



CITY OF PHILADELPHIA

Annual Employee Safety Communication

for the

Department of Public Health

Dated: July 1, 2015

LETTER TO ALL DPH EMPLOYEES

Date: July 1, 2015

RE: Department of Public Health (DPH) Annual Employee Safety Communication

To All Philadelphia Department of Public Health (PDPH) Employees,

In accordance with State of Pennsylvania (PA) and City of Philadelphia Risk Management Safety Directives, agencies subject to the requirements of the Pennsylvania Accident and Illness Prevention Program (AIPP) are required to communicate periodically (e.g., annually) with employees and management regarding the Department's AIPP programs. In compliance with this requirement, the Safety Unit of PDPH's Human Resources Office has prepared this "***Annual Employee Safety Communication***."

PDPH is fully committed to providing a safe and healthy work environment for all employees. This "***Annual Employee Safety Communication***" will serve as a reminder of the Department's commitment to accomplishing this goal and also to remind all PDPH employees of their responsibility to work safely.

To request additional information about the safety and health programs provided by the Department, please contact the Safety Unit directly at (215) 685-5200.

Table of Contents

A. SAFETY UNIT POLICY STATEMENT	4
B. SAFETY AND HEALTH REPRESENTATIVE DESIGNATION.....	5
C. RESPONSIBILITIES AND ASSIGNMENTS	5
D. HAZARD IDENTIFICATION METHODS	6
E. OCCUPATIONAL HEALTH SERVICES	6
F. INDUSTRIAL/OCCUPATIONAL HYGIENE SURVEYS.....	7
G. ACCIDENT & ILLNESS PREVENTION PROGRAM TRAINING.....	8
H. EMERGENCY ACTION PLANS	8
I. SUGGESTIONS AND COMMUNICATION PROGRAMS	8
J. EMPLOYEE INVOLVEMENT METHODS	8
K. GENERAL SAFETY & HEALTH RULES AND ENFORCEMENT	9
L. REPORTING, RECORDING and RESPONDING TO OCCUPATIONAL INCIDENTS, INJURIES AND ILLNESSES	9
M. AVAILABILITY OF IMMEDIATE MEDICALCARE.....	9
N. PROGRAM EVALUATION AND EFFECTIVENESS METHODS.....	9
O. SAFETY GOALS AND OBJECTIVES.....	10
P. SAFETY AND HEALTH PROGRAMS	10

A. SAFETY UNIT POLICY STATEMENT



Philadelphia Department of Public Health

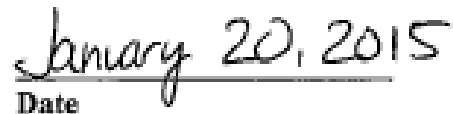
Policy Statement on Employee Safety and Health

The Philadelphia Department of Public Health is committed to ensuring that its mission to protect and promote the safety and health of all Philadelphians is carried out. The Department is equally committed to protecting the safety and health of its employees and the persons we serve or who access our facilities. To this end, the Department makes every effort to foster a safe and healthy working environment by conforming to the industry standards and government guidelines and requirements in place to protect the safety and health of its employees.

The Department of Public Health holds the safety and health of its employees in the highest regard. Each employee is a valuable asset to the Department, and Management sustains a vital role in protecting safety and health of all employees. The Department firmly believes that accident and loss prevention is also the responsibility of every employee in the Department, from the Executive level to the Administrators, Managers, Supervisors, and front-line employees. Accordingly, the Department believes it is the duty of each employee to conform to and support all aspects of the policies, rules and regulations of the Department relating to safety and health.



James W. Buehler, M.D.
Health Commissioner



Date

B. SAFETY AND HEALTH REPRESENTATIVE DESIGNATION

The following individuals from the Safety Unit have been designated and empowered to coordinate the safety and health efforts of this Department.

Terrance Adkinson

Phone: (215) 685-5200

Fax: (215) 685-5212

Email: Terrance.Adkinson@phila.gov

1101 Market Street, 8th Floor

Human Resources Office

Philadelphia, PA 19107

Quang Dinh

Health and Opportunity Safety Administrator

Phone: (215) 685-5200

Fax: (215) 685-5212

Email: Quang.Dinh@phila.gov

1101 Market Street, 8th Floor

Human Resources Office

Philadelphia, PA 19107

C. RESPONSIBILITIES AND ASSIGNMENTS

Although the designated Safety Officer has a major role and responsibility for DPH's overall safety and health program, there are others who support the Safety Officer. The following are the individuals assigned to safety related responsibilities for the Department:

Safety Support Staff:

Responsibilities: Address hazardous conditions at the workplace (e.g. industrial hygiene related issues, emergency response, etc.), conduct safety and health inspections and provide safety and health related training.

