



## Rhode Island Local Technical Assistance Program

### Quarterly News & Updates

Winter 2023 | Issue 6

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## Updates From Rhode Island LTAP

### Hello and Happy New Year!

Happy New Year to our Local Agencies and Partners!

It has been quite the journey over the past few years and we would like to take this time to thank you for participating in all the great opportunities from RI LTAP. Within the past few months, it has been such a joy to finally see your smiling faces in person again!

As we head into 2023 and continue our collective and ongoing pursuit of safer roads, streets, and transportation networks for all, the Rhode Island LTAP is excited to bring you even more opportunities both virtually and in person in the year to come. We encourage you and your staff to participate and attend.

Classes hosted by the Rhode Island LTAP are offered at no cost to our municipal partners.



We continue to work hard to ensure the per-person fee of each seat made available is sponsored so that we may continue to offer great learning opportunities at tremendous cost savings for our cities and towns. The opportunities below have been sponsored by either Rhode Island LTAP and/or the Rhode Island Department of Transportation (RIDOT).

As we all work to improve our local road network, limit crashes, reduce fatalities, and protect our vulnerable road users, these courses and events serve as not only a great value as strategies but also as simple reminders.

Thank You for all you do every day.

Here's to a happy and safe New Year!

## Upcoming Training

Seats are now available to our municipal partners for the below classes. These live classes are a mix of in-person and virtual (via Zoom).

To enroll in any of these courses or if you have questions please contact the Rhode Island LTAP at [dot.RILTAP@dot.ri.gov](mailto:dot.RILTAP@dot.ri.gov). Be sure to include the participant's name, email address, and job title.



Is there a training or technical assistance you're interested in, but haven't seen advertised? RI municipalities can now request training and/or technical assistance through Rhode Island LTAP. Just complete this [Request Form](#) and email it to us.

<p><b><u>Managing Productivity</u></b> Zoom Wednesdays 9am - 12pm February 15, 22 March 1, 8, and 15, 2023</p>	<p><b><u>Time Management</u></b> In-Person 9 am - 12 pm Tentative Date: February 28, 2023</p>	<p><b><u>NHI Federal Aid (State Version)</u></b> In-Person 8 am - 4 pm Daily March 7 and 8, 2023</p>
<p><b><u>Work Zone Supervisor Certification</u></b> In-Person 7:30 am - 3 pm Daily March 21, 22, 23, 2023</p>	<p><b><u>Power of Speech</u></b> In-Person 9 am - 12 pm Monday, March 20, 2023</p>	<p><b><u>Work Zone Technician Certification</u></b> In-Person 7:30 am - 3 pm Tuesday, March 28, 2023</p>
<p><b><u>Effective Business Writing I</u></b> Zoom Wednesdays 9am - 12pm March 29, and April 5, 12, 19, 26, 2023</p>	<p><b><u>Conflict Management Resolution</u></b> In-Person 9 am - 12 pm Friday, March 31, 2023</p>	<p><b><u>Time Management</u></b> In-Person 9 am - 12 pm Tentative Date: April 3, 2023</p>

## Lunch & Learn Series

If you missed any of the live RI LTAP Lunch & Learns, you're in luck! Check out the recordings available in the RI Learning Center\*, the State's Online Learning Management System (LMS).

\*If you are a Rhode Island municipal employee or elected official, or are an FHWA employee and would like access to the RI Learning Center, please send an email request with your name, email address, and job title to [dot.RILTAP@dot.ri.gov](mailto:dot.RILTAP@dot.ri.gov).

### **Save the Dates**

Please save these dates for our upcoming Lunch & Learns. Lunch & Learns are typically held on the 2nd Wednesday of each month.

<b><u>Incorporating the Safe System Approach</u></b>	<b><u>Stress Management for Managers</u></b>	<b><u>Statewide Road Inventory System</u></b>
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Wed., January 11, 2023  
Noon to 1 pm

Wed., February 8, 2023  
Noon to 1 pm

Wed., March 8, 2023  
Noon to 1 pm

## Available On-Demand Courses

There are currently over 450 courses available for our Rhode Island LTAP partners in the RI Learning Center, the State's Online Learning Management System. See the list below for a sampling of new courses, including 10 new Winter Operations courses!

If you are interested in viewing these or other available on-demand courses in the RI Learning Center, and you are a Rhode Island municipal employee or elected official, or are an FHWA employee contact us at [dot.RILTAP@dot.ri.gov](mailto:dot.RILTAP@dot.ri.gov) to set up an account.

