



## Workers' Compensation

City and County of San Francisco  
Department of Human Resources

# Safety and Health Matters Newsletter

## Second Quarter, Fiscal Year 2023-24

### In This Issue:

[SB 553: Workplace Violence Prevention Plan](#)

[Creating a Workplace Violence Prevention Plan](#)

[Wearing Proper Eye Protection to Maintain Workplace Safety](#)

[Tips for Working Safely During Adverse Weather Conditions](#)

### Physician's Corner

#### SB 553: Workplace Violence Prevention Plan

By **Fiona Wilson, MD**

**Chief Physician for CCSF Employees**

This safety newsletter includes details regarding the upcoming California requirement to implement a Workplace Violence Prevention Plan (WVPP) by July 1, 2024. The approval of SB 553 came about due to a number of unfortunate workplace violent episodes in California that resulted in the unnecessary loss of life.

Though not unique to California, California is taking the lead in being more active in appropriately responding to incidents of workplace violence.

The City and County of San Francisco's (CCSF's) approach to SB 553 is to have a comprehensive and consistent approach to workplace violence. CCSF has developed an overarching WVPP policy and template that all departments will fill out with specific details related to their sites and employees. The WVPP must be made available to all employees. DHR's Health



and Safety Division created a [WVPP Policy and Template](#) and a [WVPP Resource Guide](#) to aid departments in this process.

One of the primary goals of the WVPP is to support employee education and engagement, broadening employees' understanding of workplace violence and encouraging them to speak up when witnessing such. All employees will be required to train on workplace violence prevention next fiscal year.

In brief, SB 553 requires a commitment to employee education and engagement to understand what workplace violence is, and it requires a standard reporting process that includes post-event investigation. Departments will track violent incidents and make safety enhancements to prevent recurrences. The WVPP requires planning and preparedness to be ready to appropriately respond to violent incidents across all CCSF departments and locations.

## Workplace Health and Safety



### Creating a Workplace Violence Prevention Plan

By Tyler Nguyen, CSP REP, Citywide Safety Officer

On September 12, 2023, the California Legislature passed SB 553— Occupational Safety: Workplace Violence: Restraining Orders

and Workplace Violence Prevention Plan. The bill was unopposed by business and labor and was signed by Governor Newsom on September 30, 2023.

SB 553 includes the following components:

**Operative July 1, 2024** – adds California Labor Code Section 6401.9 which will require all California employers (unless they fall under one of the few exemptions) to establish, implement, and maintain an effective WVPP. In addition to the plan, employers will also be required to maintain a violent incident log and provide employee training. WVPPs must include

- Names or job titles of the persons responsible for implementing the plan
- Effective procedures to obtain active involvement of employees and authorized employee representatives in developing and implementing the plans
- Methods the employer will use to coordinate implementation of the plan with other employers.
- Effective procedures for the employer to accept and respond to reports of workplace violence.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
- Effective procedures to communicate with employees regarding workplace violence matters
- Effective procedures to respond to actual or potential workplace violence emergencies
- Procedures to develop and provide training
- Procedures to identify and evaluate workplace violence hazards
- Procedures to correct workplace violence hazards timely

- Procedures for post incident response and investigation
- Procedures to review the effectiveness of the plan and revise as needed

**Operative January 1, 2025** – allows collective bargaining representatives to seek workplace violence restraining orders on behalf of employees.

Because SB 553 requires all departments to create a WVPP as part of their IIPP by July 1, 2024, **City departments are encouraged to develop and integrate their WVPPs into their existing IIPPs as soon as possible.** DHR's Health and Safety Division created a [WVPP Policy and Template](#) and a [WVPP Resource Guide](#) to aid departments in this process.

---

## Wearing Proper Eye Protection to Maintain Workplace Safety

By Tyler Nguyen, CSP REP, Citywide Safety Officer



Wearing proper eye protection is just as crucial to staying safe on the job as using the right tools and equipment, if not more. Additionally, OSHA

requires eye protection when there is a reasonable probability that the protection will aid in preventing injury. For example, employees must wear eye protection whenever there is potential for eye injury from machines, flying objects, glare, liquids, injurious radiation, or a combination of these sources.

**It is crucial departments ensure that all employees have proper eye protection if their work involves the potential for eye injury.**

Eye protection must meet the following minimum requirements:

- Adequately protect against the particular hazards for which it is designed
- Be reasonably comfortable when worn under the designated conditions
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable;
- Be capable of being disinfected;
- Be easily cleanable; and
- Be kept clean and in good repair.

### Selecting the Correct Type of Eye Protection

Departments must ensure employees wear eye and face protection specific to the hazards faced. The American National Standards Institute (ANSI) has issued standard requirements for the design, construction, testing, and use of different types of protective devices for the eyes and face (ANSI Z87.1):

- **Goggles** fit the face and form a protective seal around the eyes. Materials can't get under or around the seal. They protect the eyes from impact, dust, splashes, mists, vapors, and fumes. Different types of goggles are designed for different types of hazards. For example, goggles used to protect from splash hazards have indirect venting, while goggles used solely for impact hazards can have direct venting to help prevent the lenses from fogging
- **Safety Spectacles** are impact-resistant eyeglasses. They can have metal and/ or plastic safety frames, and they're fitted with impact-resistant lenses. They come with and without

side shields

- **Face Shields** extend from the brow to below the chin across the entire width of the head. Face shields are secondary protection. Goggles or spectacles worn under a face shield provide the important primary protection. Face shields provide additional protection from impact, chemical splashes or sprays, high temperatures, splashes from molten metal, and hot sparks. Welding helmets are heat resistant, and they're fitted with a filtered lens. Filtered lenses provide secondary protection from optical radiation, flying sparks, metal spatter, and slag chips produced during welding, brazing, soldering, and cutting.

