

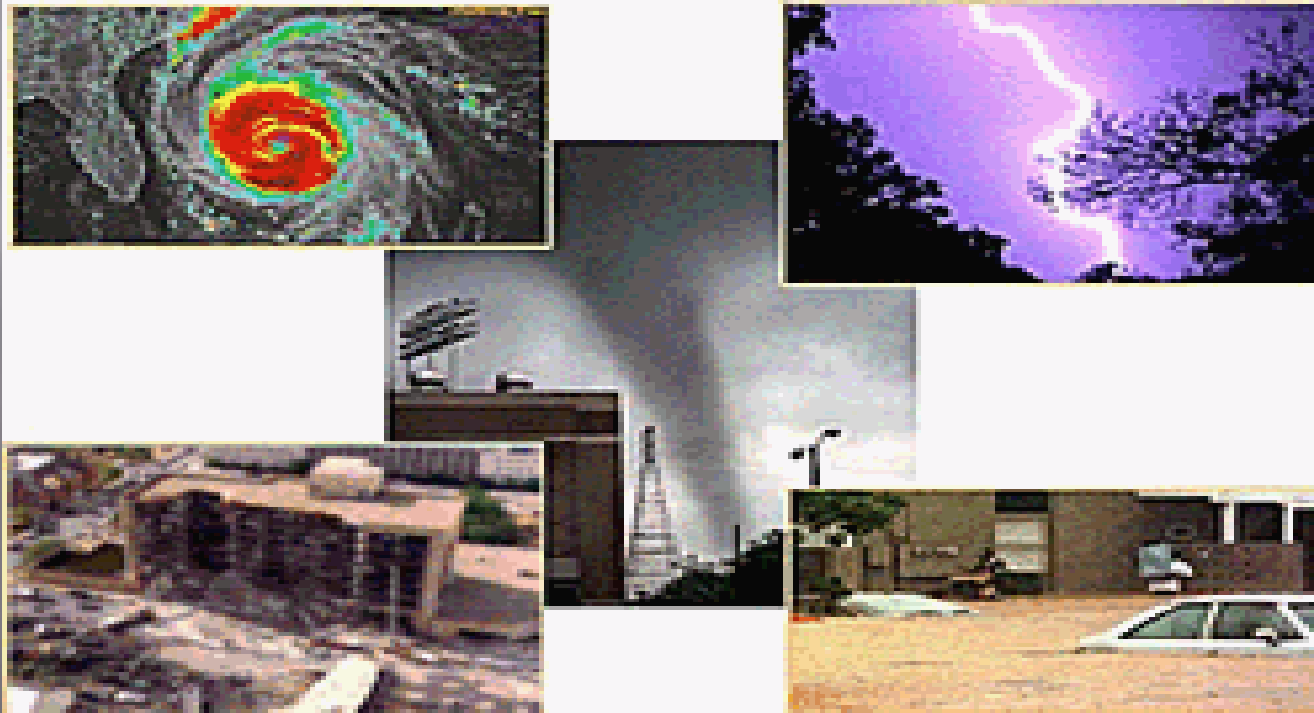
# Miami-Dade Office of Safety, Risk Management - ISD (305)876-8000

*presents*

*Employee Wellness Training (EWT)*

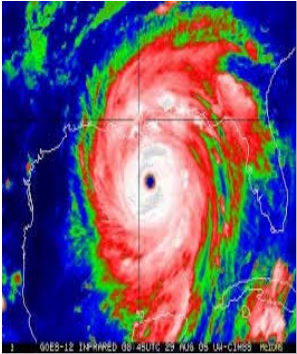
*Safety/Risk Management Awareness Training During  
Disaster Recovery*

*Warnell Vickers, Instructor*



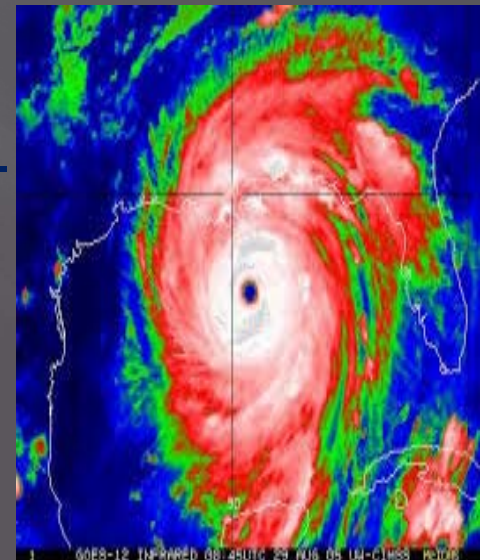
# Training Objectives

- ▣ We will cover:
- ▣ 1. The importance of safety awareness after a disaster;
- ▣ 2. The ability to recognize common types of hazards;
- ▣ 3. The best practices and procedures to ensure your safety and the safety of your co-workers the public and the site.
- ▣ 4. Tasks you may perform at the site.



