



December 2013

Volume 2, Issue 2
Newsletter

Safety Matters In the Lives of Employees

Unlearning Distracted Driving Behaviors Can Save Lives

What City Employees Learned After Attending Distracted Driving: Understanding the Distracted Brain Training...

"Learning the effects of texting while driving and how detrimental it can be"

"The videos and all the information I learned that I will take home and share with my family"

"Comprehensive and engaging, the videos and exercises kept us engaged"

Driving distracted is not just limited to the use of cell phones. Motorists engage in unsafe driving behaviors from texting, eating, putting on make-up, reading, to talking on cell phones. Someone close to you most likely has had an encounter with a distracted driver on the road. Maybe you were the distracted driver?

During the past few years, distracted driving has evolved from a dangerous practice to a deadly epidemic and a pressing public-safety crisis. An estimated **39,000 to 46,000 people are killed in crashes every year and distracted driving is the #1 cause of work-related deaths.**

Risk Management continues to motivate change of unsafe driving behaviors among City employees both at work and in their personal lives by offering **DISTRACTED DRIVER** training and **DEFENSIVE DRIVER** training to all City employees.

You don't need to just drive for work to attend distracted driver training. Have you ever arrived at your destination and thought to yourself, how did I get here? Maybe you wondered if multi-tasking was truly possible or just a myth? If you're asking about the City's and the State's laws when it comes to talking, texting and driving then **Distracted Driver Training: Understanding the Distracted Brain** is for you.

- Contributed by Andrea Fardelmann

Contact Your Safety Officer for More Information on How to Register for Training

"I really enjoyed the hands on distracted driving exercise with our cell phones, excellent training course!"

See Page 4 for Upcoming Training Schedule for Distracted Driver Training and Other Topics

A Little Holiday Ladder Safety Quiz...

Inside this issue:

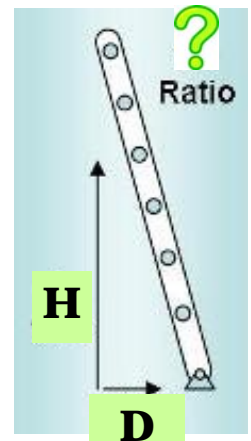
Health and Opportunity Cluster Achieves High Ratings on Citywide Safety Program Performance	2
Presenteeism	2
'Tis the Season to be Jolly & Safe During the Holidays	3
Upcoming Training Schedule	4
First Aid Tips	4

When putting up holiday decorations, with an extension ladder, the correct ratio of height (H) to distance (D) from the wall is:

- A. 3 ft. height : 2 ft. distance
- B. 4 ft. height : 2 ft. distance
- C. 4 ft. height : 1 ft. distance
- D. 5 ft. height : 3 ft. distance



(Answer: On Page 4)



Health & Opportunity Cluster Achieves High Ratings on Citywide Safety Program Performance Dashboard

The citywide workplace safety program performance dashboard is an evaluation measurement tool used to gauge each department’s progress and achievement of annual occupational safety and health goals. Since the inception of the Dashboard, many City departments have steadily improved their employee safety and health programs through the implementation of targeted safety initiatives such as hazard assessments, employee involvement (i.e. safety committees) and safety trainings.

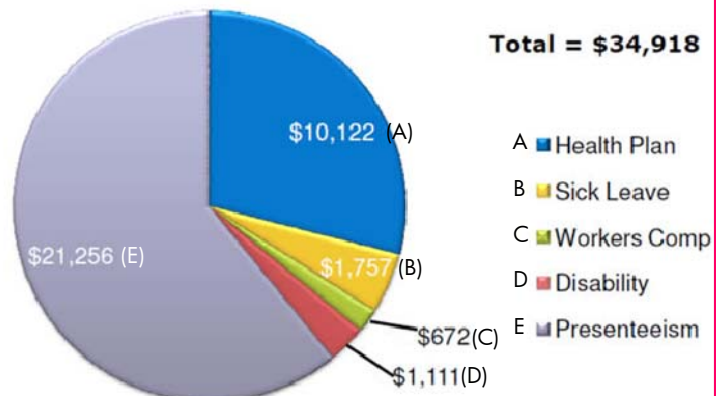
The departments of the Health and Opportunity cluster under Deputy Mayor Dr. Donald Schwarz, MD, MPH all scored 90% or higher in their overall Safety Program Performance Dashboard this past FY ‘14 first quarter. Achieving such ratings are not an easy task, but are attainable. Department Safety Office personnel work diligently to promote and foster a safe work place for its employees as well as to ensure employees who are injured at work are properly treated. However, their successes would not be possible without the commitment and support of upper management. The Health and Opportunity cluster joins Transportation and Utilities cluster as one of only two clusters in the City to achieve a rating of 90% or higher within a quarter by all its departments.