- Winter Operations
  - Introduction to Anti-Icing and Winter Maintenance
  - Winter Road Maintenance Management
  - Winter Roadway Hazards and the Principles of Overcoming Them
  - Weather Basics
  - Weather and Roadway Monitoring for Anti-icing Decisions
  - Computer Access to Road Weather Information
  - Blowing Snow Mitigation
  - Equipment Maintenance
  - Performance Measures for Snow and Ice Control Operation
  - Proper Plowing Techniques
- Outlook 2019 Essential Training
- Basics of Work Zone Traffic Control
- Teams Level 100 Recorded Webinar
- Teams Level 200 Recorded Webinar

## Coming Soon



### Personal Protective Equipment (PPE) Program

The Rhode Island LTAP has developed and sponsored this free PPE program for Rhode Island. The purpose of this program is to provide each Rhode Island Municipality with a basic PPE kit.

This PPE kit will help to ensure the municipal transportation workforce has access to safe and appropriate equipment including hard hats, safety glasses, high-visibility vests, and more to help provide protection while on the job.

Each municipality received a fixed quantity of the following:

- Corded Earplugs
- Uncorded Earplugs
- Clear Safety Glasses
- Class III Safety Vests (no logos)
- Hard Hats

# Upcoming Observances & Safety Events

## January



### Home Office Safety & Security Week January 8-14

Each year, the second full week in January is designated as Home Safety and Security Week. This year, it's January 8th - 14th. If you work from home, whether part-time or full-time, this observance is used to bring attention to some things you may want to consider implementing.

#### Securing your home office

Working from home is different from working in an office environment where the IT and security departments work in the background to secure the network and the work environment.

Some safety and security measures are obvious and relevant for any home, even if you don't have a home office. For example, having an emergency/ fire escape plan, working smoke detectors, and properly grounded electrical outlets. However, some safety measures are more specific to those who work remotely for an employer.

Tips for safety and security while working from home:

- Are your computer's firewall and anti-virus software active and up to date?
- Never leave your router password as the default it came with; Be sure to change the password to something complex and not easily discovered
- Be sure that your data is backed up if you regularly work with local computer files and you don't regularly transfer the files manually to the server
- Be sure that any other devices connected to your home network such as laptops or smartphones are updated regularly to minimize security threats
- Be sure that your passwords are not easily hacked and that you change them regularly; if you have difficulty managing multiple passwords, consider using a password manager
- If working with sensitive data on paper copies, ensure they are locked in a drawer or cabinet when not directly in use
- Be prepared for the worst-case scenario such as loss of data or loss of or damage to equipment. Consider whether you need insurance protection as many residential policies may not cover home office losses

For more information, see the resources below.

*Excerpt from: Social Security Administration*

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### Learn More

#### Federal Trade Commission

- [Secure Remote Access](#)
  - [Online Security Tips for Working From Home](#)
  - [Start with Security: A Guide for Business \(Lessons Learned from FTC Cases\)](#)
  - [Start With Security: A Guide for Business \(With Video Clips\)](#)
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## National Passenger Safety Week January 22-28

The National Road Safety Foundation is partnering with We Save Lives for the second annual National Passenger Safety Week, Jan. 22-29, 2023.

The campaign is to encourage and empower passengers to SPEAK UP when in a vehicle that's being driven unsafely or even before getting into a vehicle if the intended driver displays unsafe behavior. Last January, more than 50 groups including GHSA, NSC, and SADD partnered in the effort, and more are being invited to join the campaign.

NHTSA has put it on the 2023 Traffic Communications Calendar, making it now "official."

The campaign website and additional resources are listed below.

*Excerpt from: We Save Lives*

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### Learn More

#### 2023 National Passenger Safety Week

- [National Passenger Safety Week](#)
- [National Road Safety Foundation](#)

#### National Highway Traffic Safety Administration (NHTSA)

- [Early Estimates Show Record Increase in Fatalities Nationwide](#)
  - [2022 Early Estimates](#)
- 

## February



## Burn Awareness Week February 5 - 11

National Burn Awareness Week is observed during the first full week in February. This event is a window of opportunity for organizations to mobilize burn, fire, and life safety educators to unite in sharing a common burn awareness and prevention message in our communities. This year Burn Awareness Week runs February 5-11, 2023.

Burns are not just caused by fire or accidentally hitting the inside edge of the oven when you are cooking. The 2023 Burn Awareness Week Campaign focuses on Scalds. This theme reminds everyone that Hot Liquids Burn Like Fire!

