Message from the Workers' Compensation Director

Looking forward to 2014...

The new year is a good time to revisit our commitment to a safe and health workplace. This edition contains important OSHA and Workers' Compensation compliance information as well as links to articles on how employees can improve their interactions with others.

We hope you find it helpful and, as always, appreciate your feedback!

Peggy W. Sugarman, Workers' Compensation Director

OSHA Hazard Communication Training Deadline

December 1, 2013 for all Safety Data Sheets (SDS)

By December 1, employers must have trained their workers on the new label elements and the SDS format. OSHA states that the training is needed early in the transition process because workers are already beginning to see the new labels and SDS on chemicals in the workplace. The training will provide employees with the information they need to better protect themselves from chemical hazards.

Training on label elements must include information on the type of information the employee would expect to see on the new labels, including:

- Product identifier - how the hazardous chemical is identified;
- Signal word - used to indicate the relative level of severity of the hazard;
- Pictogram - the use of the required size, shape and color of OSHA's required pictograms;
• Hazard statements - used to describe the nature of the hazards of a chemical;
• Precautionary statements - used to describe recommended measures to prevent or minimize adverse effects from exposure; and
• Name, address, and phone number of the chemical manufacturer, distributor or importer.

The label element training should also address how an employee might use labels in the workplace, and a general understanding of how the elements work together on a label. Training on the format of the SDS must include information on the standardized 16-section format, including the type of information found in the various sections, and how the information on the label is related to the SDS.

For more information from OSHA, click here

Medical Provider Network Posting

The DHR-Workers' Compensation Division maintains an approved Medical Provider Network through which our employees who become injured on the job must seek treatment in most instances. A critical element to ensuring that CCSF is complaint with state law is the posting requirement: All departments must post the Complete MPN Notice in areas where employees congregate. We have circulated updated copies of this notice to all departmental personnel officers for posting. It is also available for downloading from the DHR -WCD website at http://www.sfdhr.org/index.aspx?page=46 . If you have questions about the MPN posting, you may email our MPN Administrator Robin Nagel at: robin.nagel@sfgov.org

Ensuring Medical Privacy When Electronically Reporting Claims

For those departments whose claims are managed by DHR's Workers' Compensation Division, we now have available the option of sending in the Employer's First Report, Physicians First Report, and the DWC Claim Form electronically. However, we need to ensure that these sensitive documents are encrypted to protect our employee's medical privacy. Should any department wish to send these reports to us electronically, you may obtain instructions from Penny Fernandes at: penny.fernandes@sfgov.org

"Taking Action for Safety & Health" IIPP Guide

Do you have an Illness & Injury Prevention Program?

If your small department of 10 employees or more doesn't have an Illness & Injury Prevention Program yet, now's the time to put one together. Click here for an easy-to-use guide to developing your program. Click here for the easy-to-use IIPP template. And if you want some help from within CCSF to guide you through the process, start by contacting Tom Hoffman at DHR. He can be reached at (415) 557-4928 or by emailing him at thomas.hoffman@sfgov.org.

Defuse Workplace Violence

Heed threats and signals; be proactive to prevent potential tragedy

"...If we learn anything from these tragedies, it is that we must take such threats seriously. What should HR professionals do to protect their company and its employees, while staying within the boundaries of the law, when someone behaves in a threatening manner?" Read the whole article here

On a Terrible Team? Maybe You're Making It Worse
The Wicked, The Wronged, and The Witnesses

"...When we started, everyone was focused on their grievances. They felt wronged, and they wanted to see public trials for the offending teammates. The alleged crimes varied. Some had publicly accused their teammates of not knowing how to do their jobs. One Vice President had instructed her direct reports to ignore instructions from her executive peer. Another refused to share an important document with a colleague because she didn't trust her with the sensitive material. Even the CEO was in the action, asking the Board to let him terminate the CFO without addressing the issues directly with him..." Read the whole article [here](#).

The Dangers of Codependent Mentoring
Are you a rescuer?

"The problem with rescuers is that they tend to build unnecessary, unhealthy, and sometimes inappropriate dependency relationships with the people they want to help. At best you make for a very ineffective helper; at worst, you harm others by attempting to co-opt the people you should be helping, in an attempt to fulfill your own compulsions." Read more [here](#).

Anonymous Safety Concern Report-line
CCSF employees can call & report unsafe or unhealthy conditions

Please let your employees know that if they don't feel comfortable reporting a safety or health concern to their supervisor, they can call (415) 557-4999 anytime and leave a message regarding any non-emergency unsafe or unhealthy condition they notice. Voicemails are retrieved once daily, and are attended to right away. Callers should leave as much detail as possible about their concern, including department and location. They can also find more information on the DHR Employee Safety webpage. [Click here](#).

Contact: Tom Hoffman, Department of Human Resources
415.557.4928 or dhr.safety-health@sfgov.org

Let us know what you think! [Quick Feedback Survey](#)