# Hurricane related Emergencies

- The hurricane season is here, and it runs from June 1st through November 30th. Making a hurricane plan ahead of time and stocking up on vital supplies will go a long way toward helping you and your loved ones stay safe in the event of a storm. Emergency Management
- [www.miamidade.gov/fire/emergency-management.asp](http://www.miamidade.gov/fire/emergency-management.asp)



# Hurricanes

<u>Andrew</u>	5	August 24	1992	145	<u>Elliott Key</u> (1st landfall)/ Near <u>Homestead</u> (2nd landfall)
<u>Opal</u>	3	October 4	1995	100	<u>Pensacola Beach</u>
<u>Charley</u>	4	August 13	2004	130	<u>Cayo Costa</u> (1st landfall)/ Near <u>Punta Gorda</u> (2nd landfall)
<u>Ivan</u>	3	September 16	2004	105	Near <u>Gulf Shores, AL</u> *
<u>Jeanne</u>	3	September 26	2004	105	<u>Hutchinson Island</u>
<u>Dennis</u>	3	July 10	2005	105	<u>Santa Rosa Island</u>
<u>Wilma</u>	3	October 24	2005	105	<u>Cape Romano</u>



**Terrorist Attack Emergency**  
**World Trade Center Twin Towers were destroyed**  
**in the September 11<sup>th</sup> attacks of 2001.**



# Disaster Assistance Employees (DAE) Employee Wellness Team (EWT)



Following a disaster incident, County employees can be pressed into service at a time when many of them have suffered their own losses and/or are undergoing personal increased stress.

Miami-Dade County instituted the Employee Wellness Team (EWT) as part of the Disaster Assistance Employee (DAE) Program to ensure employee safety and wellness during disaster incidents so that employees can continue to provide quality service to the community.

# Disaster Assistance Employees (DAE) Employee Wellness Team (EWT)

- You have been designated as a DISASTER ASSISTANCE EMPLOYEE (DAE) & assigned to be part of the EMPLOYEE WELLNESS TEAM (EWT)
- The EWT may be activated by the Emergency Operations Center after a disaster incident. If so, your manager (or designee) will tell you where to report to work.



# Miami-Dade County Ordinance Chapter 8-B



- Emergency Management Section 8B-11 authorizes recruitment, training and use of individuals as Disaster Assistance Employees (DAE's)
- Section 8B-12. Penalties: It is unlawful for anyone to fail or refuse to obey any such order is issued by the Mayor, the Board, the Manager, or the Director or their designee pursuant to this chapter. Anyone convicted of a violation of this section is punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than one hundred and eighty (180) days or both.



# Disaster Assistance Employees (DAE) Employee Wellness Team (EWT)

- ▣ Your responsibilities will be to assist in the safety and wellbeing of other County employees, the visitors, and the operations at the site where you are assigned.
- ▣ You may be performing a wide range of Risk Management activities, or other activities as assigned by your manager or designee, the site coordinator or the EOC.
- ▣ Be attentive to safety and health issues at site. Correct issues when possible or report concerns to site manager or EOC.

# Disaster Assistance Employees (DAE) Employee Wellness Team (EWT)

- ▣ Investigate and document Risk Management, Safety, Workers Compensation, Liability or other issues at site. Be Familiar Risk Management forms.  
(Computers and phones may not be available or limited.)
- ▣ First Report of Injury form or Supervisor's Investigation Report
- ▣ Notice of Accident or Property Damage form
- ▣ Notice of County Motor Vehicle Accident form



# SUPERVISOR'S INVESTIGATION REPORT OF EMPLOYEE JOB INJURY OR ILLNESS

[Reset Form](#)