The Safety Program Performance Dashboard evaluates a department’s program through both leading and lagging metrics. Primary performance indicators include Hazard & Exposure Assessments, Safety Training, Employee Involvement, Goals & Objectives, Safety Program Manual, City of Philadelphia Accident Injury and Illness (COPA II) forms received, COPA II fundamental cause completed, 5% Injury Reduction goal, and 5% Injury Cost Reduction goal.

Health & Opportunity Departments	Overall Rating
Department of Human Services	112%
Department of Public Health	99%
Department of Behavioral Health and Intellectual disAbility Services	108%
Office of Supportive Housing	92%
Cluster Average	103%

Presenteeism

Average Annual Cost Per Employee in 2010



Source: Goetzal, JOEM, (2004) data adjusted to 2010 by Mercer Employer Survey Results and by Collins Presenteeism study (2005) of Dow Chemical that was used for determining the Presenteeism cost.

We are used to weighing the financial impact of absenteeism, but few consider *presenteeism*. What is *Presenteeism* you ask? Have you ever gone to work with a bad cold? You feel awful but you make it in anyway. You can’t concentrate, the medicine you took is making you sleepy and it takes you twice as long to do a task. *That* is Presenteeism.



Defined by Health Advocates Inc. as “a loss of workplace productivity resulting from employee health problems and/or personal issues,” the employee is unable to fully perform his/her work duties and is more likely to make mistakes in the work they do perform.” It can manifest itself in a host of ways to include, but not limited to poor quality of work, unsafe behavior, mistakes, burn-out, longer time spent on tasks, anger, anxiety, depression, social dysfunction, low morale, and the spreading of illness.

Presenteeism carries a price tag of up to nearly \$150 billion a year in lost productivity according to the International Foundation of Employee Benefits Plan. It is estimated that the cost associated with presenteeism due to poor employee health is at least 2 to 3 times greater than direct health care expenses (Burton W., Morrison A., Wertheimer A, *Pharmaceuticals and Worker Productivity Loss: A critical review of the literature, Journal of Occup Environ Med. 2003; 45(6):610-21*).

Overall, Presenteeism dwarfs the cost of health care, sick leave, workers comp and disability.

- Contributed by Corinne Bailey



'Tis The Season to Be Jolly & safe During the Holidays



Safety around the holidays is critical since it usually means many of us will engage in putting up holiday decorations, Christmas tree trimming, and other festive activities. Not to mention the increased use of electrical wires and lights as well as lighting candles and other open flames. These activities can and continue to be many of the causes of injuries as family and loved ones work to create a joyful environment.

According to the U.S. Consumer Product Safety Commission, there were 14,000 injuries related to holiday decorating in 2011.



This page provides some safety precautions to take this holiday season to ensure you, your family, and friends can truly enjoy a wonderful time this year. **STAY SAFE...**



Electrical Safety: Tree Lights

- Use decorative lighting only as intended. Indoor lights for indoors and outdoor lights only outdoors.
- Check all electrical equipment for the **UL** label.
- Check lights for broken or cracked sockets, frayed or bare wires, or loose connections.
- Replace or repair any damaged light sets.
- **STOP!** Use no more than three light sets on any one extension cord. Extension cords should be placed against the wall to avoid tripping hazards, but do not run cords under rugs.
- Turn off all lights on trees and decorations when you go to bed or leave the house.

Poison Prevention : Plants & Chemicals

Holiday plants are beautiful! However, because they are pretty, small children may think that holiday plants look good enough to eat. Note that many plants can cause severe stomach problems. Plants to watch out for include: mistletoe, holly berries, Jerusalem cherry, and amaryllis. Keep all of these plants out of children's reach.



In addition to plants, there is always the risk of small children getting their hands on household chemicals that can cause poisoning to them. Keep cleaning supplies locked and inaccessible to children. In the event you suspect poisoning, **call 9-1-1 immediately.** You may also call the national poison control hotline for assistance at:



Snow Shoveling Safety Tips:

Before you grab that shovel sitting in storage from last year, there are several safety tips to keep in mind.

- If you haven't engaged in regular physical activity since the last snow fall, check with your doctor about this kind of strenuous activity and your personal health condition.
- Consider paying someone to shovel your snow if you are not able to do it yourself.
- Dress warmly and in layers.
- If you do it yourself— warm up & stretch before you start.
- Start early, shovel with the storm. Do not wait until after the storm stops and the snow freezes over. The snow will become extremely hard and heavy.
- Start slow and light. **Always use proper lifting techniques** to prevent injury to yourself.
- Keep hydrated with water or sports drinks. Avoid caffeine.
- Stop if you start to feel dizzy or other discomfort (shortness of breath, faint or nausea) & seek medical attention.



