



**Department of Human Resources**  
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San Francisco, CA 94103  
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# Safety and Health Matters Newsletter

**The latest news, views, and announcements**

First Quarter, Fiscal Year 2022-23

## Workers' Compensation Division

Peggy Sugarman, PhD, Workers' Compensation Director

Fiona Wilson, MD, Chief Physician

Nonie Devens, RN, Occupational Nurse Consultant

Stanley Ellicott, Workers' Compensation Finance and Information Systems Manager

Julian Robinson, Workers' Compensation Claims Manager

Tyler Nguyen, CSP REP, Safety Officer

## Message from Carol Isen

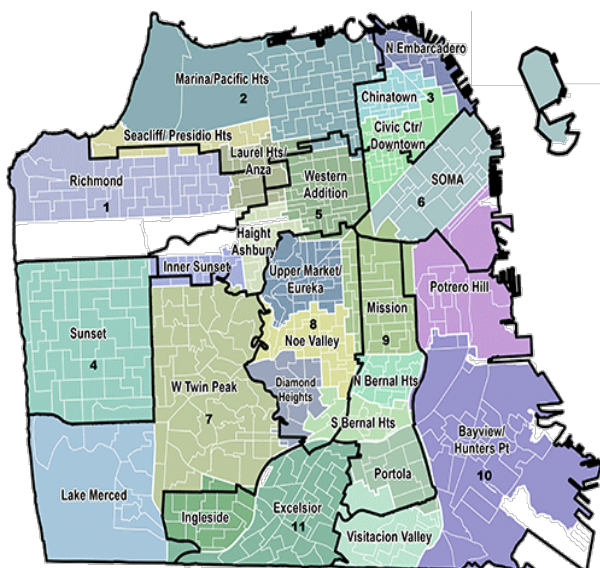
As the City's Human Resources Director, I am fully committed to my Charter responsibility for coordinating state, local and federal health and safety mandates within the City. In addition to DHR's work creating policies in compliance with Cal/OSHA's COVID-19 Prevention Emergency Temporary Standards and the various health orders that apply to the City, we have added resources to further our efforts to address employee safety. To this end, I am pleased to introduce our new Citywide Safety Officer, Tyler Nguyen. His work will include participation in labor/management safety committees, consultation on Cal/OSHA compliance and injury prevention programs, collaboration with city safety personnel, analyses of work injury data, and supporting a safety culture in the City. Tyler will also be available to provide safety consultations with departments who do not have embedded safety personnel.

Tyler is a Board-Certified Safety Professional (CSP) and a Registered Environmental Professional (REP). His career spans over 30 years of collaboration in risk management, loss control, environmental health and safety, ergonomics, facility, and sustainability management.

Feel free to reach out to him at [Tyler.Nguyen@sfgov.org](mailto:Tyler.Nguyen@sfgov.org) any time to discuss workplace safety and health matters.

Sincerely,

Carol Isen





## Workers' Compensation Data and Prevention

The Workers' Compensation Division (WCD) has been sending dashboards that summarize the top ten causes of workers' compensation claims with associated costs by cause and payment category to City departments since January 2020.

The data should be examined to spot areas where improvements to employee safety could be made. WCD encourages departments to review in-depth the quarterly loss data, injury frequency, types of injuries, causal factors, etc. Departmental Injury and Illness Prevention Programs (IIPPs) can be updated accordingly.

Contact the WCD Finance Department to add departmental Safety Coordinators and other appropriate recipients to the distribution list by emailing [DHR.WCFinance@sfgov.org](mailto:DHR.WCFinance@sfgov.org).

### Heat Illness and Wildfire Smoke Notifications

Cal/OSHA regulations require employers to take actions to protect outdoor workers during heat waves and when air quality reaches certain levels. DHR will be sending notices to departments and employees as required during these times.

