



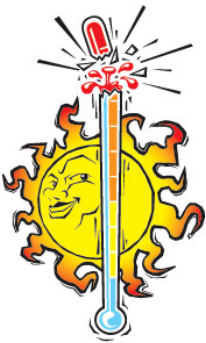
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Newsletter

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

Safety Matters In the Lives of Employees

- Heat Stress - A Message from the Medical Director



What You Should Know Before You Work in the Heat

As the warmest part of the year approaches, its important to not be caught off guard by the heat. Its not just uncomfortable to be hot, it can be dangerous. Exertion combined with increased temperature, humidity and personal protective equipment all raise our body temperature. Our bodies lose heat by sweating but only if we have had

enough to drink. Heat stress results when our bodies can't cool down enough. **Prevention is the best approach.** When working in hot humid environments think about: monitoring your physical condition and that of your co-workers for signs or symptoms of heat illness; wear light colored; loose fitting clothing, gradually build up to heavy work; try to do the heaviest work in the morning when its cooler; take more breaks in shady areas; and drink as much liquid as needed to continue to pass urine normally.

Heat stroke, heat exhaustion and heat cramps are illnesses that can occur when heat stress worsens. You should stop work and get help for all of the following symptoms:

- ◆ Confusion (needs immediate medical assistance)
- ◆ Loss of coordination (needs immediate medical assistance)

- ◆ Hot dry skin (no perspiration when perspiration is expected, needs immediate medical attention)
- ◆ Heavy sweating
- ◆ Throbbing headache
- ◆ Rapid heartbeat
- ◆ Extreme weakness or fatigue
- ◆ Dizziness
- ◆ Nausea, vomiting
- ◆ Fast shallow breathing
- ◆ Irritability
- ◆ Muscle cramps, pain or spasms in the abdomen, arms or legs

What you can do:

- ◆ Move to a cool, shaded area
- ◆ Remove excess clothing
- ◆ Apply cool water to skin
- ◆ Drink water or other cool non-caffeinated beverage
- ◆ Take a cool shower
- ◆ Do not return to work until seen by a medical professional for confusion or loss of coordination
- ◆ Do not return to strenuous work for several hours after muscle cramps subside

Those with medical conditions should talk with their doctors about other things they may need to do when working in the heat.

- Dr. Marilyn Howarth, MD

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Hydration



City Heat Stress Policy: <http://www.phila.gov/finance/pdfs/risk/P-6%20Heat%20Stress%20Policy.pdf>

Additional Heat Stress Resources ("Click" on icons):



Laptops are the NEW Desktops

Fundamental Laptop Ergonomics to Prevent Injuries

Days of CPU desktop systems are numbered and quickly disappearing. Employees want mobility and sync capability with all their devices. WIFI and data plans are more and more the rule than the exception. Gone are the days of hard-line and network cables

However, with faster processors and longer lasting battery power to give ultimate mobility often means there is a compromise or sacrifice when it comes to laptops. Computer ergonomic principles are typically given up for an individual's ability to have access to electronic files for a paper-free operation through WIFI and the internet. Also, here is often a need to shift its focus from stationary workstations to mobile work environments

Laptops by themselves are intended for shorter durations of use, not for prolonged use. Laptops keyboards are smaller and compact, which does not lend to good hand and typing position. Having the screen and keyboard attached together, laptops lack the ability to be properly adjusted for viewing and typing without external peripheral equipment. However, as technology evolves and laptops become the primary choice of equipment for employers, it becomes more important to educate the workforce regarding proper workstation set up when laptops serves as the CPU.

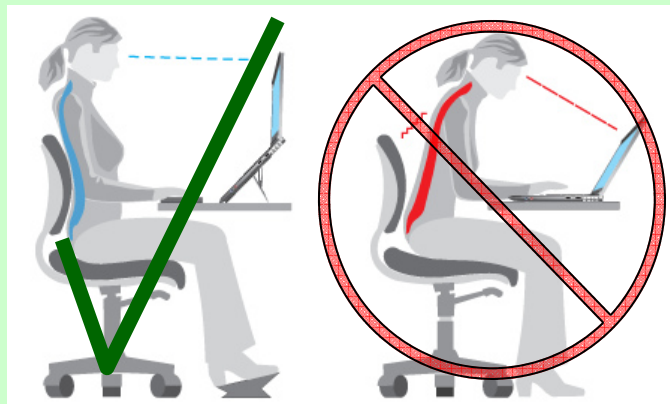
Ergonomic Considerations for Laptops:

1. Use an external monitor to:
 - ◆ reduce a hunched over position or neck strain when viewing the screen.
 - ◆ improve viewing and focus from small screen to a larger/standardized monitor .
2. Connect the laptop to an external keyboard to attain proper hand typing position and separate the keyboard from the monitor.
3. Attach an external mouse to facilitate improved mousing position.
4. Practice good computer ergonomic behaviors such as:
 - ◆ Refraining from laying down when using a laptop
 - ◆ Utilizing the lumbar support to ensure hips and back are supported when sitting and using a laptop.
 - ◆ Do not sit with legs and knees folded underneath the chair.
 - ◆ Keeping elbows in close to the body, especially when keying and using the mouse.
 - ◆ Keeping the eyes line of sight level with the top of screen.

- ◆ Sit close to the desk. Do not lean on hard or sharp edges when typing.

