



March 2018

Risk Management Division: Safety and Loss Prevention Unit

Volume 6, Issue 1

Newsletter

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

Safety Matters In the Lives of Employees

INSIDE this ISSUE

COMMUNICATION IS KEY!

Page 2

Spring is Here!

Clean up time

Stay safe

Page 3

Welcome new Risk Mgmt Staff

Worker Memorial Day on April 28

Page 4

April is Distracted Driving Month

Upcoming Training

Sharing safety concerns and ideas at work is key to staying safe. Here are some ideas, tips and resources to make sure communication is your key to a safe workplace.

- Check in with your Department Safety Officer and Safety Committee. Find out what they are working on, and get involved.
- Review your building emergency action plan (EAP), rally points and posted information.
- Check out these Risk Management resources at phila.gov/risk:
 - [EAP Policy for All City Facilities](#)
 - [EAP Procedures for City Hall](#)
 - [EAP Procedures for Municipal Services Building \(MSB\)](#)
 - [EAP Procedures for One Parkway Building \(OPB\)](#)
 - [EAP Procedures for Criminal Justice Center \(CJC\)](#)
 - [Safety Newsletters](#)
 - [Safety Bulletins](#)
- Office of Emergency Management Guidance for Center City or Citywide evacuations
 - [Citywide Highrise Evacuation Plan](#)
- Subscribe to City Emergency Alerts such as [Ready Philadelphia](#).



Emergencies can range from building fires, utility outages, water main breaks, hurricanes, to blizzard conditions. These are only some examples of emergencies that can render a workplace unable to remain open for business. As an employee it is important to know and understand about the Emergency Action Plan (EAP) for your workplace. There are designated individuals responsible for carrying out key roles within the plan. Emergency Action Plans are developed and implemented for the workplace in order to quickly and appropriately respond and if necessary move occupants to a safe location. Floor captains are designated for each floor in a high rise and trained to instruct occupants on what to do in the event of an emergency. Employees can gain a better understanding of their specific workplace evacuation protocols by reviewing posted protocols and actively participating in all emergency drills. Remember that EAPs are designed to keep employees and occupants safe, account for employees, and allow direct and unobstructed access for emergency responders. Components of an EAP include areas such as:

Evacuation Procedures

Types of Emergencies

Alarms & Notification Systems

Site Specific Evacuation Protocols

Assigned Roles & Responsibilities

Accountability for Employees

For Additional EAP Information: Contact Your Department Safety Officer





Tips for a Clean & Safe Workspace

1. Remove the clutter! Your desk and work space is more productive when you aren't covered in clutter.
2. Take down out of date materials. Add updated materials and post them neatly.
3. Clean your keyboard and desktop. Use an air spray and cleaning wipes to freshen up your space and keep it sanitary. Don't forget your phone!
4. Remove old equipment (space heaters, holiday lights. Etc.). Take out any trips hazards that may limit your movement.
5. Scan it. Eliminate paper by scanning documents and saving to your computer.
6. Check out your lighting. Give your eyes a break and make sure your lights are working.
7. Clean out your vehicle. Keep a small bag in the glove box for trash and empty it often.
8. Request an ergonomic assessment from your Safety Officer. A proper set up will help you feel healthy and safe at work.
9. Bring in a new plant for spring. Plants create a warm atmosphere and fresh air.
10. When in Doubt, Throw it Out!

Happy Spring!

Spring is here! After a long winter it's time to get back outside and enjoy our City! With spring comes the fun of cleaning, planting, taking trips and enjoying the weather.

Here are some tips to help you stay safe this spring.

1. Replace your **smoke alarm** batteries.
2. Test **carbon monoxide monitors** and change the batteries.
3. Now is the time to review your **family emergency plan** and conduct a drill. Be prepared!
4. Dispose of **prescription medicines**. Call your local pharmacy for disposal information.
5. Dispose of household chemicals, paints and cleaners. Look for a disposal date near you or contact the Streets Department.