Read Instruction Sheet. Answer All Questions. Problems? Call (305) 375-4280

- Teleclaim # \_\_\_\_\_
1. Name of Employee: \_\_\_\_\_ SS #: \_\_\_\_\_ Perm./Prob./Other: \_\_\_\_\_
  2. Dept.: \_\_\_\_\_ Div.: \_\_\_\_\_ Location.: \_\_\_\_\_ Date & Time of Inj./Ill.: \_\_\_\_\_
  3. Address and location of incident \_\_\_\_\_
  4. Name of immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_
  5. To whom was occurrence first reported or mentioned? \_\_\_\_\_ Date & Time: \_\_\_\_\_
  6. Was this first reported as a minor injury on the minor injury log? ☐ Yes or ☐ No Date & Time: \_\_\_\_\_
  7. Was this a chemical or biological exposure? If yes, complete the Exposure Report form.
  8. Was employee sent to clinic, doctor or hospital, and how soon? ☐ Yes or ☐ No Date & Time: \_\_\_\_\_
  9. What did the injured **employee** do to cause or contribute directly or indirectly to the accident/injury or illness?  
☐ Inadequate planning ☐ Departure from standard procedure ☐ Unusual/erratic behavior  
☐ Inadequate skill ☐ Defective or inadequate equipment ☐ Lack of awareness ☐ Other acts  
Describe: \_\_\_\_\_
  10. Did **something** or **another person(s)** contribute directly/indirectly to the accident/injury or illness?  
☐ Defective or inadequate equipment ☐ Departure from standard procedure  
☐ Improper/inadequate instructions ☐ Inadequate planning ☐ Vehicle Accident  
☐ Inadequate training ☐ Weather ☐ Insects/Animal(s)  
☐ Inadequate skill ☐ Inattention/Lack of caution ☐ Chemical/Biological exposure  
Describe accident scene: \_\_\_\_\_
  11. What have you and/or department done to help prevent a recurrence? Be specific: \_\_\_\_\_
  12. What other recommendation do you have to help prevent recurrence of this type accident/injury or illness?  
\_\_\_\_\_
  13. Names of witnesses and **attach statements**.  
Witness Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Witness Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_
  14. List all attachments to this report such as photos, diagrams or other documents: Total number of attachments \_\_\_\_\_

Signature of supervisor completing this report: \_\_\_\_\_ Print name \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of this report: \_\_\_\_\_

Employee's Description of Accident/Illness or Exposure (Use **attachment** if necessary)

**Failure to complete this report accurately is a violation of Miami-Dade County A.O. , County Policies and Procedures. Violations may result in disciplinary action.**

Employee's signature (if available): \_\_\_\_\_ Phone: \_\_\_\_\_

# An Emergency



A situation that threatens people, disrupts or shuts down your operations, or causes physical or environmental damage.



# Recovery Site

- ▣ At your site the work environment, climate equipment, personnel, and conditions are in a continuous state of change.
- ▣ A site may be called:
- ▣ POD = Points of Distribution
- ▣ EVSA = Employee Volunteer Staging Area
- ▣ DAC = Disaster Assistance Centers
- ▣ Call Centers or Command Centers

# What hazards can you expect to see as an employee?

- ▣ Common hazards include:
- ▣ Weather extremes;
- ▣ Lifting, stacking or other materials handling;
- ▣ Slipping, Tripping and falling;
- ▣ Ladders and forklifts;
- ▣ Confusion, stress, misunderstanding of instructions.

# Other factors that could effect the site are:

- ▣ Equipment,
- ▣ The condition of the work environment, and
- ▣ Health related matters.

# What can you do to make your site safer?

- ▣ Constantly analyze the situation: Recognize the potential hazards. (*They may change throughout the day.*)
- ▣ Respect hazards warning signs and labels; and
- ▣ Exercise caution and common sense.
- ▣ Correct or report safety concerns.



# Proper Dress for Working Safely

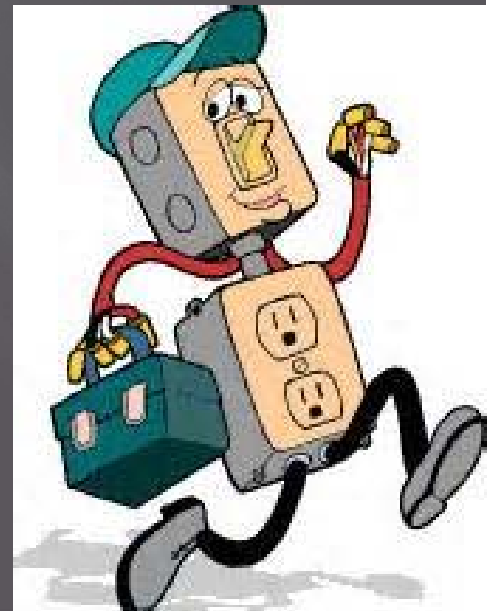
- ▣ Wear comfortable but appropriate work site clothing.
- ▣ You will be bending and walking or standing a lot.
- ▣ Wear comfortable but sturdy work shoes.
- ▣ Wear sunglasses
- ▣ A hat, and
- ▣ Sun screen.