On the go? In the field? Considerations for use of laptops for fieldwork should include the following:

- ◆ Use a chair that is comfortable and where you can sit back with some lumbar support.
- Don't slouch! Sit up! If you need a small pillow on your lower back for support, get one, or use a jacket or soft filled backpack.
- Don't keep your device propped on your knee as it will make you slouch.
- Keep the screen at eye level. If you find yourself hunching over, the screen is probably too low.
- ◆ Be mindful not to lean wrists and hands on hard sharp edges when typing.
- ◆ Use an external mouse when possible.



What Not to Do When Using a Laptop...



Source: <http://www.hr.ubc.ca/healthy-ubc-newsletter/2011/09/01/laptop-ergonomics/>



DHS Holds Its First Health & Safety Fair

The Department of Human Services held its first employee Health and Safety Fair in June both at the Philadelphia Juvenile Justice Services Center and One Parkway Building. This was a combined effort from the safety office, coordinated by Michelle Vendrell, and the safety committee with support from the Commissioner's Office. Safety office staff and volunteers were on hand to help employees learn more about how the Safety Office can assist them in improving their workplace conditions. Employees were challenged to visit at least three different exhibitors and complete a "Safety Passport" for a chance to win a prize. Several different exhibitors participated in the fair to educate employees on various safety and health topics.

AFSCME District Council 47, represented by Health and Safety Director, Katherine Black was also present to support the safety fair. Ms. Black provided employees with educational materials on ergonomics such as: a "Keys to Healthy Computing" handbook. Along side DC47 was an exhibitor with a mock ergonomic workstation setup for employees to test, feel, and understand how to correctly set up their computer workstation including utilizing the adjustment features of an ergonomic office task chair.

Employees were provided educational information on stress relief, workplace violence prevention, and overall well-being. DHS also had an exhibitor on the Mezzanine giving employees free massages; a small re-



ward for the hard work DHS employees engage in on a daily basis to help protect and ensure the safety of children and families.

The safety fair could not have been possible without the support and dedication from all the volunteers, supporters, and exhibitors who are committed to keeping colleagues and peers safe in order to perform their duties.

Volunteers include:

1. Michelle Vendrell
2. Paulette Hagan
3. Ruth Carter
4. Erica Collins
5. Verdell I. Ganges
6. Cynthia Brown
7. Marie Pino
8. Quang Dinh
9. Sonyata Griffin
10. Alvin Clark
11. Anna Lee
12. Elisha Rambaran
13. Jacqueline Willis
14. Kathy Black
15. Kevin Booker
16. Matthew Berman
17. Ronald Dufour
18. Virginia Smith
19. Romel Rupnarine
20. Julia Hainsworth

A warm thank you to the DHS Commissioner's Office and DHS Safety Office for successfully promoting safety and health to all its employees.

Training July-Aug 2014



TRAINING • LEARNING • APPLYING

DATE	TOPIC	TIME
 Wed 7/02/14	Distracted Driver Training	10:00AM — 12:00 PM
 Tues 7/8/14	Safety Committee Refresher Training	10:00AM — 12:00 PM
 Thurs 7/10/14	Distracted Driver Training	10:00AM — 12:00 PM
 7/17/14	DEFENSIVE Driver Training	8:30 AM— 12:30 PM
 Tues 8/5/14	Safety Officers ONLY: Defusing Hostile Situations in the Workplace (Workplace Violence Workshop)	9:00 AM— 4:00 PM
 Tues 8/7/14	Safety Committee Initial Training	9:00 AM — 4:00 PM
 Thurs 8/13/14	Safety Committee Refresher Training	10:00AM — 12:00 PM
 Thurs 8/14/14	Distracted Driver Training	10:00AM — 12:00 PM

OTHER TRAINING RESOURCES: Pennsylvania Training for Health and Safety (PATHS)

The Commonwealth of Pennsylvania’s Health and Safety Division provide resources and other online training programs and webinars to employers and workers in the state.

Pennsylvania Training for Health and Safety (PATHS) is the state’s no-fee, statewide service established by the Department of Labor & Industry, Bureau of Workers' Compensation's Health and Safety Division to provide employers and employees with easy access to cost-effective health and safety resources.

Follow the link below for more information:

PA Training for Health and Safety
"Accident Prevention through Education"

Attend FREE Safety Training Webinar Bloodborne Pathogens (BBP)

PROGRAM DESCRIPTION

To provide viewers an understanding of what bloodborne pathogens are, how they can be transmitted, and what precautions can be taken to protect against exposure.

OBJECTIVES

Upon completion of this presentation viewers will be able to:

- Define what bloodborne pathogens are
- Understand how bloodborne pathogens can be transmitted
- Understand and determine safe work practices to limit exposure
- Determine precautions to take to protect oneself if situation arises

PA Training for Health and Safety (PATHS) offers a variety of FREE safety trainings both through webinars as well as instructor-led classroom trainings. View our Training Calendar often to see the most current schedule as we are adding new topics as well as new locations to our schedule of events continually.

www.dli.state.pa.us/PATHS

<http://www.portal.state.pa.us/portal/server.pt/community/paths/20277>

To RSVP — CLICK on the **BUTTON** below

Email Message: Include TOPIC(s) & DATE(s)

Provide: Name: (First, Last)

Payroll # & Department



Email: Corinne.Bailey@phila.gov

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

