



DHR Risk Management News

B.J. Walker, Commissioner

Charlene D. Reid-Editor

APRIL 21, 2008

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SPRING CLEANING EDITION!!!

Spring is here and just as you give your house a good spring cleaning; it is good to give your workplace a little attention too! That's why I'm calling this issue the "Spring Cleaning Edition!!!" And part of that "Cleaning Up" process is to take the time to evaluate our programs safety records.

By now, you may have heard of the DHR initiative to reduce the number of incidents that could lead to death and serious injury of our clients and consumers. This initiative is called our "**Wildly Important Goal**" or "**WIG**". While this is a statewide DHR effort, our different organizations have different program- specific goals related to this initiative. Below I have included an example of the goals of the Office of Facilities and Support Services. The first chart shows the number of vehicles that DHR has in its fleet across the state. The second chart shows the number of vehicles inspected by our regional transportation offices. The third chart shows the number of accidents in 2007, and our goal to reduce the number of accidents by 50% in 2008.

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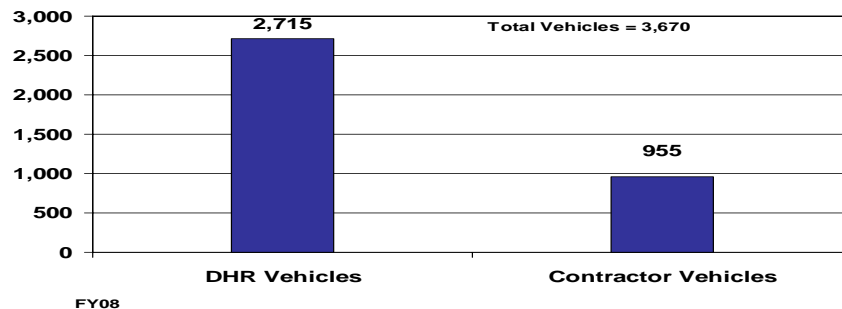
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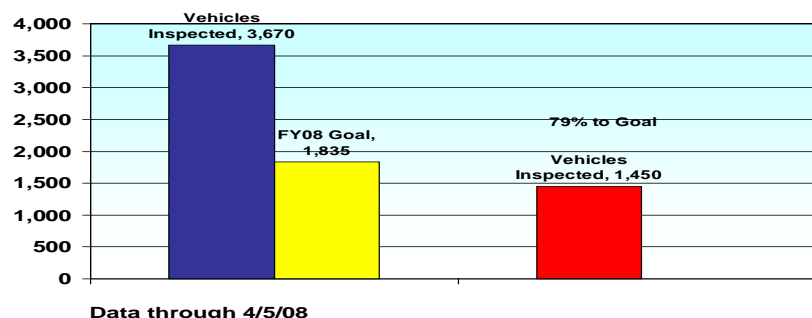
In this issue:

- *WIGS!!!*
- *Driver Improvement Program Online Courses for Employees*
- *Online Auto Liability Video from DOAS!*
- *Driver Safety Tips*
- *Report My Driving*
- *ERGONOMICS*

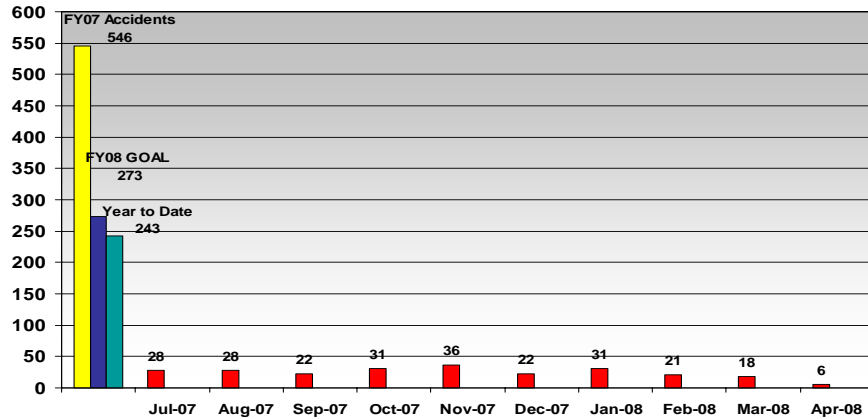
**Baseline Data
Office of Facilities and Support Services
Vehicle Fleet**