Danielle Coleman

Acting Human Resource Professional

Phone: (215) 685-5200

Fax: (215) 685-5212

Email: Danielle.Coleman@phila.gov

1101 Market Street, 8th Floor

Human Resources Office

Philadelphia, PA 19107

Responsibilities: Investigate and review employee IOD and COPA II forms, review monthly AED and HEPA forms and assist with the implementation of the monthly license validation program.

Fleet Management Director:**Izzat Melhem**

Director (Office of Facilities Management) & Crash Review Officer

Phone: (215) 685-0918

Fax: (215) 685-0921

Email: Izzat.Melhem@phila.gov

2300 Poplar Street, Building #4

Philadelphia, PA 19130

Responsibilities: Investigate and review all motor vehicle accident incidents and documentation.

D. HAZARD IDENTIFICATION METHODS

DPH has written procedures for identifying hazards, evaluating hazards and developing corrective actions for their mitigation. Information regarding hazard corrections or abatements is made available to any workers affected through written reports and/or individual, group or mass e-mails by the Safety Officer. Information and reports regarding findings of safety assessments, inspections and evaluations are communicated to respective management by the Safety Officer when needed.

E. OCCUPATIONAL HEALTH SERVICES

DPH is committed to the health and well-being of each employee in the Department. The Department provides services in accordance to the City's Civil Service "*Regulations 32 - Injury and Disability*" and the "*PA Workers' Compensation Act*", which address the physical, mental and social well-being of employees in relation to their job and work environment.

Preventative Health Services/Monitoring

Due to the nature of various occupations performed by DPH employees, preventative health services are provided. This includes pre-placement medical exams, periodic medical surveillance for job-related exposures and wellness programs to departmental employees, as may be appropriate. Please contact the Safety Unit to gain more information.

Post-Injury or Illness

Sustaining a workplace injury or illness can create anxiety and concern amongst employees. The manner in which a claim is handled impacts the employee's social well-being and has an important bearing on their prompt return to work. The effectiveness of the occupational health provider plays an important part in the prompt return of the injured worker to the workplace and minimizes lost time away from work. A current list of the [provider panel](#) is posted in each occupied building. Employees will be treated by selected providers selected on based upon his/her permanent work location, as indicated by zip codes on the [provider panel](#) listing.

- Injured-on-Duty (IOD)
 - ✓ Employees reporting for treatment at the City's occupational health provider with work-related health and safety concerns are also free to report any workplace safety concerns to the physician or healthcare professional who evaluates them.
 - ✓ These physicians and healthcare professionals will pass any workplace safety concerns on to the Employee Disability Third Party Administrator, currently AmeriHealth Casualty Services, Inc. and/or the City.

Employee Assistance Programs

DPH employees have Employee Assistance Programs (EAP) available to them. These programs provide employees with counseling information and referrals for concerns that they may have related to their physical, mental, emotional and social well-being. Employees are encouraged to contact their respective EAP through their respective labor union representatives, and non-represented employees may get information from the Human Resources Office.

Health Human Resources Office

Phone: (215) 685-5200

Fax: (215) 685-5212

Email: Karen.Hyers@phila.gov

1101 Market Street, 8th Floor

Human Resources Office

Philadelphia, PA 19107

F. INDUSTRIAL/OCCUPATIONAL HYGIENE SURVEYS

Employees in DPH may be exposed to industrial/occupational hygiene hazards, such as indoor air quality issues and unsafe walking conditions. If an employee believes that he/she is exposed to any occupational hazard, they should contact the Safety Unit at (215) 685-5200. The Safety Unit will then initiate a process, which may involve an inspection of the area and interviews as needed. Based on the inspection and/or interviews, the Safety Officer or Safety Administrator may choose to further conduct an industrial hygiene/occupational hygiene sampling survey where applicable. These surveys may include evaluation of suspected chemical, physical, biological, ergonomic or psycho-social hazards and provide recommendations designed to control and/or prevent identified hazardous exposures.

