



February is American Heart Month, Let's Keep It Simple

Modifiable risk factors account for roughly 90% of cardiovascular disease (CVD) events and cardiovascular mortality.

Those risk factors are hypercholesterolemia, diabetes, hypertension, obesity, and smoking. Since the presence of these risk factors is associated with CVD, the American Heart Association (AHA) has developed “Life’s Simple Seven” that promote seven ideal cardiovascular health metrics:

- Not smoking
- Being physically active
- Having a normal blood pressure
- Having a normal blood glucose level
- Having a normal total cholesterol level
- Being normal weight
- Eating a healthy diet

Numerous studies have consistently shown CVD morbidity and mortality benefits of improving these health metrics, with relative risk reductions approaching 75 percent in persons achieving all seven metrics.

You don't have to work on them all at once. Just pick one or two and start your journey for a healthier heart today!





Family & Medical Leave 101

The Family and Medical Leave Act (FMLA) is a Federal Law that provides eligible employees up to 12 workweeks (480 hours) of unpaid leave a year during a “rolling” 12-month period. The law, however, permits the City to require employees to use their accrued leave during FMLA. To be eligible you must have worked for the City for one year (time as a temporary is included) and have physically worked 1250 hours.

FMLA is used for:

- for the birth of a son or daughter, and to bond with the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to bond with that child;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

When it is medically necessary, employees may also take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation and provide advance notice when foreseeable.

Employees must notify their supervisor and HR (fmla@cityoftulsa.org) once they become aware of a need for FMLA for themselves or a qualifying family member. FMLA will provide a Certification of Health Care Provider to be completed by a healthcare provider and returned to HR. Employees may have more than one certification on file for different serious health conditions.

When a supervisor becomes aware of the potential need for FMLA for an employee, they must also contact FMLA@cityoftulsa.org to request that the employee be contacted and/or sent the appropriate paperwork.

For complete information please refer to PPPM 314 – Family and Medical Leave. Questions? Contact FMLA@cityoftulsa.org.



Burn Prevention Tips

The first week of February is National Burn Awareness Week. The American Burn Association brings attention to burn injuries that result in over 40,000 hospitalizations per year. While a very large majority of these burns occur in the home, workplace burns are a very preventable source of injury. Awareness, hazard prevention, and training can dramatically lessen the risk of burns in the workplace.

Types of Workplace Burns

- **Thermal/Heat**
 - These burns are caused by exposure to steam, open flames, hot objects, and hot liquids/substances. The most important priority with thermal burns is controlling and stopping the burning process. Thermal burns can be prevented by wearing Personal Protective Equipment, using fire prevention tactics, and having procedures and emergency action plans related to fire detection and protection.
- **Electrical**
 - An electrical burn occurs when an electric current passes through a person's body and results in injury to body tissue or organs. To work safely with electricity, high-voltage areas, and machinery must always be clearly marked, live wires must be identified, and contact with water must be avoided. Workers must also wear the appropriate personal protective equipment and have the appropriate electrical safety training.
- **Chemical/Caustic**
 - Chemical burns are the result of skin or eyes coming into contact with strong acids, alkaloids, or other corrosive or caustic materials that eat away or "burn" skin and deeper tissue. In the workplace, these accidents can occur from exposure to industrial cleaners (such as rust removers or drain cleaners) or chemicals in laboratories and maintenance facilities. One of the best ways to prevent chemical burns is to be well-versed in Hazard Communication, which covers the hazard symbols and chemical labels that will communicate chemical risk. These labels will also include important information on the steps workers can take to prevent burns if they come into contact with dangerous chemicals.

Planning and Prevention

Planning for Burn Hazards

- Identify potential thermal, electrical, and chemical burn dangers throughout the workplace.
- Make sure you know the location of first-aid kits, eye wash stations, and fire suppression equipment, and how to use them all.
- Ensure that workers performing electrical work follow lock-out/tag-out procedures and wear the appropriate personal protection equipment (PPE).
- Employees handling chemicals must receive training on the chemical labels, safety data sheets (SDS), and hazard communication protocols.

Burn Prevention

- Keep sparks and open flames away from combustible and flammable materials.
- Store and handle chemicals appropriately.
- Store combustible and flammable items properly and away from ignition sources.
- Avoid reaching over or through hot surfaces, pipes, or chemicals.
- Mark overhead powerlines and train equipment operators as to their location.
- Always use appropriate personal protective equipment.
- Ensure hot equipment and surfaces have warning signs or stickers nearby.
- Train workers in the proper techniques for handling hot items.
- Properly maintain workplace fire extinguishers to ensure they are kept in working order.

Worker Training

Educate workers on burn hazards in the work environment, the different burn types and treatments, and ways to prevent burns.

- Identify and review any potential burn hazards in the workplace.
- Conduct Job Hazard analysis for tasks involving burn hazards.
- Enroll in a CPR/AED First Aid class.
- Train workers in workplace burn prevention measures that are appropriate to the work and the environment.

Burns in the workplace can have serious consequences for workers and their families. By understanding the common causes of burns, identifying potential hazards, providing appropriate PPE, and implementing safety measures and training, we can prevent burns and promote a safe and healthy workplace.
