

## Safety & Health



Winter, 2016

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### HOTLINE TO REPORT WORKPLACE HAZARDS

While we hope that employees feel comfortable reporting potential hazards or unsafe conditions to their management, the hotline below provides employees with another option to report them to DHR. Please ensure that your employees know the hotline number!

**(415) 557-4999**

City & County of San Francisco

Department of Human Resources

## SAFETY & HEALTH MATTERS

### CAL/OSHA RECORDKEEPING & POSTING REQUIREMENTS REMINDER

In accordance with Cal/OSHA record keeping requirements, employers are required to prepare and maintain records of occupational injuries and illnesses using the Cal/OSHA 300 Log. The information from the log is used to generate the Cal/OSHA Form 300A Summary of Work-Related Injuries and Illnesses, at the end of each calendar year. This log is an important source of information for employers, employees, and Cal/OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards. Employers are required to update and maintain records for the current year and the prior five years, and be prepared to provide them to Cal/OSHA investigators in the event of an inspection.

**Beginning February 1 through April 30 of each year**, employers are required to post the Cal/OSHA Form 300A Summary of Work-Related Injuries and Illnesses that occurred in the previous calendar year. Even if there were no recordable injuries or illnesses during the previous year, employers are required to post the summary. Employers must also ensure that the annual summary is not altered or obscured during the posting period. The form 300A should be displayed in a common area where notices to employees are usually posted.

For more information, go to:

[http://www.dir.ca.gov/dosh/dosh\\_publications/RecKeepOverview.pdf](http://www.dir.ca.gov/dosh/dosh_publications/RecKeepOverview.pdf)

<http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html>

## BACK INJURY PREVENTION TRAINING

In addition to the Ergonomics Awareness Training, the Department of Public Health provides a one-hour body mechanics course which covers basic back and upper extremity (shoulders, neck, arms, hands and wrists) injury prevention. Participants will learn to recognize injury risk factors, how to protect their upper extremities, and safe lifting techniques. The course is at no charge to the department.

Course content is appropriate for workers interested in general body mechanics training to provide a good foundation for approaching the physical demands of their job duties safely.

### 2016 Class Schedule

March 1<sup>st</sup> (Tuesday) – 9:30 am – 10:30 am

June 1<sup>st</sup> (Wednesday) – 2 pm – 3 pm

September 1<sup>st</sup> (Thursday) – 10 am – 11 am

December 6<sup>th</sup> (Tuesday) – 1:30 pm – 2:30 pm

Classes are held at 101 Grove Street. Additional classes may be provided at other locations. For questions, contact Nancy Terranova at 415-554-2651 or [Nancy.Terranova@sfdph.org](mailto:Nancy.Terranova@sfdph.org)



### OTHER RESOURCES . . .

The Mayo Clinic posted a helpful slideshow on proper lifting techniques. To view it, go to:

[www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/back-pain/sls-20076866](http://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/back-pain/sls-20076866)

## TO SIT OR TO STAND?

Peggy Sugarman, DHR Workers' Compensation Director

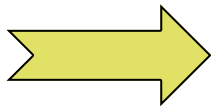
Researchers who study the ill-effects of prolonged sitting and sedentary behaviors on health overwhelmingly conclude that prolonged sitting (whether at work or during leisure activities) is associated with increased risk for neck and shoulder pain, impaired lower extremity vascular functioning, cardiovascular risks secondary to accelerated atherosclerosis, and higher mortality rates. The key to combatting these risk factors is simple: Get moving, whether it is at work or at home.

The health benefits of sit-stand workstations as a possible response to health concerns for employees in sedentary jobs continues to be extensively studied. More and more employees are requesting height-adjustable work stations. Clearly, the literature supports them as a tool to reduce occupational sitting. But the total health benefits of these tools will vary depending on individual employee behaviors (meaning, they actually must use them to get the benefits), and they aren't the only solution. In one study, researchers concluded that breaking up a sedentary work day with light-intensity walking, such as with frequent trips to the printer or the restroom, was more beneficial than simply interrupting sitting time with standing.

As we continue to evaluate larger-scale investments in office equipment, departments who employ desk workers can support employee health by designing spaces in which employees must get up and move to complete various work tasks.



**WCD  
UPDATE!**



**CHANGES TO PROCESS FOR APPROVAL OF  
“ASSAULT PAY”**

Assault Pay (sometimes referred to as Battery Pay) is a form of salary continuation for situations in which an employee is injured as a result of a criminal assault by another person during the performance of his or her duty (See SF Administrative Code section 16.170). It provides for the payment of “disability benefits equal to and in lieu of his or her salary, while so disabled, for a period or periods not exceeding 12 months in the aggregate”.

The Department of Human Resources assumed responsibility for determining an employee’s eligibility for Assault Pay on March 1, 1996. The procedures to obtain battery pay, however, required departments to separately request it from the Workers’ Compensation Director with documentation that was already available in the workers’ compensation claims file. This process inevitably caused delays in approval to eligible employees, overpayments to employees, and headaches for departmental payroll personnel when temporary disability benefits, as opposed to the salary continuation benefit contemplated by the administrative code, were paid from the workers’ compensation claim prior to authorization for Assault Pay.

Effective March 1, 2016, the procedures to determine an employee’s eligibility for Assault Pay will be changed to eliminate unnecessary steps, overpayments and recovery issues, and streamline the delivery of benefits. On receipt of a workers’ compensation injury claim that is the result of a claimed assault, the employee’s eligibility for Assault Pay will be evaluated along with the compensability of the claim. Approvals will continue to be made by the DHR Workers’ Compensation Director. If approved, a notice will be sent to both the employee and the department to advise them of the decision and to coordinate the appropriate payment and coding of this important benefit.

A more detailed explanation will be sent to Departmental Personnel & Payroll teams before the implementation date.

**SEIU LABOR-MANAGEMENT COMMITTEE ON HEALTH &  
SAFETY & WORKERS’ COMPENSATION**

The SEIU Memorandum of Understanding created a Health & Safety & Workers’ Compensation Committee to provide a forum for discussing employee safety concerns. As part of this ongoing process, DHR and DPH are analyzing claims data from 2011/12 through 2014/15 for injuries related to assaults. The study is intended to provide a basis for recommendations to reduce workplace violence and improve employee safety. The study should be completed by June, 2016.