# Electrical Safety

- ▣ Take caution and treat all electrical lines, wires, equipment and fixtures as if they are energized until proven otherwise.

# Electrical Safety

- ▣ Flammable materials can easily be ignited by \_\_\_\_\_ electricity.
- ▣ **Answer:** Static electricity can easily ignite a flammable material.



# Electrical Safety

Fuses and circuit breaker are designed to protect people from shock. True or False

False. Fuses and circuit breaker protect machinery and electrical systems.







# Power Tools



- ▣ Inspect electric cords and equipment to ensure that they are in good condition and free of defects, especially when working in damp or wet conditions. Verify operation of safety features before use.
- ▣ Know how to properly operate each power tool before use. Do not operate equipment if you're not sure.
- ▣ Ensure guarding on power tools is in good working order and always used.
- ▣ Inspect all extension cords, remove from service those that are damaged, cut or have exposed wiring and inner insulation.



# Power Tools



- ▣ Use ground-fault circuit interrupters (GFCI) or double-insulated power tools. Organize cords when using power tools and make sure that the work area is adequately lighted to reduce the risk of trip hazards.
- ▣ Never operate electrical equipment while standing in water or when ground is wet.

# Respiratory Hazards

- ▣ Operate gasoline, propane and diesel-powered equipment (such as portable generators, power washers, compressors and pumps) only in well-ventilated outdoor areas to prevent the buildup of carbon monoxide gas.
- ▣ Use NIOSH-approved disposable filtering facepiece respirators (*dust masks and safety eye wear*) as needed in tasks that generate excessive dust.





# Respiratory Hazards

- ▣ When possible use water spray or mist to suppress dust generation and reduce the amount of airborne particulate matter, especially during operations that may create a lot of dust.
- ▣ Stay upwind of or away from dust-generating activities.





# Motor Vehicles

- ▣ Ensure vehicles are inspected before use and are functioning safely. Do not operate defective vehicles.
- ▣ Use spotters to assist drivers in backing up vehicles with obstructed rear views.
- ▣ Use seat belts in all vehicles and all seats.
- ▣ Do Not operate machinery unless they are authorized and have received specific training.
- ▣ Do Not drive/operate machinery when fatigued.
- ▣ Do Not work behind vehicles.





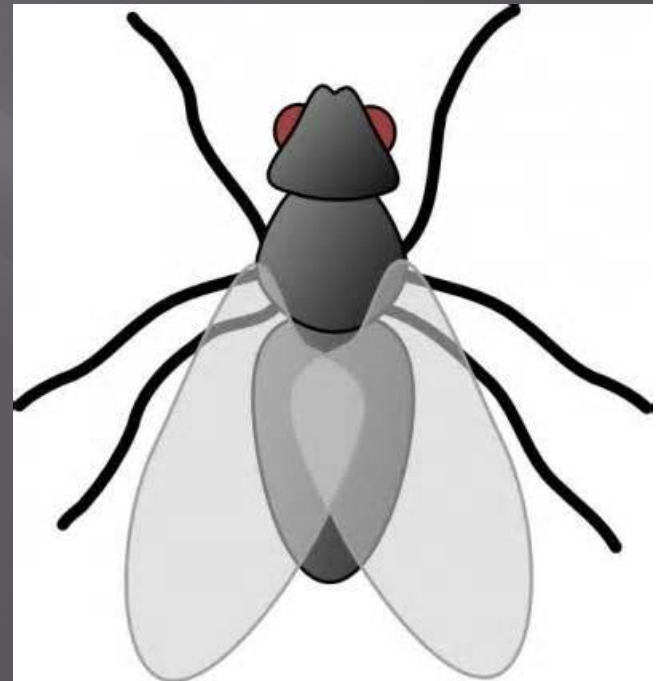
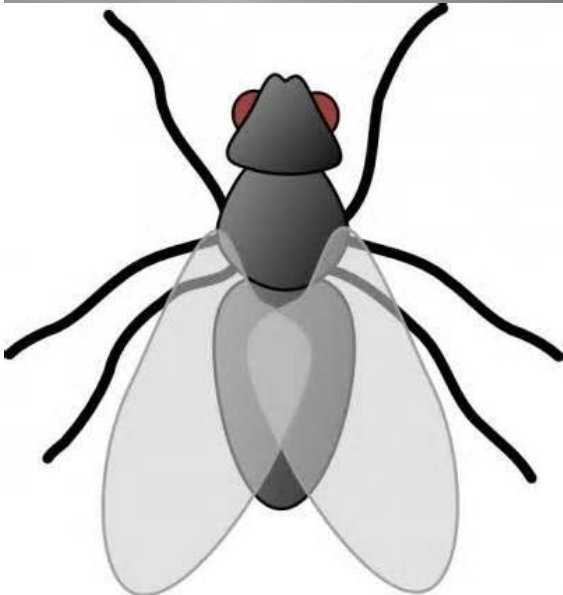
# Noise



