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Safety Newsletter

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

Safety Matters In the Lives of Employees

GOOD TREADS MAKE FOR A SAFER WINTER COMMUTE

Over 1,300 people are killed and more than 116,800 people are injured in vehicle crashes on snowy, slushy or icy pavement annually.

-US DOT, Federal Highway Administration



A covered Lincoln Memorial = more than 6/32" of tread depth remaining



Check soles to ensure good tread remaining

Have you checked the tread on your tires and your own personal winter footwear? Winter is unpredictable and can dump several inches of snow, ice, and freezing temperatures in a matter of hours in your neighborhood. This is why it is important to be ready for winter. Having adequate tread depth on your tires and good traction on your winter boots is your first line of defense to commuting safely from point A to point B. **Tires to a vehicle are the equivalent of winter boots to your feet!**

Most vehicles today come with all season tires. However, depending on the depth of the tire treads, it can mean the difference between being able to safely commute on the roads in your personal vehicle or while driving for work. On the same token, thousands of people have to walk some distance for and to work daily, whether it is from a car, bus stop, train station, home, or a facility.

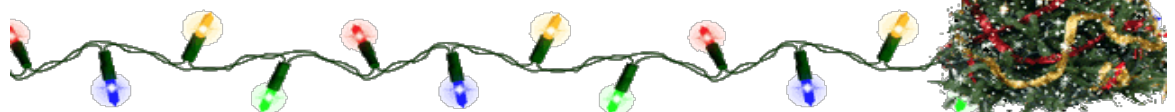
You should check or have a mechanic check your vehicle's tires to make sure it is safe for driving this winter. To drive safely on snow-covered roads your tires must have no less than 5/32" of remaining tread depth to maintain good mobility. Deeper tread depth allows your tires to compress the snow in their grooves and release it as they roll. If there isn't sufficient tread depth, the "bites" of snow your tires can take on each revolution will be reduced to "nibbles," and your vehicle's traction and mobility will be sacrificed.

Similarly, the soles of your boots should not be worn down to the point where you have no traction on snow and wet surfaces. Everyone's walking habits are different and can cause the sole to wear out unevenly and differently. Boots having 1/2 or more of its treads remaining make for a safer walking experience in the winter. Boots with *slip-resistant soles* are best in winter weather.

Check your tires and your boots today!

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BECOMING A REALITY - CITY OF PHILADELPHIA'S SAFETY CULTURE

"Safety cultures consist of shared beliefs, practices, and attitudes that exist at an establishment. Culture is the atmosphere created by those beliefs, attitudes, etc., which shape our behavior." (OSHA).



- Aviation
- Board of Pensions
- City Commissioners
- City Controller
- City Council
- City Representative
- Chief Administrative Office (CAO)
- Community Empowerment & Opportunity
- Community Life Improvement Program
- Department of Commerce
- Department of Human Services
- Department of Licenses & Inspections
- Department of Public Health
- Department of Public Property
- Department of Records
- Department of Parks & Recreation
- Department of Revenue
- Department of Streets
- District Attorney's Office
- Fire Department
- First Judicial District
- Free Library of Philadelphia
- Law Department
- Managing Director's Office
- Mayor's Office
- Office of Behavioral Health
- Office of Fleet Management
- Office of Human Resources
- Office of Innovation & Technology
- Office of the Inspector General
- Office of Property Assessment
- Office of Homeless Services
- Office of The Director of Finance
- Phila Commission on Human Relations
- Planning and Development
- Police Department
- Prisons
- Procurement Department
- Register of Wills
- Sheriff's Office
- Water Department

Defining and having a vision of a safety culture is the easy part. The implementation and realization of a safety culture, however, is another story and does not come easy to any organization. The City of Philadelphia is no stranger to such challenges, especially given the intricacies and complexities of being the 5th largest municipality (as of 2015) in the country with over 1.5 million residents and approximately 28,000 employees. In addition, with each passing year the services and needs of Philadelphia's residents and workforce continue to grow and evolve.

