design of PPE must be integrated because both affect its overall efficiency, comfort, and your willingness to use it correctly. If you are unsure or need more information about PPE for your work, check with your supervisor and department's safety office.



There's an App for That!

Is Your Ladder Safe to Use? Did You Set It Up at the Proper Angle?



NIOSH Ladder Safety

Every year, slips, trips, and falls constitute the majority of workplace accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. In fact, 43% of fatal falls in the last decade have involved a ladder†. To help reduce such injuries, the National Institute for Occupational Safety and Health (NIOSH) developed a free app that provides very important and useful safety information for straight/extension ladders. The information is based on established ladder safety standards.

The app uses visual, sound, and vibration signals to make it easier for users to set a straight/extension ladder at an optimal angle. The app also includes a “**Selection**” tool which provides an interactive procedure to select the minimum grade required for a ladder based on weight loading and job task.

Furthermore, the app features an “**Inspection**” tool which provides an easy-to-use checklist for ladder inspection. The app's “**Proper Use**” tool presents a set of rules for safe ladder use in an informative graphic format that is easy to understand.

The NIOSH app is available for free download. Click on links below for



[iPhone](#)



and [Android](#) devices.



Do you know if your ladder is still working properly? Each year in the US more than 20,000 people are rushed to the emergency room due to ladder related falls and accidents. Therefore, it is important to have properly working ladders by inspecting your ladder:

- Promptly upon receipt
- Before each use
- To check the condition after it has been dropped or has fallen.



† - Centers for Disease Control & Prevention: Occupational Ladder Fall Injuries-MMWR April 25, 2014



The Ergonomic Facts: Sitting & Standing at Work

No one wants to stand all day when they have the chance to sit. This is because sitting uses less energy than standing and it also helps stabilize the body. However, studies indicate that standing can help us exert more strength when we need to hold an object and it also helps burn more calories. So how do you choose between the two? Consider the following guidelines.

Sitting is preferred when either:

- visually intensive or precise work is required
- the task is repetitive and can be performed within easy reach (elbows are kept by your sides)

However, when sitting for an extended period of time, our body starts to shut down at the metabolic level and the key fat-burning enzymes decrease by 50%. Sitting all day makes our muscles that support our spine become weak and stiff. Prolonged sitting has been associated with a high incidence of back complaints.

It is highly recommended to sit in a chair which has proper back support and take a posture break (stand and move around a couple of minutes) about every 20-30 minutes.

Standing is preferred when either:

- force intensive or power task is required
- the work area is too large to be comfortably reached while seated
- the work surface does not allow the person to position her legs under the surface because of an obstruction

Jobs that are most appropriately done standing include construction workers, highway flaggers, medical personnel, painters, electricians, plumbers, firefighters, plant inspectors, and maintenance personnel.

But, prolonged standing can put greater strain on the upper legs, lower legs, ankles and feet. It is recommended to stand on an anti-fatigue mat, wear anti-fatigue footwear, or sit on a chair during rest breaks. Additionally, staying physically fit can help one's stamina with standing activities.

In summary, each position has its pros and cons. Alternation between two postures is preferable.

Click on following link for additional information: UCLA Ergonomic Lab [Sitting versus Standing Work](#).

Test Your Knowledge About Bloodborne Pathogens

When someone is injured and there is blood involved, you must always take precautions to protect yourself before attempting to help him/her. Treat all blood and bodily fluids as a potential for exposure to bloodborne pathogens, even if that person is your closest friend.



The Occupational Safety and Health Administration (OSHA) defines bloodborne pathogens as “infectious microorganisms in human blood that can cause disease in humans. These **pathogens** include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).”

See if you can correctly answer the following questions.

1. Select the disease that is NOT a bloodborne pathogen.

A) Ebola	C) TB (Tuberculosis)
B) HIV	D) Syphilis
2. You are less likely to be exposed to a bloodborne pathogen from your friend's blood than from a stranger's blood.