Welcome Our Newest Risk Management Counsel

Sharolyn Murphy, Risk Management Counsel

Sharolyn L. Murphy graduated cum laude from the University of Pittsburgh in 1984. She received her J.D. from the University of Cincinnati College of Law in 1987, with honors, and was admitted to the Ohio bar in 1987 and the Pennsylvania bar in 1989. Ms. Murphy has been a litigator in the administrative arena, and before juries, almost exclusively in the area of workers' compensation since 1987. She is a member of the Montgomery County and Pennsylvania Bar Association, and she is a Certified Workers' Compensation Specialist by the Pennsylvania Bar Association's Section on Workers' Compensation Law. She is Risk Management Counsel who's primary responsibility is to oversee the Employee Disability Unit. She also sits as the City's partial arbitrator on the Heart and Lung Arbitration Panel, and as the Law Department representative on the Board of Pensions Benefits Committee.

Welcome Our Newest Risk Management Safety and Loss Prevention Unit Team Member



Kimberli R. Harris, Safety & Health Specialist

Ms. Harris has over ten years of experience in occupational safety and health services. She has worked with managers, employees and safety committees to, provide resourcing, consulting and interpretation of safety, occupational health procedures, policies and regulations to meet safety objectives. Her experience includes creating and conducting safety and health educational activities, along with helping to raise safety awareness and maintaining regulatory compliance. She had been instrumental in developing a positive safety culture wherever she worked. Kim is leading the Risk Management Audit and Compliance Team. This team is responsible for auditing, Safety & Health program development, emergency planning, training and safety committees.

Welcome Our Newest Risk Management Safety and Loss Prevention Unit Team Member



Jim Stewart, Safety & Health Specialist

Prior to earning his bachelor's degree, Jim worked as an EMT and a tractor-trailer driver for two warehousing and distribution operations. Jim has varied experience in training commercial drivers on decision driving techniques and ensuring compliance to DOT regulations. Since earning his degree, James has leveraged his prior work history to incorporate "real world" experiences into his training. Jim is the Team Leader for Special Programs, the Driver Safety Program, the Drug & Alcohol Program, Workplace Violence, Contractor Safety and Loss Control.

Workers' Memorial Day takes place annually around the world on **April 28**, an international day of remembrance for workers killed, disabled, injured or made unwell by their work. It is also a day to acknowledge the grievous suffering experienced by families and communities of those lost .



THE THREE TYPES OF DISTRACTED DRIVING AND HOW TO AVOID THEM

 VISUAL	 MANUAL	 COGNITIVE
		
<p>Keep your eyes on the road.</p> <p>Pull over to read directions.</p> <p>Put your phone in “Do Not Disturb” mode.</p>	<p>Keep your phone out of reach.</p> <p>Make all adjustments before driving.</p> <p>Don’t reach for items while driving.</p>	<p>Avoid phone calls, even hands-free.</p> <p>Stay focused on the road.</p> <p>Keep your emotions in check.</p>

April is Distracted Driving Month

- ⇒ Nearly half of drivers in a recent survey admit to answering their phones while driving.
- ⇒ One in ten also said they at least sometimes will text or answer emails while driving.
- ⇒ 14% said they will read text messages or email while driving.

Distracted Driving is a real hazard that affects everyone on the road every day of the year. More and more people are making calls and texting while driving. Taking your eyes off the road for even a second puts you, your passengers and everyone around you in harms way.

[Watch this video](#) and share with family and friends.

Workplace Safety Trainings

DATE	TIME	TOPIC
April 11, 2018 May 17, 2018 June 6, 2018	10 AM - 12 PM	Distracted Driver Training
May 8, 2018	8:30 AM - 12:30 PM	Defensive Driver Training
April 19, 2018 May 30, 2018 June 26, 2018	10 AM - 12 PM	Rules of the Road Training
March 27, 2018	9 AM - 12 PM	Safety Committee Facilitator Training
May 2, 2018	9 AM - 3 PM	Safety Committee Initial Training
April 4, 2018 May 9, 2018 June 5, 2018	10 AM - 12 PM	Safety Committee Refresher Training
May 24, 2018	10 AM - 12 PM	Citywide Floor Captain Training
April 26, 2018 May 22, 2018 June 14, 2018	10 AM - 12 PM	Back Safety & Manual Material Handling
April 17, 2018 May 10, 2018 June 12, 2018	10 AM - 12 PM	Office Ergonomics

Register for training via the LMS at <http://philadelphia.smarteru.com>.

If you have difficulty, contact Kimberli Harris: Kimberli.R.Harris@phila.gov