It has been more than 23 years since the establishment of the [Risk Management Division](#) under the Office of the Director of Finance by [Mayor Executive Order 3-93](#). Part of that executive order committed the City to making "**worker safety and prevention of injury are of paramount importance**". Risk Management was charged with multiple responsibilities, including the safety and prevention of injuries to its workforce, employee injury & disability management, loss prevention, insurance services and limiting risk or liability to the City.

The guidance and support provided through Risk Management's Safety and Loss Prevention Unit, has allowed this group of over 40 safety officers who are fully committed to protecting the City's most valuable asset, its workforce, by keeping them safe and minimizing hazards to both employees and residents. Although by no stretch of the imagination is the work complete, the City has grown from having only a handful of safety officers designated to handling workplace injuries to establishing a culture where there is now a safety officer in almost every department across the City. Employees today know who to contact when safety concerns arise. Furthermore, there are over 50 Safety Committees across the City that proactively supports their department's efforts to improve the safety, health and work environment for its employees. Safety committee members are re-trained every year by Risk Management to remain recognized and stay up to date on current safety issues.

Where what was once only a reactive based approach to safety within the City has now evolved to a holistic and proactive safety culture embedded in the fabric of each department's operations. Departments are proactively educating and training their employees on safety topics such a defensive driving techniques, distracted driving safety, safer lifting techniques, bloodborne pathogens, emergency action plans, office ergonomics, electrical safety, fall protection, first aid/CPR/AED, and respiratory protection. Not to mention conducting countless inspections and surveys as part of the safety office and safety committee's responsibilities. Some departments have even held safety fairs and developed their own safety newsletters and bulletins.

Though there remains much work to be done, the establishment of such visible, consistent, compliant, and transparent safety and health programs across the City would not have been possible without the support and buy-in from each department's executive and management team. Countless lives are saved and property loss prevented because of the efforts of each department's safety staff, safety committee and active participation of management, labor, supervisors, and employees. The City's safety culture continues to improve as everyone becomes more involved in the responsibility to prevent injuries to their colleagues and coworkers. A safety culture is only as good as the commitment of its entire workforce at ALL levels. **Thank You City of Philadelphia Employees!**



Emergency Action Plan Awareness: What is a Bomb Threat Checklist?

What would you do or how would you react if you received a bomb threat phone call? Most may say their immediate reaction would be to panic, drop the phone and run, or possibly even freeze to say the least. Although such reactions are natural human responses in situations that frighten us, it is all the more reason to understand, plan, and know ahead the policy and procedure that will ensure the safety of yourself and others in your workplace.

Having the City's pre-developed Bomb Threat Checklist quickly available and close by to your phone can help you and authorities handle the situation quickly and appropriately. As the receiver of the call, you play a critical role in the gathering of as much information as possible to provide to the authorities.

The City's Bomb Threat Checklist methodically walks you through a series of information gathering steps and questions you can obtain from the caller. Try to get as much information as you can before the caller hangs up. In addition, many City phones now have call ID features that will list the incoming call phone number. Know how to retrieve caller ID history to document it on the checklist. The authorities will be asking you similar questions when you call 911 to report the threat. Examples of questions to ask the caller include:

- ✓ What is your name?
- ✓ Where is the bomb?
- ✓ When was the bomb placed?
- ✓ When is the bomb going to explode?
- ✓ What does it look like?
- ✓ What is the reason for the bomb?
- ✓ What kind of bomb is it?
- ✓ Where are you now?

**Do not use cell phone
to contact authorities if
your location is at threat**



It is also important to listen to characteristics of the caller's voice and background sounds to document and share with the authorities.

The City's procedures and pre-developed [bomb threat checklist](#) can be viewed and downloaded from Risk Management's website at www.phila.gov/risk under the **Directives and Guidances** link.