- ▣ Use hearing protection when noise levels exceed 85 decibels. Generally, if you cannot hold a normal conversation at arm's length due to noise, then you should be wearing hearing protection.
- ▣ Reduce noise levels by operating motorized equipment, when possible away from others.

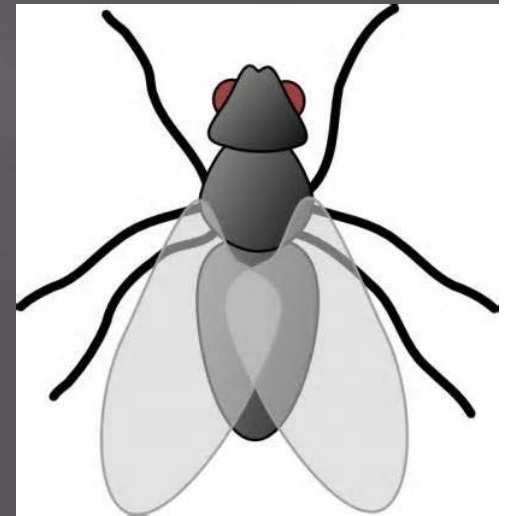
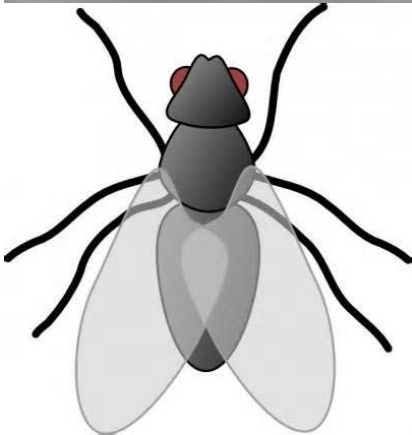
# Insect and Animal Bites

- ❑ Take necessary precautions to protect yourself against injury animals/insects/reptiles .
- ❑ Watch for snakes, especially in debris. Wear heavy gloves and watch where you place your hands and feet.
- ❑ Use insect repellants containing DEET or Picaridin and re-apply as necessary.



# Insect and Animal Bites

- ❑ Cover exposed skin when possible to avoid insect bites.
- ❑ Inspect yourself for ticks at the end of each work shift.
- ❑ Avoid contact with and not attempt to restrain wild or stray animals.
- ❑ Report insect or animal bites to your supervisor seek medical attention if necessary.





# Heat

- Prolonged period of excessive heat, often combined with excessive humidity can cause dehydration.



# Hot Weather Preparedness



# *Hot Weather* Preparedness



- ▣ **Heat Cramps:**
- ▣ **Signs & Symptoms:** Cramps bring heavy sweating with painful muscle spasms that usually occur in the legs & abdomen. Cramps are the least severe of the heat emergencies.
- ▣ **First Aid -** 1.have victim sit quietly in a cool place; 2.give cool; 3.avoid strenuous activity for a few hours; 4.seek medical attention if necessary.

# *Hot Weather* Preparedness



- ▣ **Heat Exhaustion:**
- ▣ Signs & Symptoms-heavy sweating, thirst, fatigue, heat cramps; later headache, dizziness, nausea, or vomiting.
- ▣ **First Aid** -1.move victim to rest in a cool place, & loosen clothing; 2.raise legs 8 to 12" 3.give victim cool water; 4.Cool the victim by putting wet cloths on the forehead or skin with cool water.



# *Hot Weather* Preparedness

- ▣ **Heat Stroke:**
- ▣ Signs & Symptoms - skin is flushed and hot to the touch; sweating may have stopped; fast breathing; headache, dizziness, confusion. Heat is a life-threatening condition.
- ▣ **First Aid** - 1.Call 911; 2.move victim to a cool place; 3.remove outer clothing; 4.Cool victim quickly with any means at hand; 5.do not give any beverage containing caffeine or alcohol.