According to the **National Fire Protection Association**, there is an average of 170 home structure fires each year from holiday or decorative lights. These fires alone result in approximately 7 deaths, 17 injuries and \$7.9 million in property damage yearly. Any death from a fire that could have been prevented is a tragedy.





jan
2014

LEARNING, TRAINING, & APPLYING

January 2014						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DATE	TOPIC	TIME
Thurs 12/19/13	Distracted Driver Training	10 AM-12 PM
Tues 1/7/14	Safety Committee Re-fresher Training	10 AM—12 PM
Thurs 1/9/14	Safety Officer Training Series: Maintenance / Custodial Safety	10 AM—12 PM
Tues 1/14/14	Vehicle Crash Report Training	9 AM— 10 AM
Tues 1/14/14	Crash Review Officer Training	10 AM—11 AM
Tues 1/21/14	Defensive Driver Training	8:30 AM—12:30 PM
Thurs 1/23/14	Distracted Driver Training	10 AM—12 PM

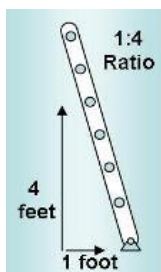
For an up to date schedule go to:
<http://www.phila.gov/risk>

Holiday Ladder Safety Quiz Answer:

LADDER RULES

- ALWAYS FACE LADDER WHEN ASCENDING OR DESCENDING
- USE AT LEAST ONE HAND TO GRASP LADDER
- TOP OF LADDER SHOULD NEVER BE USED AS A STEP
- LADDERS SHOULD NEVER BE MOVED, SHIFTED, OR EXTENDED WHILE OCCUPIED
- NEVER CARRY AN OBJECT OR LOAD THAT COULD CAUSE YOU TO LOSE YOUR BALANCE

C. 4 ft. height : 1 ft. distance



FIRST AID TIPS



Knowing some basic first aid tips can help you stay calm, collected, and able to assist someone in need when faced with urgent medical need while waiting for EMS to arrive.

Always remember to follow standard precautions and treat any blood as potentially infectious. Do not directly touch or handle blood with bare hands. Use a protective impervious barrier such as nitrile or latex gloves before touching blood and bodily fluids.

Before engaging to help an injured person remember the following:

CHECK: Check the scene to make sure it is safe for you to proceed to engage and help the injured. Look for hazards such as potential falling objects, electrical hazards, slips/trip hazards, and any other immediate hazards that can injure you. Look for other injured persons at the scene. If scene is safe, proceed to check the person.

CALL: Call or direct someone to call 9-1-1 to ensure EMS is on their way. **Often this is the most important step** to do to help the injured person. Always tell the operator specific information about the injured person and the location of the incident.

CARE: If you are trained and certified in first aid and/or CPR, you can proceed to help the injured individual by following the training you have received.

FIRST AID KIT: First aid kits come in all shapes, sizes, and contents ranging from personal kits to large industrial kits. In order to have the most suitable first aid kit, identify the type of work and exposure employees are subject to. A typical first aid kit can contain items such as:

- Disposable nitrile / vinyl gloves
- Adhesive cloth tape
- CPR breathing barrier
- Cold compress
- Roller bandages
- Sterile gauze pads
- Triangular bandages
- Tweezers & scissors
- Assorted adhesive bandage strips
- Anti-septic wipes
- Antibiotic cream/ointment
- First Aid guide/booklet

NOSE BLEEDS: Have the person sit down and slightly lean forward while instructing the person to pinch his/her nostrils for about 10 minutes. This should help stop the bleeding. Do not tilt the head backwards. If bleeding does not stop after 10 minutes, applying an ice-pack to the bridge of the nose or putting pressure on the upper part of the lip may also help stop the bleeding. Remember to not put the ice pack directly on the skin. A cloth can be used to cover the ice pack before applying.

CUTS & LACERATIONS: For cuts and lacerations to soft tissue such as skin and muscle, control the bleeding with clean dressing and bandages from a first aid kit. While applying pressure, wrap the dressing with a roller bandage and secure it by tying a knot with the roller bandage at the location of the cut/open wound to maintain pressure. Apply additional dressings and roller bandage if blood soaks through. Do not remove the previous dressings to minimize risk of infection. Elevate the body part if no bone is broken.



- Photo from American Red Cross