**Office of Facilities and Support Services
Vehicle Inspections**



Office of Facilities and Support Services Accidents FY08 (Through 4/5/2008)



If you would like to have your “WIG” efforts highlighted in the next issue, please contact DHR Risk Management !!!

TRAINING

ONLINE DRIVER IMPROVEMENT PROGRAM (Defensive Driving)



DHR is proud to announce the inclusion of a web based defensive driving program for DHR employees and contractors. When you successfully complete the course, with a 70% or better score, you will be directed to a form to fill out. That form will be sent to DHR Risk Management and a certificate will be printed out and sent to the participant. The certificate satisfies the requirements as outlined in the DHR Transportation Manual which requires all drivers to have a defensive driving course every three years.

Instructions for Accessing the Driver Improvement Program for All DHR employees

To Access the LMS version:
<http://lms.dhr.state.ga.us/logon.asp>

- ◆ In the Learner Code box, type your 8-digit Employee ID Number
(you can find this number at the top of your pay check stub)
- ◆ In the Password box, type DHRLMS
(this needs to be typed all in uppercase; the password will appear as asterisks)

- ◆ Press the *Enter* key on the keyboard or use the mouse to click the “log on” link

You will now be in the DHR Learning Management System (LMS)

After logging in to the DHR LMS:

- Select *DHR Courses*
- Select *DHR Web Based Training*
- Select the *Driver Improvement Program*
- Click Enroll
- Select Proceed to “My Enrollments”
- Click the “launch” tab on the far right side of your screen.

NOTE: Two boxes will open: A small box at the top of your screen and the regular dialog box containing the training. Be sure to keep the small box open until the end of the training. Close the course window first, and then answer the question in the small box – “Have you completed this Training?” yes or no, submit.

**Instructions for Accessing the Driver Improvement Program for:
NON DHR employees / Contract employees only**

Access the website:

<http://ohrmd.dhr.state.ga.us/ohrmd/Training/OnlineCourses.html>

To access the course:

- ◆ Click the link at the bottom of the web page **Driver Improvement Program**

In the Password box, type driver

NOTE: This access is ONLY for NON DHR staff.

NOTE!!! Should a DHR staff take this course thru the web version you will not receive credit for the course.

AUTO LIABILITY VIDEO FROM DOAS

In addition to the defensive driving course that is available online, we also offer an Auto Liability Program E-Course for DHR Employees. It features Ed Finnegan with Department of Administrative Services, who is the State Auto Insurance Program Officer. This is a short lesson on the liability program as it relates to state workers when driving state vehicles for state business.

Instructions for Accessing the Auto Liability Program E-Course

Access the LMS:

<http://lms.dhr.state.ga.us/logon.asp>

Continued...

To log on to the LMS:

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HAVE YOU SEEN THIS STICKER?



Please be aware that the citizens we serve are watching us with concern when we operate state-owned vehicles. We should all take care to be courteous and obey all traffic laws at any time, but especially when we are representing our respective state agencies.

Driver Safety Tips



BEFORE YOU GET IN THAT VEHICLE, ALWAYS PERFORM A SAFETY CHECK!!!! LOOK FOR:

- WINDSHIELD – Is it dirty? Does it have cracks?
- HEADLIGHTS INTACT?
- OTHER LIGHTS AND LENSES INTACT?
- LOOSE ITEMS NEARBY? – Toys, rocks, trash, nails, glass, etc.
- CHECK FLUIDS
- NEW DENTS OR SCRAPES
- LOW TIRES (use your tire gauge)

BY PERFORMING THESE CHECKS, YOU CAN HEAD OFF TROUBLE BEFORE IT OCCURS ON THE ROAD.