G. ACCIDENT & ILLNESS PREVENTION PROGRAM TRAINING

New Hired Employee Safety Orientation Training is provided by the Safety Unit to all new employees in addition to their own Divisional safety training (where applicable) directed by their Managers and/or Supervisors as part of their on-the-job training. In addition, vendors are utilized to provide specific safety trainings for specific Civil Service job titles that require specialized certifications or licenses. Periodic safety related training is provided for all employees as required by PA AIPP and Risk Management, along with specific safety training for selected/targeted groups of employees due to their responsibilities or the occupational exposure hazards associated with the nature of their work/worksites.

H. EMERGENCY ACTION PLANS

There is a city-wide emergency action plan at www.phila.gov/risk. In addition, an emergency action plan has been developed and provided for each building. When emergencies occur, the ability to respond quickly in a coordinated effort with trained people operating as a team is vital. Prompt action reduces, if not eliminates, the possibility of personal injury and will minimize damage. Each site specific emergency action procedures, building safety team contact information and any updates to emergency plans are made available through Safety Unit. Emergency evacuation procedures and contact information are at each DPH facilities (e.g. hallways, fire exits, staff rooms, etc.).

I. SUGGESTIONS AND COMMUNICATION PROGRAMS

If you are aware of unsafe acts or conditions, have an idea for performing tasks safer or want to report a safety hazard, you may report it through the “*Employee Safety Suggestion Form*” which can be found at the “*Employee Safety Suggestion Box*” stands at all DPH buildings. Safety suggestions can also be made by sending an e-mail directly to any member of the Safety Unit. The “*Employee Safety Suggestion Form*” is collected by the Safety Unit and/or designee monthly for review, investigation, mitigation and corrective action recommendations as needed. The safety suggestions are also shared during the DPH Global Safety Committee (GSC) for discussion and review with GSC members. These suggestions will be responded to by no later than thirty (30) days after receiving the e-mail or slip.

J. EMPLOYEE INVOLVEMENT METHODS

DPH has several ways for employees to get involved with the Department’s safety and health programs. The primary method is through the Department’s GSC that meets monthly to discuss safety and health concerns, programs and initiatives. GSC members are comprised and represented by employees consisting of union members from District Council (DC) 47 and DC 33, staff line and management. The GSC members are also comprised of representation from different Departmental Divisions. The Department also has Divisional safety sub-committees that are specialized to a specific Division: Air Management Services (AMS), Environmental Health Services (EHS), and the Medical Examiner’s Office (MEO). Employees have the opportunity to volunteer and participate in the safety committees by contacting the Safety Unit.

Another employee involvement method is that employees can volunteer to become a Floor Captain for their work site. The Floor Captains assists the Safety Unit when emergencies occur. Members are mainly responsible for assisting other employees during emergency evacuation procedures.

K. GENERAL SAFETY & HEALTH RULES AND ENFORCEMENT

Employees are expected to follow the “*General Safety Rules*”, which are included as *Attachment I* as well as any specific safety rules for specific work locations or job tasks. Because DPH takes safety matters seriously, failure to follow the rules could result in discipline up to and including termination based on the severity of the rule violation.

L. REPORTING, RECORDING and RESPONDING TO OCCUPATIONAL INCIDENTS, INJURIES AND ILLNESSES

The [City of Philadelphia’s Accident Injury and Illness \(COPA II\) form](#) is used for investigating and reporting all incidents. Employees are to report all incidents (including near misses) to their Supervisor regardless of severity or whether or not an injury occurred. When an injury occurs, the employee’s Supervisor or another Supervisor if the employee’s Supervisor is absent must complete a [COPA II Form](#) with the injured employee the day of the accident or within forty-eight (48) hours. For a vehicle crash, a [Vehicle Crash Report](#) must be completed by the employee and sent to the Crash Review Officer (CRO) Izzat Melhem. If an employee is involved in a vehicle crash with the following criteria then they may be subject to the city’s drug and alcohol policy:

1. Loss of human life.
2. Bodily injury requiring hospitalization for medical treatment or observation.
3. Crash requiring any vehicle to be towed.
4. Any occurrence involving the operation of a motor vehicle that results in an employee’s citation for driving under the influence.
5. Property loss of five hundred dollars (\$500.00) or more.

M. AVAILABILITY OF IMMEDIATE MEDICAL CARE

In the event of a life threatening or severe medical emergency, contact 911 by dialing **9-911 or 1-911 (landline depending on building)**. Employees may also obtain treatment at the nearest hospital emergency room.