To familiarize yourself with the requirements, go to:

<https://sfdhr.org/heat-fire-smoke-and-power-shutoffs>

# Injury and Illness Prevention Program

Written plan that promotes workplace safety and Cal/OSHA compliance

An Injury and Illness Prevention Program, (IIPP) is a basic safety program tailored to business operations. All California employers are required to have a written IIPP that is understandable to all employees.

Keeping fellow employees safe on the job keeps them working and our operations more productive. An effective IIPP shows that safety is important at the City and County of San Francisco and guides our employees to work safely. It can help improve the safety and health in our workplace and reduce costs with good management and employee involvement.

**Our IIPP and all departmental IIPPs will include these eight sections:**

- 1. Responsibility – Who manages your IIPP?**
- 2. Compliance – How do employees follow the rules?**
- 3. Communication – How to inform employees about your IIPP**
- 4. Hazard assessment – What hazards exist at your workplace?**
- 5. Accident/exposure investigation – What caused an accident/near miss?**
- 6. Hazard correction – Making changes to improve safety**
- 7. Training and instruction – Performing job duties safely**
- 8. Recordkeeping – Document corrections, changes, and successes with your IIPP**

To build or modify your departmental IIPP, please feel free to reach out to Human Resources Department's (HRD) Safety Officer Tyler Nguyen for assistance.

**Safety is Everyone's  
Responsibility!**

# The Physician's Corner

By Fiona Wilson, MD

Chief Physician for CCSF Employees

COVID cases are ongoing with city numbers of over 165,000 cases in San Franciscans out of an overall population of 842,000 (approximately one in five people). Recall that COVID case counts are based upon PCR lab testing, though the total is likely higher with the abundant use of home antigen kits being used for diagnosis.

Within the 34,000 CCSF employees there have been over 7000 COVID cases recorded in our two data systems (initially ServiceNow and now People & Pay). A smaller subset of these cases were likely contracted in the workplace and are workers' compensation cases. If an employee is thinking their COVID case could be work-related, they will need a PCR COVID test to confirm and to file a claim.

Recently, Cal/OSHA has updated their definition of who is considered a "close contact" by eliminating the requirement to determine who was "closer than 6 feet" to the COVID positive individual. The revised definition is now "the sharing of an indoor air space with a COVID-19 positive individual for greater than 15 minutes over a 24-hour period during the individuals' infectious period". This changed definition will require more masking in settings where individuals have had a close contact, along with some elective testing.

The outbreak definition is unchanged and is three cases within a 14-day timeframe in an exposed work site, and masking is required until outbreak resolution. Testing is now required on a regular weekly cadence during an outbreak, which will require departments to plan and order rapid test kits for distribution to employees in during an outbreak. This will take greater procurement planning and compliance tracking than has been previously used.

DHR website is updated with the newest guidance and materials to support employee questions and concerns.

## Monkeypox in the News

By Dr. Fiona Wilson, Chief Physician

Much attention has been directed toward the recent national, international, and local attention to monkeypox. Monkey pox is a virus in the same family as the smallpox virus, though is much milder. It is spread by infectious fluid contained in the blisters that develop in a characteristic rash with a monkey pox infection. Like chickenpox or shingles, individuals are felt to be contagious when the fluid of their blisters come in contact with another. Thus, the spread is primarily intimate skin-to-skin contact, and a small amount of respiratory spread, again in an intimate contact.

Current management for people at risk for monkey pox includes vaccination (which is in limited supply currently), prevention measures, and known successful therapeutics in the setting of an actual infection. Workplace spread is highly unlikely due to the intimate nature of contracting an infection.

As many departments are also undergoing or are in outbreak status for COVID-19 where masking is required and distancing between individuals is supported along with hygiene, these measures along with performing daily health screening serve to make workplace spread of monkey pox highly unlikely.

# Nurse Triage Hotline

By Nonie Devens, RN, Occupational Nurse Consultant

The Workers' Compensation Division implemented a Nurse Triage Hot line in 2018 to provide immediate medical advice and assistance with treatment referrals for injured workers. The call-in line is available 7 days a week, 24 hours a day.