### **Inspection and Maintenance**

Departments must ensure that employees keep the lenses of eye protectors clean and free of damage. Daily inspection and cleaning of the eye protector is recommended. Several methods for disinfecting equipment for eye protection are acceptable. The most effective method to both clean eye protectors and replace old or defective parts is to:

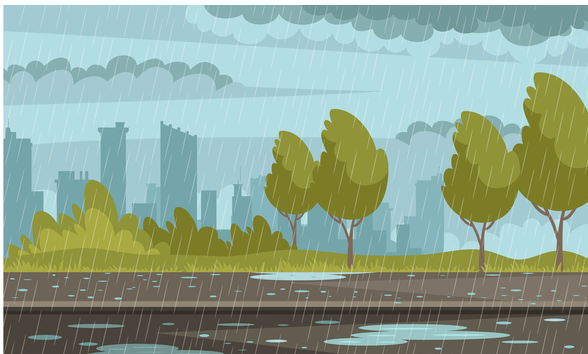
1. Disassemble the goggles or spectacles;
2. Thoroughly clean all parts with soap and warm water
3. Carefully rinse all traces of soap from parts and let dry
4. Replace old or defective parts with new ones.
5. Reassemble the goggles or spectacles; and
6. Place extra parts in a clean, dustproof container, such as a box, bag, or plastic envelope, to protect them until needed.

### **Contacts and Prescription Lenses**

Departments must ensure that employees who wear prescription lenses or contacts use personal protective equipment that incorporates the prescription or use eye protection that can be worn over prescription lenses. Dust and chemicals present additional hazards to individuals who wear contacts.

### **Getting Eye Protection For Your Job**

The City has health and safety professionals working in departments throughout the City. If an employee needs help with eye protection for their job, please reach out to your department's human resources representative, health and safety professional (if applicable), or supervisor. If you are unable to find assistance from these sources, please contact Citywide Safety Officer Tyler Nguyen at [Tyler.Nguyen@sfgov.org](mailto:Tyler.Nguyen@sfgov.org).



## **Tips for Working Safely During Adverse Weather Conditions**

**By Tyler Nguyen, CSP REP, Citywide Safety Officer**

### **Tips for Supervisors to Maintain Workplace Safety During Adverse Weather Conditions**

The most critical aspect of protecting workers during adverse weather is to be prepared with relevant preparedness, emergency, and response plans. The following tips will aid supervisors in maintaining workplace safety during adverse weather conditions:

- Monitor the weather forecast daily to prepare worksites for potential adverse weather conditions.
- Review safety protocols and emergency procedures with employees.
- Ensure workers wear proper protective clothing such as rain gear, anti-slip soled shoes, ribbed gloves, personal fall protection systems, etc.
- Ensure proper protective clothing includes bright and reflective safety jackets or outer clothing to ensure visibility of employees at the worksite.
- Ensure employees use equipment and tools that are designed for wet weather conditions, if applicable.
- Ensure employees are trained to identify and safeguard against cold stress.
- Provide employees with areas for safe shelter at open worksites.
- Secure loose objects and other materials at the worksite.
- Secure excavation areas and trenches.
- Secure worksites with adverse weather safeguards.
- Reschedule or rearrange work tasks so that workers are not exposed to the elements.
- Temporarily pause of electrical work and the use of heavy machinery.
- Temporarily pause work at heights or on scaffolding.

### **Tips for Workers to Stay Safe During Adverse Weather Conditions**

Winter weather can expose outdoor workers to frostbite, hypothermia, and cold stress, all of which can be dangerous, at worst, fatal. Ensure employees in your department follow these work practices to stay safe in cold weather:

- Know the symptoms of cold stress (reddening skin, tingling, pain, swelling, leg cramps, numbness, and blisters) and seek dry, warm shelter if you experience any of these symptoms.
- Know the wind chill temperature to better prepare for adverse weather conditions.
- Dress properly. Wear at least three layers of loose-fitting clothing in addition to insulated gloves, boots, and a cover for your head and ears. Outer layers should be water repellent.
- Stay dry and pack extra clothes—moisture can increase heat loss from the body.
- Change wet clothing frequently.
- Take breaks in warm, dry areas.
- Drink warm liquids.
- Cover your mouth to protect your lungs from severely cold air.

### **Tips for Workers to Stay Safe During Foggy Conditions**

Winter weather can also make it difficult to travel safely. Ensure employees in your department follow these work practices while driving on the job in cold weather:

- Use dipped headlights, wipers, and demisters.
- Use fog lights when you need to.
- Beware of other drivers not using headlights.
- Only drive as fast as conditions allow
- Slow down to a speed that allows you to stop within your range of visibility.