# Applying Personal Protective Equipment (PPE) when working outdoors

## Sun exposure

- ▣ Cover-up clothing
- ▣ Use sun-screen
- ▣ Wear a hat
- ▣ Use UV absorbent sunglasses
- ▣ Limit exposure

## Heat and Heat Stress

- ▣ Hydrate with cool water. Drink small amounts of water frequently, e.g., one cup every 15-20 minutes to replace fluid loss from sweating.

# Heat Stress

- ▣ Wear light cool clothing
- ▣ Take frequent & short breaks in shade
- ▣ Check medications for warnings



# Thunder Storms and Lightning Protection

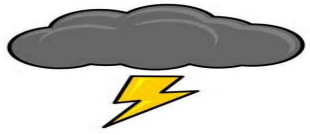


## Do's

- Stay in a large enclosed structure
- If necessary seek cover in an automobile, van
- Become aware of the 30/30 Rule (more on this later)

## ■ Don'ts

- Do not use a corded phone
- Do not get close to electrical appliances and plumbing fixtures
- Don't seek cover in a beach shack, metal shed, picnic shelter, baseball dugouts, etc. (opened structures)
- Don't seek cover in opened cab vehicles such as golf carts, tractors, construction equipment, convertibles, etc



# 30/30 Rule



- ▣ States that people should seek shelter if the “Flash-To-Bang” delay (length of time in seconds from the sight of the lightning flash to the arrival of its subsequent thunder) is 30 seconds or less, and that they remain under cover until 30 minutes after the final clap of thunder.



# Flooded Area

- ▣ Do not walk, swim, or drive through flood waters
- ▣ Pay attention to signs and barricades
- ▣ Avoid storm drains and irrigation ditches





# After a Flood

- ▣ Stay out of flooded areas
- ▣ Avoid driving, except in emergencies
- ▣ Be aware of snakes and other animals may be in your area.



# LIFT CORRECTLY

- ▣ **POSITION:** Put one foot ahead of the other. Point your toes slightly outward. Your feet should be about as far apart as your shoulders.



# LIFT CORRECTLY

- ▣ **SQUAT:** Squat as close to the load as possible. Keep your back upright. Size up the load. Will you need help of a co-worker? Will you need a lifting device? Is the load too awkward to handle alone?



# General Rules for Safe Lifting

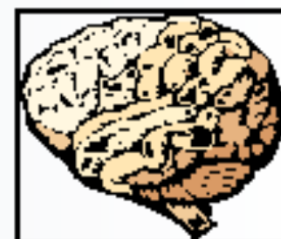
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Perform the task twice:



**Once With Your Mind**

and



**Once With Your Body**

As you think about the task, determine what has to be done to perform it safely and then follow through.



# LIFT CORRECTLY

- ▣ **GRASP:** Grasp the load firmly opposite corners. Use one hand to pull it toward you; use the other to lift. Tilt the load, if necessary to get one hand underneath.
- ▣ **CLOSE:** Keep the load as close to your body as you can.

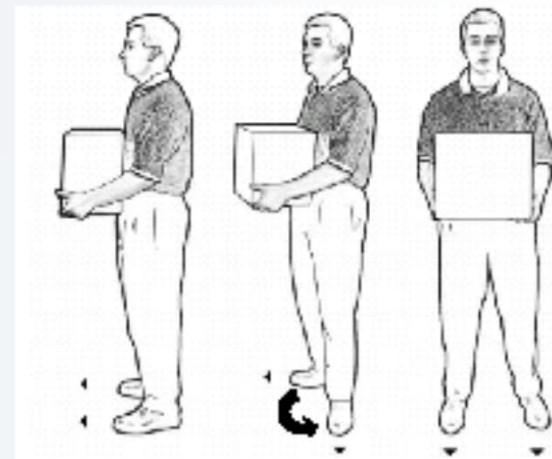
# LIFT CORRECTLY

- ▣ **LEGS:** Lift both the load and your body with your legs.
- ▣ **BACK:** Keep your back straight.
- ▣ **SQUAT:** Squat to set the load down again and watch your fingers as you do. To turn – move only your legs and feet.

# Turning with a Load

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- Lift the load.
- Hold the load very close to your body at waist level.
- Turn the leading foot 90 degrees toward the direction you want to turn.
- Bring the lagging foot next to the leading foot without twisting your body.
- Twisting while lifting can cause serious damage to the tissues of the back!



# **Forceful Exertion Bad Posture & Awkward Movement**

**=**





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