**Triage Line: 855-850-2249**

**Triage Line for First Responders: 866-932-5321**

This program has not only provided early response to workplace injuries but enhanced the response and guidelines to assist with COVID exposures and post-vaccine questions.

The Triage reports are faxed to the Workers' Compensation adjusters, thus expediting the claims set-up process, and as well as departmental notification.



If you are interested in setting up the program and a poster to notify your employees about the Triage Line, please contact:

[Nonie.Devens@sfgov.org](mailto:Nonie.Devens@sfgov.org) or Christina Dellosa at [cdellosa@intermedccs.com](mailto:cdellosa@intermedccs.com)

## First Aid Kit

If we're making our own kit at the department level, here are essential supplies we might want to include:

- A first-aid manual
- Different sized sterile gauze pads
- Adhesive tape
- Band-Aids in several sizes
- Elastic bandage (like an Ace wrap)
- Antiseptic wipes
- Antibiotic ointment
- Antiseptic solution (like hydrogen peroxide)
- Tweezers
- Scissors
- Disposable instant cold packs
- Alcohol wipes
- Plastic non-latex gloves
- Flashlight with extra batteries
- A blanket
- Mouthpiece for administering CPR
- Calamine lotion
- A splint
- Thermometer



## Safety Reporting Line

The Workers' Compensation Division (WCD) has an existing reporting line where employees can submit queries to the WCD team about workplace safety concerns, issues, co-workers' action or inaction that may impact on-the-job safety and well-being.

The WCD team monitors this Safety Reporting Line daily. The normal course of action the team takes is to contact the complainant directly to ask the 5 Who What Where Why and How questions. Team member(s) make sure that the departments are aware of the concerns so that important issues could be resolved at the department level.

In some instances, the WCD team and its Safety Officer will independently investigate or inspect perceived imminent hazards to ensure that the concern is addressed and provide a solution or recommendations to abate any known hazards or risks. This is to promote workplace safety for everyone.

To report safety concerns:

[DHRCitySafety@sfgov.org](mailto:DHRCitySafety@sfgov.org)

**DHR Safety Reporting Line: 415-557-4999.**



## City-wide Safety and Health Roundtable

The Safety and Health Roundtable was created by Workers' Compensation Director Peggy Sugarman to provide an environment for collaboration and informed decision-making using the insights, experience, and expertise of our citywide safety professionals.

Industrial Hygienists, Senior Industrial Hygienists, Safety Officers, Safety Analysts, and others who coordinate health and safety programs at the department level are invited to join this group. If you are interested in joining, please contact Peggy Sugarman ([peggy.sugarman@sfgov.org](mailto:peggy.sugarman@sfgov.org)) for further information. We meet via MS Teams every second and fourth Monday starting at 2:30 p.m.

Matthew Alba, FIR  
Audrey Lawrence, AIR  
George Biggins, PRT  
Anthony Boone, DPH  
Jennifer Brokaw, MD, FIR  
Carrie Beshears, HSS  
Arianna Cunha, PRT  
Mark Hennig, ADM  
Rachel Jester, PUC  
Karen Hirakawa, AIR  
Ken Chung, AIR  
Napoleon Khalilnaji, PUC  
Jeff Leano, PUC  
Angelina Lee, MTA  
Hilary Magan, MTA  
Mark Matyjas, PUC  
Judith Neidorff, PUC  
Ed Ochi, DPH  
Laura O'Heir, PUC

Natasha Parks, FIR  
Wayzata Perez, DPH  
Han Phan, DPH  
Pu Yang, AIR  
Ralph Ray, ADM  
Karen Reo, ADM  
Anthony Robin, Air  
Steve Shapiro, SHF  
Mario Silva, DPH  
Hilary Stoermer, REC  
Karen Taylor, PRT  
Nancy Terranova, DPH  
Steven Thorson, DPH  
Gerald Williams, MTA  
Grace Yanez, HRD  
Fiona Wilson, MD, HRD  
Carina Kouyoumji, DBI  
Tyler Nguyen, HRD  
Peggy Sugarman, HRD