N. PROGRAM EVALUATION AND EFFECTIVENESS METHODS

The Safety Unit annually evaluates the effectiveness of the Department’s AIPP safety and health programs by completing a comprehensive checklist and internal audit process. The Division of Risk Management also performs audits of the Department’s health and safety programs.

O. SAFETY GOALS AND OBJECTIVES

The Department develops annual safety goals and objectives that are submitted to Risk Management as required by PA AIPP safety and health program criteria. These goals and objectives are developed based on the identified needs, safety requirements and injuries occurred. The goals and objectives are reviewed by Risk Management quarterly and a Departmental dashboard is provided by Risk Management quarterly to chart the progress of the completion of the goals and objectives submitted by the Department.

P. SAFETY AND HEALTH PROGRAMS

The Safety Unit is continuously evaluating employees' occupational exposures at the workplace. Through job hazard analysis and assessments, the Safety Unit has identified and has developed the following safety and health programs specific to certain occupational exposure hazards. The current safety programs below have been developed by the Safety Unit to date. For additional information or questions and concerns to any of the safety programs please contact the Safety Unit directly at (215) 685-5200.

AIPP SAFETY PROGRAMS	
Asbestos Exposure Prevention & Protection	Ladder Safety
BBP Exposure Control Program	Lead Exposure Prevention & Protection
Bed Bug Exposure Prevention & Protection	Lice & Flea Exposure Prevention & Protection
Bone Saw Safety	Lockout & Tagout Program
Confined Space Entry Program	Mercury Exposure Prevention & Protection
Electrical & Machine Guarding	Personal Protective Equipment
Ergonomics	Powered Industrial Trucks
Fall Protection Program	Pre-Operational Process Review Procedure
Fire Prevention & Protection Program	Rabies Exposure Prevention & Protection
Fleet Safety	Radiation Exposure Prevention & Protection
Formaldehyde Exposure Prevention & Protection	Respiratory Protection Program
Groundskeeping Safety	Substance Abuse Awareness & Prevention Program
Hazardous Material (R2K)	Tuberculosis Exposure Control Program
Hearing Conservation Program	Vision Conservation Program
Heat Stress Prevention	Walking & Working Surfaces
Lab Safety & Chemical Hygiene	Workplace Violence Prevention

ATTACHMENT 1: GENERAL SAFETY RULES

1. Be aware of and adhere to the safety and health rules/practices established by the City of Philadelphia's Department of Public Health and conduct yourself in a safe manner.
2. Report all incidents (including near misses) and accidents, whether an injury occurred or not, to your supervisor and client contact as soon as possible.
3. Horseplay and practical jokes that may cause harm or injury while on city-owned or leased property or while performing official duties are not permitted.
4. Fighting and physical force should never occur while on city-owned or leased property or while performing official duties.
5. Displaying or using any weapon (or any instrument used as a weapon) or firearm (or missile-projecting device) while on city-owned or leased property or while performing official duties, unless authorized to do so as part of your assignment, is not permitted.
6. Use, possession, or being under the influence of alcoholic beverages or non-prescribed controlled substances while on city-owned or leased property or while performing official duties is not permitted.
7. Be familiar with the emergency alarm system and evacuation procedure.
8. Know the location of the any emergency safety equipment.
9. Keep your work area clean and free from slipping, tripping and all other safety and health hazards.
10. Know and use proper lifting techniques and request assistance when lifting heavy or awkward loads.
11. Use an ANSI approved stepladder or stepstool to reach high shelves. Move the stool or ladder as necessary to avoid stretching.
12. Always use handrails when walking in stairways and take one step at a time.
13. Know and adhere to your responsibilities concerning policies and procedures for emergencies such as fires, bomb threats, etc.
14. Always stay to the right side when walking in hallways and use caution around blind corners. In addition, be aware of doors opening as you walk.
15. Exercise care in handling office equipment that has sharp edges.
16. NEVER tilt back in a straight chair, lean excessively backward in a swivel chair, or stand on any office chair.
17. Avoid all awkward body postures to prevent Work-Related Musculoskeletal Disorders (WMSD).
18. Report electrical hazards, such as loose wires, sparks, excessive heat, smoking equipment, immediately. Do not tamper with electrical equipment. Do not overload electrical outlets.
19. Observe good housekeeping practices in the office.
20. Do not throw anything on steps. Even a piece of paper or a paper clip can create a slipping hazard.