LIGHTS! ACTION! Holiday Safety Tips



Frayed Wire



Shattered Light Bulb



Overloaded Cord

'Tis the season to be jolly and merry! During this holiday season many will decorate their homes and workplaces with beautiful lights. However, remember those colorful lights have electricity running through them. It is important to take precaution and check the lights you are using to adorn your homes and workplaces. The following safety tips can reduce your risk for electrical shock or worse, a fire!

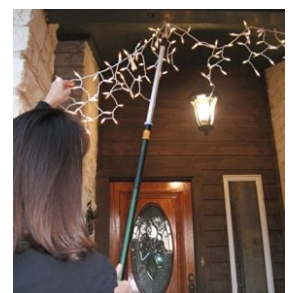
- Check for frayed, broken, or exposed wires.
- Ensure light bulbs are not broken or cracked.
- Do not overload electrical outlets with multiple sets of lights nor connect all your lights into one extension cord.
- Follow manufacturers instructions and recommendations to properly connect the proper number of lights together.
- DO NOT use staples or nails to attached/hang lights.
- Ensure lights and extension cords are rated for outdoor use if they will be used outside.

Other safety considerations for hanging holiday lights.

- Consider discarding lights from the previous year as the lights may have broken lights or exposed wires not easily identified.
- Install lights at elevated heights with the assistance of another person.
- Use the correct ladder and always follow ladder safety precautions and safe use practices to prevent injuries.
- Use light clips and telescoping installation poles for hard to reach areas such as trees, high ceilings, and roofs.

DID YOU KNOW?

According to the Consumer Product Safety Commission, approximately 12,000 Americans end up in emergency rooms every year because of holiday decorating injuries. Many of these injuries begin on a ladder.



Welcome Newest Risk Management's Safety & Loss Prevention Unit Team Member

Linwood Murray, CSP - Safety & Health Manager

Linwood is responsible for overseeing the Safety and Loss Prevention Unit's proactive safety teams that are charged with supporting citywide departmental safety programs to help reduce safety hazards and employee injuries through the development of safety programs, policies, and initiatives. He has 29 years of experience in the health and safety field. He has worked for some noted organizations in the greater Philadelphia area such as Hahnemann University, PECO Energy (Exelon), The Philadelphia Zoo, Aramark, Sunoco, Henkels & McCoy and the City of Philadelphia. Linwood was responsible for the Health and Safety of those organizations at various levels ranging from an individual contributor (Safety Specialist) to a member of the leadership Team (Vice President). Over the years Linwood has helped organizations reduce employee injuries and shape their safety cultures to believe that "No one should get hurt at work".



Linwood's educational background include an MBA from West Chester University, M.S. degree in Environmental Science from Temple University and B.S. degree in Occupational Safety & Industrial Hygiene from Millersville University. He is also a Board Certified Safety Professional (CSP).



Upcoming Employee Safety Training (Dec'16 – Mar'17)

<i>DATES</i>	<i>TRAINING TOPIC</i> For Additional Training Information Visit: www.phila.gov/risk	<i>TIME</i>
2/7/17	<u>Citywide Floor Captain Training:</u> Knowing Your Role and What to Do in an Emergency	10A-12P
12/14/16 1/11/17 2/15/17 3/15/17	<u>Office Ergonomics:</u> Minimizing Repetitive Strain Injuries	10A-12P
1/12/17 2/14/17 3/14/17	<u>Distracted Driving:</u> Multi-Tasking: Myth or Fact? Dangers of Driving Distracted	10A-12P
12/15/16 2/9/17	<u>Defensive Driver:</u> Learn Safe Driving Strategies & Techniques to Prevent Crashes	8:30A-12:30P
12/20/16 1/26/17 2/21/17 3/23/17	<u>Rules of the Road:</u> Safe Drivers Follow Driving Laws. Do You Remember Them?	10A-12P
12/21/16 1/25/17 2/22/17	<u>Safe Lifting Techniques:</u> Back Safety and Manual Materials Handling	10A-12P

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