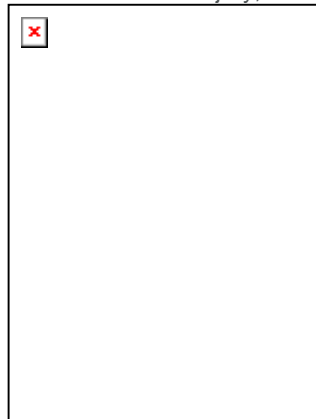
ERGONOMICS

Comfort Guidelines - Important Ergonomic Information

Whether you spend five minutes or five hours using your keyboard or mouse, these recommendations can help you stay comfortable and productive.

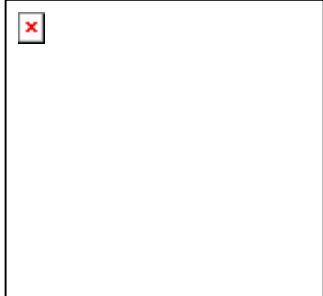
Some researchers and experts suggest that long periods of repetitive motion, using an improperly set-up work space, incorrect body position, and poor work habits may be associated with physical discomfort and injury to nerves, tendons, and muscles. If you feel pain, numbness, tingling, weakness, swelling, burning, cramping, or stiffness in your hands, wrists, arms, shoulders, neck, or back, see a qualified health professional.

To maximize your comfort and lessen the chance of injury, follow these guidelines:



1. Make sure that your workspace is set up properly.

- Put keyboard and monitor directly in front of you with your mouse next to it.
- Have your elbow next to your side.
- Adjust the height of your chair and table so that the keyboard and mouse are at or below elbow height.
- Place your mouse within easy reach so that your elbow can remain next to your side when using it. You do not need to use a mouse pad with your optical mouse. If you choose to use a mouse pad, take its thickness into consideration when making the height adjustments.
- Have your feet well supported and your shoulders relaxed.
- Place documents you need while typing close to the monitor to reduce frequent head turning and change of eye focus. You can use a document holder to help.
- Place materials on your desk according to their frequency of use:
 - Frequent - Put materials you use the most closest to you.
 - Occasional - Put materials that you use occasionally no farther than an arm's length away.
 - Infrequent - Put your infrequently used materials further away, but consider convenience.



2. Keep your shoulders, arms, wrists, and hands relaxed and comfortable as you work.

- Let your arms hang loosely at your sides for a moment, allowing them to dangle toward the floor and to become relaxed.
- Try to maintain this relaxed feeling while you work.
- If you have a palm rest, use it between keying tasks, not while typing. Using it while typing may increase pressure against the hand and increase the chance of injury.
- When you use your keyboard or mouse, avoid placing or supporting your wrists on sharp edges or on your desk:
- As you use your mouse, make sure that your elbow is next to your side. Keep your wrist relaxed and straight -- don't bend it up, down, or to either side. Keep your shoulders relaxed. Do not hunch or shrug:

3. Practice good work habits.

- Learn how to use your keyboard and mouse to get the most comfort out of it. You will avoid unnecessary motions.
- Take frequent short breaks. Get up and walk around at least a couple of times every hour.
- Vary your tasks throughout the day. Do something different with your hands and arms for awhile.
- Use a light touch on the keyboard and for better control of the mouse.
- Install and use the software provided with your product to customize specific keys of buttons to minimize repetitive or awkward motions.

4. Be alert to signs of discomfort.

If at any time during or after typing you feel pain, weakness, numbness, or tingling in your hands, wrists elbows, shoulders, neck, or back, or if you have any reason to believe that you might be experiencing discomfort as a result of typing or from using the mouse, you should consult a qualified health professional.



Contributions

If you have ideas or would like to contribute articles of interest to this newsletter, please contact the DHR Risk Management Office!