



Health & Safety NEWSLETTER

December, 2019

Holiday Safety Tips from SAFE!

Whether working or shopping in San Francisco, SAFE* offers the following tips to deter crime and keep you safe:

When Walking . . .

- Walk with purpose
- Keep your purse or bag close to your body
- Hide valuables
- Always stay aware of your surroundings
- Take care using cell phones in public, they are commonly targeted by thieves

When Using a Taxi or Ridesharing App

- Confirm “San Francisco Taxicab” seal
- Check for taxi medallion on the dashboard, note ID number
- Confirm driver identity
- Choose the back seat
- Remember that cash is never required in a rideshare
- Report incidents to SFPD
- To report taxi complaints: call 311

When Using Public Transportation

- Plan your route ahead of time using www.511.org or www.sfmta.org
- Find arrival times using Nextbus.com
- Have money or Clipper card ready
- Stay awake and alert
- Hold bags in your lap or under your arm
- Thieves may “snatch and grab” by a door when you approach a stop
- Report any incidents to the driver
- After 6:30 pm, Muni bus drivers can make “safe in between stops”—ask your driver

When Parking Your Car

- Don’t leave packages or bags visible in a parked car
- Put packages in the trunk before you arrive at your destination

Continued . . .

Safety Resources

Work Injury Reporting Hotline: 855-850-2249

The Workers’ Compensation Division’s Injury Reporting/Nurse Triage medical advice hotline is available to all departments. This service provides immediate medical triage advice, assistance with filing claims, and injury reporting.

WORKPLACE HAZARD HOTLINE:
415-557-4999

POISON CONTROL 24 HOURS:
800-222-1222

NEEDLE STICK HOTLINE:
415-469-4411

DEPARTMENT OF HUMAN RESOURCES: 415-557-4800

ON-LINE OFFICE ERGONOMIC AWARENESS TRAINING ACCESS:

Go to SF Employee Gateway
<https://sfgov.org/sfc/employee-gateway>

Sign in using your DSW# and password

Click on “Work Links”

Click on “SF Learning”

Click on “Office Ergonomic Awareness”



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- Check signage to make sure your car is parked legally
- Avoid large bushes and dense shrubbery

Social Media

- Limit location sharing
- Tighten privacy settings
- Be cautious of “friending” strangers
- Don’t share details like address, vacation dates, DOB with people you just met
- What goes online will stay online, so be cautious what you share

IN CASE OF EMERGENCY: Program your phone with these safety numbers

SF Dispatch Direct (415) 553-8090

SFPD Non-Emergency 415-553-0123

To make a report to the City 311

911 - Emergency** (If near a highway, calls are connected to the California Highway Patrol dispatch center)

**Safety Awareness For Everyone (SAFE), a crime prevention education 501(c)3 non-profit, helps residents, police and community groups work together to create vibrant neighborhoods. Everyone who lives, works and visits San Francisco has the right to be safe. SAFE provides educational services that empower San Franciscans with techniques to prevent crime. To make a tax-deductible donation or learn more, visit online at: www.sfsafe.org*

WORKERS' COMPENSATION LAUNCHES ELECTRONIC PAYMENTS

The DHR Workers' Compensation Division, in collaboration with the Controller and Treasurer's offices, has developed a new way of paying eligible employees for workers' compensation disability payments and related reimbursement expenses. Effective August 1, 2019, the Workers' Compensation Division began paying benefits in the same manner as the employee receives their paycheck. Electronic payments reduce delays in workers' compensation benefits to eligible employees by eliminating the lag time caused by sending paper checks via the US Mail. It is also a huge step forward towards ensuring continuity of payments for employees in the

Cal/OSHA Updates

Protecting Employees from the Effects of Wildfire Smoke:

Cal/OSHA adopted an emergency standard to protect employees from the harmful effects of exposure to wildfire smoke. These regulations require employers to post a mandatory notice that includes information on how employers comply with the standard. The notice was circulated during the fire season to all departments and is available on the DHR Website:

<https://sfdhr.org/sites/default/files/documents/CCSF-Wildfire-Smoke-Notice.pdf>

Indoor Heat Illness Prevention

Cal/OSHA has developed a draft standard to guard against indoor heat illness. Pending the formal adoption of the standard, we developed an interim policy that complies with the draft standard. That guidance was provided to departments to ensure that employees were protected during high heat advisories. The policy will be reviewed once Cal/OSHA adopts the standard.



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event of a disaster while eliminating waste and reducing the City's carbon footprint consistent with the City's environmental goals. The Workers' Compensation Division estimates that this initiative will replace over 30,000 paper checks in the 2019/20 fiscal year. In recognition of this accomplishment, the Department of Environment presented Human Resources Director Micki Callahan with an Environmental Service Award on September 24, 2019 along with Stanley Ellicott, Finance Manager for the Workers' Compensation Division who led the project team.



USE YOUR WORKERS' COMPENSATION DATA TO HELP PREVENT INJURIES

The Workers' Compensation Division (WCD) has developed dashboards that summarize the top ten causes of workers' compensation claims with associated costs by cause and payment category. We developed these reports on a pilot basis and obtained feedback from our participating departments. We will now include the dashboard reports to each department on a quarterly basis to the same recipients who receive the financial data beginning January 1, 2020.

The data should be examined to spot areas where improvements to employee safety could be made. WCD encourages departments to review their Injury & Illness Prevention Program and update them accordingly. Contact the WCD Finance Department to add recipients to the distribution list by emailing DHR.WCFinance@sfgov.org.

