

VIEWS &amp; INFORMATION ON ENVIRONMENTAL WORKPLACE SAFETY

# VIEWS



## Office Safety

*Good housekeeping keeps offices safe*

### To prevent falls:

- Use a stepstool—not your chair—to reach items on a high shelf.
- Keep to the right on stairways, use the handrail, and don't rush.
- Don't tilt backward or lean too far forward in your chair.
- Keep passageways clear of tripping hazards such as cartons and wastebaskets.
- Report damaged flooring or carpeting.

### To prevent bumps and bruises:

- Don't leave drawers open for someone to bang a shin or shoulder against.
- Put the heaviest materials in the bottom drawers of file cabinets and bottom shelves of bookcases to keep them from tipping over.
- Hold the handle when closing drawers to avoid pinching your fingers.
- Be cautious coming to doors that open toward you and going around corners.
- Don't carry materials that block your view.

### To prevent cuts, scrapes, and punctures:

- Sheathe box cutters and other sharp implements before putting them away.
- Make sure staples are fully closed when stapling papers.
- Handle pushpins, thumbtacks, etc., carefully.
- Use fingertip covers if you handle a lot of paper to avoid painful paper cuts.
- Notify maintenance of any sharp edges, splinters, splinters, or protruding nails.
- Lock paper cutters after use.



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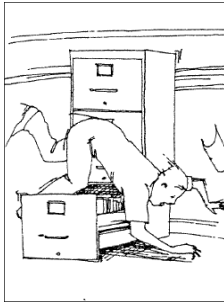
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## DON'T TAKE SHORTCUTS!

When you're in a hurry, you might be tempted to take a shortcut. But that often turns out to be a big mistake. Consider how these shortcuts could be hazardous:



You take a shortcut through a restricted area and encounter a hazard you aren't aware of and aren't protected against.

You skip inspecting PPE or machinery before use, and the PPE fails to protect you or the machine has a defect that puts you at risk of an accident and injury.

You can't find the tool you need so you use a substitute that isn't really right for the job, and you end up with a cut or bruised hand.

You don't want to go back to your locker to get your safety glasses, but that turns out to be a big mistake because a flying object hits your eye and you end up losing sight in that eye.

**Always do things the right and safe way.**

## Safety Abbreviations

### Do you know what they mean?

Here are some safety abbreviations you need to know. You may run across them during safety meetings or in safety manuals, handouts, and other safety information. Your job now is to match the definition in the column on the right with the abbreviation in the column on the left. Write the letter of the definition in the space in front of the acronym. Then check your answers on page 3..

- |            |  |
|------------|--|
| 1. __ MSDS | A. Decibel                                       |
| 2. __ PPE  | B. Carbon monoxide                               |
| 3. __ OSHA | C. Permissible exposure limit                    |
| 4. __ dB   | D. Musculoskeletal disorder                      |
| 5. __ IDLH | E. Lockout/Tagout                                |
| 6. __ CPR  | F. Personal protective equipment                 |
| 7. __ CO   | G. Environmental Protection Agency               |
| 8. __ RTK  | H. Immediately dangerous to life and health      |
| 9. __ LOTO | I. Material safety data sheet                    |
| 10. __ MSD | J. Cardiopulmonary resuscitation                 |
| 11. __ EPA | K. Occupational Safety and Health Administration |
| 12. __ PEL | L. Right to Know                                 |

Correct Matches to "Safety Abbreviations"

C (2) D (1) E (10) F (9) G (8) H (5) I (1) J (6) K (4) L (7) M (3) N (12)

**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 EH&S liaison how they can help. If you've still got questions, you can call the EH&S 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.**



OEHSC Employee Profile

## Isameldin A. Osman: MPH City Research Scientist

Isameldin joined OEHSC in February of 2009 as a City Research Scientist.

A graduate of Columbia University's School of Public Health holding a Masters in Public Health (MPH) and Environmental Health Sciences, Isam is well qualified to support OEHSC's mission as an auditor conducting scheduled on-site inspections at all DEP facilities to ensure that each facility is in full compliance with federal, state, and city environmental and occupational health and safety regulations, and, importantly, to determine each facility's compliance status. As an auditor, he performs on-site visual inspections to identify, evaluate, determine, and control actual and potential hazardous situations

Prior to transferring to OEHSC, Isam was a member of DEP's BHRA's Division of Facilities Management and Construction for which he managed abatement and air monitoring contracts and developed a database system for the Asbestos Task Force as well as for health and safety workplace assessments. Isam is experienced in, among other health and safety specialties, air monitoring for contaminants, including heavy metals, solvents, dusts, mold bacteria, and combustible gases as well as chemical, noise, radiation, and indoor air quality risk assessments.

In December 2009, Acting Commissioner Steven Lawitts awarded Isam, then a facilities Manager at BHRA, a certificate of **Outstanding Work Performance** for achievement in the advancement of the department's environmental program. Isam is an active member of the American Public Health Association (APHA).

### New Employee Orientation Training (NEOT)

Environmental Health and Safety (EHS) training is a key element of DEP's EHS Program. EHS training ensures that the necessary compliance information is communicated to all employees and, further, integrates environmental, health and safety *thinking* into the daily operations of the agency.

With the recent implementation of the NEOT program, OEHSC ensures that all new employees receive necessary information on the hazards and appropriate protective measures to be taken for all chemicals and toxic substances that they may be exposed to at their workplace in compliance with the OSHA (Occupational Safety and Health

Administration) Hazard Communication Standard (HCS) 29 CFR 1910.1200 and the New York State "Right to Know" (RTK) Law (12 NYCRR Part 820 Article 28). The training that new hires receive also serves as an introduction to all of the agency's EHS Policies & Procedures.

The process begins when BHRA informs OEHSC when new employees are scheduled for processing at which time **NEOT** training is scheduled for them. The scheduling is crucial because new employees are **not allowed** to enter the DEP workforce without receiving New Employee Orientation Training scheduled on the second and the fourth Monday of the month.

## Know Your Bureau's Safety Officers and How to Reach Them!

BUREAU	OFFICER	CONTACT
Office of Environmental, Health & Safety Compliance	Doreen Johann	718-595-6715
Water Supply	Ronald Bogart	845-985-2211x115
	Steve Coppey	845-340-7815
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	Laurie Paul	718-595-4682