In the the United States, more than 400,000 people receive medical care for burn injuries every year. The majority of these injuries are preventable. The American Burn Association strives bring awareness to the causes of such devastating and costly injuries and encourages everyone to make simple environmental and behavioral changes that can save lives.

While most burn injuries occur at home, nearly 10% of all burn injuries do occur in the workplace.

The American Burn Association has put together a toolkit that can be used by organizations to share the message of burn awareness and prevention. Resource materials include ideas on how your organization or department can participate in Burn Awareness Week, fact sheets, statistics, posters, and social media posts. There is also a list of prevention tips to share with employees and their families.

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## Learn More

### American Burn Association

- [American Burn Association](#)
- [National Burn Awareness Week](#)

### U.S. Fire Administration

- [U.S. Fire Administration](#)
  - [Burn and Scald Prevention Outreach Materials](#)
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## March



### Workplace Eye Wellness Month

Are your employees following the best practices for keeping their eyes safe?

According to the National Institute for Occupational Safety and Health (NIOSH) every day there approximately 2,000 U.S. workers sustain a job-related eye injury that requires medical treatment e; About one-third of the injuries are treated in hospital emergency departments, and more than 100 of these injuries result in one or more days away from work.

Primary causes of on-the-job eye injuries include:

- Striking or scraping: Small particles or objects striking or scraping the eye, such as dust, cement chips, metal slivers, and wood chips; Large objects may also strike the eye or face, or an employee may run into an object causing blunt-force trauma to the eyeball or eye socket
- Penetration: Objects like nails, staples, or slivers of wood or metal can go through the eyeball and result in a permanent loss of vision
- Chemical and thermal burns: Industrial chemicals or cleaning products are common causes of chemical burns to one or both eyes; Thermal burns to the eye also occur, often among welders

For employees in an office setting, the average American worker spends seven hours a day on the computer either in the office or working remotely, according to the American Optometric Association. Employees who work primarily using digital screens, such as computer monitors, tablets, and smartphones, are at an increased risk of digital eye strain.

Symptoms of eye strain include sore or irritated eyes, blurred vision, and headaches. To minimize these risks try:

- Decreasing amount of time spent in front of digital screens and/or taking frequent breaks to give your eyes a rest
- Using a screen filter to decrease amount of blue light given off by devices that could reach the retina in the eyes; filters are available for smartphones, tablets, and computers
- Using anti-reflective lenses to reduce glare and increase contrast, while also blocking blue light from the sun and digital devices

Check out the resources below to learn more.

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## Learn More

### Prevent Blindness

- [Prevent Blindness](#)
- [Eye Safety at Work](#)

### National Institute for Occupational Safety and Health (NIOSH)

- [Eye Safety](#)
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## Brain Injury Awareness Month

Brain Injury Awareness Month occurs during the month of March in the U.S. Brain injuries can be caused by fall-related damage to the brain, forceful impact to the head, or penetration by sharp objects.

There are more than 5.3 million individuals in the United States who are living with a permanent brain injury-related disability. That's one in every 60 people. At least 2.8 million people sustain a traumatic brain injury (TBI) each year.

TBIs are among the most serious on-the-job injuries that can occur and can result in severe injury, permanent disability, or even death. Due to the seriousness of these injuries, it is important that employers take steps to create awareness of the dangers of TBIs and take steps to reduce the risks of accidents in the workplace.

Traumatic brain injuries can range from mild to severe. Signs and symptoms may appear immediately after the event, while others may take days or weeks to appear, so it's important to monitor the person closely.

In some cases, a person may experience common short-term effects such as:

- Headaches
- Confusion
- Dizziness
- Mood changes
- Memory loss

More severe injuries may result in symptoms such as

- Seizures
  - Numbness
  - Weakness
  - Slurred speech
  - Extreme nausea
  - Trouble waking from sleep
  - Pupil dilation
  - Loss of coordination
- 

## Learn More

### Brain Injury Association

- [Brain Injury Information](#)
- [More Than My Brain Injury Campaign](#)

### Centers for Disease Control and Prevention (CDC)

- [Traumatic Brain Injury & Concussion](#)
- [Prevention: Traumatic Brain Injury & Concussion](#)

### Occupational Health and Safety Administration (OSHA)

- [Standard 1910.135 - Head protection](#)
- [Standard 1926.100 - Head protection](#)
- [Training Tool: Hazard Identification](#)

**Rhode Island Department of Transportation**  
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