A) TRUE	B) FALSE
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3. Examples of mucous membranes on the human body are:

A) Eyes	C) Inside of Mouth
B) Nasal Cavity	D) Belly Button
4. For an unvaccinated person, the risk from a single needlestick or a cut exposure to HBV-infected blood ranges from:

A) 1%-5%	C) 6%-30%
B) 31%-65%	D) 75%
5. The average risk for HIV infection after a needlestick or cut exposure to HIV-infected blood is:

A) 0.3%	C) 3%
B) 1.3%	D) 10.3%

A bloodborne pathogens (BBP) exposure can result in serious health effects. Therefore, it is important that when a work related exposure occurs, the incident must be reported immediately by the employee to his/her supervisor or safety office. This will ensure that the employee is sent to be medically evaluated and treated as soon as possible and followed up appropriately. The City has established a Bloodborne Pathogen Exposure Directive and a report form for all occupational BBP exposures. The BBP exposure report is in addition to the standard City of Philadelphia Accident Injury & Illness [\(COPA II\)](#) Report form. Click on the link below to access to the BBP form.



[Citywide Bloodborne Pathogen Exposure Report Form](#)

Answers :

1) c-TB; 2) False; 3) a, b, & c; 4) b - 6%-30%; 5) 1) 0.3%



Home

Upcoming Safety Trainings

Oct - Dec 2015

SAFETY • IS • A • MINDSET

Trainings Open to ALL City Employees

DATE	TOPIC	TIME	
10/28/15			
11/10/15	Back Safety and Manual Materials Handling	10A - 12P	
12/7/15			
10/27/15			
11/17/15	Office Ergonomics	10A - 12P	
12/15/15			
10/15/15			
11/12/15	DISTRACTED Driver	9A - 12P	
12/3/15			
11/24/15	DEFENSIVE Driver	8:30A - 12P	

Trainings For Safety Personnel ONLY

DATE	TOPIC	TIME	
10/22/15	Office Ergonomic Equipment Lunch & Learn (Philacor Show-room)	11:30A - 1:30P	

Trainings For Safety Committee Members ONLY

DATE	TOPIC	TIME	
11/5/15	Safety Committee Initial Training	9A - 4P	
12/9/15	Safety Committee Refresher Training	10A- 12P	

SAFETY OFFICER TRAINING SERIES

Bloodborne Pathogens and Infection Control

This training includes basic bloodborne pathogens information, walks you through the process of a bloodborne pathogens exposure and provides a tutorial on completing proper documentation (i.e. report forms and documentation as the infection control or safety office).

October 14th 10:00AM-12:00PM



First Aid/CPR/AED Certification (American Red Cross Program)

This certification course prepares you to respond to breathing and cardiac emergencies. It also teaches the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED).

November 14th 9:00AM- 4:00PM



SAFETY PERSONNEL ONLY

SAFETY COMMITTEE TRAINING SERIES

S.C. Facilitator Training (Required for Safety Committee Chairpersons, Co-chairpersons and Safety Officers)

Safety Committee Facilitator training provides safety committee members taking the role of Chair or Co-Chair with skills, tips and tools to effectively manage a Safety Committee. Safety Committee Secretaries are encouraged to also attend the training.

October 8th 09:00AM-12:00PM



SAFETY COMMITTEES MEMBERS ONLY

DRIVER SAFETY TRAINING SERIES

Rules of Road

Whether you are a new driver or an experienced driver, this course focuses on reinforcing rules that you must follow while behind the wheel of a motor vehicle both on and off-the job. Learn about City and State requirements while driving in the Commonwealth of PA.

October 29th 10:00AM-12:00PM

November 18th 10:00AM-12:00PM

December 17th 10:00AM-12:00PM



OPEN TO ALL CITY EMPLOYEES



Attend Safety Trainings to Learn More About Injury Prevention in the Workplace.

To Sign Up RSVP to Email: Corinne.Bailey@phila.gov

For an up to date training schedule go to: <http://www.phila.gov/risk>