

## Jerome Park Reservoir Tours



Over the past weekend, [DEP opened the grounds of Jerome Park Reservoir in the Bronx](#) for a special limited public access pilot program. There were two ticketed guided tours on each day, followed by a non-ticketed opportunity for the public to walk or jog around the 2-mile perimeter of the Reservoir. Due to the critical role the reservoir plays in providing safe, high-quality drinking water for 8.5 million New Yorkers, DEP Police, NYPD Counterterrorism and staff from the Bureaus of Water and Sewer Operations and Public Affairs were on hand to ensure the tours ran smoothly.

## Spotlight on Safety

### Stand-Down on Amputation Prevention

Since the Occupational Safety & Health Administration (OSHA) revised its reporting requirements on January 1, 2015 to require employers to report all workplace amputations within 24 hours, the Little Rock Area Office in Arkansas has seen a significant increase in the number of reports. To educate employers and workers on preventing these injuries, the Little Rock office organized the Arkansas Amputation Prevention Stand-Down from Sept. 14-29, which included activities, demonstrations and training on topics such as machine safe-guarding and locking machines to

prevent accidental start-up during servicing and maintenance.

Amputations are permanent debilitating injuries which can easily be avoided with proper protection of any point where it is possible for a part of a worker's body to be caught between the moving parts of a machine, or between material and any part of the machine.

To read more on the OSHA Amputation Prevention Stand-Down please visit [OSHA's website](#) and for more information on protecting against amputations, read the [OSHA Quick Card](#).

At DEP, everyone is responsible for safety. If you or anyone on your team is concerned about your working conditions, it's okay to ask your supervisor or your bureau's EHS liaison how they can help. If you've still got questions, you can call the EHS Employee Concerns Hotline. It's DEP's responsibility to acknowledge and fix unsafe situations, procedures, and practices. With your help, we'll not only get the job done, we'll make it safer for ourselves, our coworkers, our families, and our city. CALL (800) 897-9677 OR SEND A MESSAGE THROUGH [PIPELINE](#). HELP IS ON THE WAY.

## Special Guest Commissioner's Corner



Special Guest Commissioner's Corner from **Kevin Bulger**, Director of NYC's Employee Assistance Program and **Kaitlyn Maceira**, LMHC, CASAC.

The NYC EAP. You Talk, We Listen.

The New York City Employee Assistance Program (EAP) was created to act as a helping hand for NYC employees and their families. It is a confidential, problem-solving program that is available to all DEP employees and their dependents, and it filled a critical role in the aftermath of the tragedy at the Kingston office. We have 14 staff members: the Director and Deputy Director are both Licensed Clinical Social Workers, and all EAP counselors are Licensed, Master's Level Mental Health Professionals of varied clinical backgrounds. EAP offers non-discriminatory counseling, information, and referrals to help resolve both personal and professional problems. Our counselors have access to a wide variety of referral sources to address the needs of children, young adults, adults and elders suffering from mental illness, physical illness, substance abuse and other social service needs. Employees will speak directly with a counselor when they call the office to set up an appointment. All employees who meet with EAP on agency time will receive a letter confirming their attendance with no description of why they attended the appointment. Your first visit is covered as an excused absence in City Time. If an employee requires an extended leave of absence from work, proper confidential documentation will be supplied by EAP to your agency. With EAP, clients receive a full biopsychosocial assessment. As part

of the assessment, a full treatment plan is explored and developed with the employee and all referral services are arranged for non-working hours. We connect and interact with an agency's Equal Employment Opportunity Office and Disciplinary Unit, when needed, to advocate for an employee and will respond and offer support, on site, to traumatic events at the workplace.

We understand that timely accessibility to EAP counselors is of the utmost importance, especially when an employee or the agency is experiencing a very difficult situation. As the availability of our counselors to DEP's upstate locations has been sporadic in the past, we will soon be piloting a new system that will allow upstate DEP employees to teleconference with EAP counselors through WebEx, a confidential, online meeting and video conferencing system. More details about the launch of the WebEx system at DEP will be provided in the near future. We will also be assigning an EAP counselor to work exclusively on DEP upstate and in-city issues. This will help EAP to connect more effectively with DEP employees and be there when you need us. Finally, we will be exploring innovative training opportunities that will provide best practices and tools to help you become the best employee, supervisor, and/or manager you can be.

Currently, employees are encouraged to contact us by phone at (212) 306-7660 or by email at [eap@olr.nyc.gov](mailto:eap@olr.nyc.gov) and there is also a link to the [EAP website](#) on DEP's [The Source](#). Our offices are located at 250 Broadway. So check us out. We're here for you and look forward to a wonderful partnership!



## Kudos Corner



The 18<sup>th</sup> annual New York City Technology forum was held on November 10, and a team from DEP's Bureau of Customer Services and the Office of Information Technology was awarded the Best Internal Application for its development of the Field Operation System. The award recognizes teams that have designed, developed and deployed new applications or improved existing applications that assist their agency in handling its day-to-day mission. Pictured from left to right are **Winston Shirley**, **Gloria Kim**, **Michael Moran**, DOITT Commissioner **Anne Roest**, **Cecil McMaster**, **Steve Lawitts** and **Nancy Cianflone**.

Also recognized that evening was **Christopher Smith**, for Excellence in IT Support and Service—Manager, and **Shaquanna Balfour**, for Excellence in IT Support and Service—Staff.



## Time is Running Out - Donate Now!

November 23 is the final day to donate for the holiday food drive at Lefrak. In-city donations will once again go to support the Food Bank for New York City. The food drop-off is in the Dividing Weir on the 19<sup>th</sup> Floor at Lefrak. For all watershed locations, the final day to donate (with the exception of Kingston) is tomorrow, Wednesday, 11/18. The final day to donate at Kingston is Friday, 11/20. [Click here](#) for more detailed information. Please don't miss this opportunity to help make the holiday season a little brighter for your less fortunate neighbors.

## DEP Joins MillionTreesNYC



Every planting season, MillionTreesNYC engages environmentally-minded New Yorkers in volunteer tree planting and care activities in and around city parks. Earlier this month, DEP employees, friends, and family joined MillionTreesNYC for a fall planting event in Buck's Hollow, Staten Island. Volunteers met at the Greenbelt Nature Center to plant forest restoration trees. To date, volunteers from the MillionTreesNYC initiative have helped to plant more than 300,000 trees in parks. For more information visit [milliontreesnyc.org](http://milliontreesnyc.org).

## Protecting NYC Reservoirs



Last week, DEP completed a \$1.2 million extension of the wastewater collection system in the Town of Hunter. Proper wastewater collection and treatment is key to protecting the high quality of drinking water in the reservoir system. Read more about the project [here](#) and view photos [here](#).

**We welcome your feedback! To submit an announcement or suggestion, please email us at: [newsletter@dep.nyc.gov](mailto:newsletter@dep.nyc.gov).**