


 Florida State University
Online New Employee Orientation
Office of Human Resources


Environmental Health and Safety
644-6895
www.safety.fsu.edu
Director: Tom Jacobson



 Florida State University
Hazard Communication & Right to Know Training
Environmental Health & Safety

Agenda

- Department of Environmental Health and Safety
- Workers' Compensation and Injury Reporting
- Automobiles
- Hazards Communication/Right-to-Know Training
- Emergency Procedures
- FSU Alert
- Stormwater Protection

 Florida State University
Hazard Communication & Right to Know Training
Environmental Health & Safety

Environmental Health and Safety
(Mission)

...promote a safe and healthy environment
for all members of the University
including Students, Faculty, Staff and
Visitors


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Hazard Communication & Right to Know Training
Environmental Health & Safety

Environmental Health and Safety
(Functional Units)

- Insurance/Risk Management
- Worker's Compensation
- Industrial Hygiene
- Training
- Fire Safety/Systems
- Emergency Management
- Environmental Compliance
- Building Code
- Biological Safety
- Chemical Safety
- Laboratory Safety
- Radiation Safety
- Research Support




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Workers' Compensation and Reporting
Workplace Injuries


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Workers' Compensation and Reporting
Workplace Injuries

If you are injured as a result of a work-related
accident, you may be entitled to receive medical
treatment and a portion of lost wages.

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Workers' Compensation and Reporting
Workplace Injuries

What To Do When An Accident Occurs

- Emergency medical treatment
- Non urgent medical treatment
- No medical treatment


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Workers' Compensation and Reporting
Workplace Injuries

Emergency Medical Treatment

- If emergency treatment is necessary go directly to the nearest hospital for treatment
- Or call 911...we can do paperwork later!!!



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Workers' Compensation and Reporting
Workplace Injuries

Non Urgent Medical Treatment

- Immediately report the injury to your supervisor or designated department representative
- Your Supervisor will contact OptaComp
- OptaComp will initiate medical treatment on your behalf and instruct you where to seek medical treatment
- Your supervisor will also complete an accident investigation report
- You must follow the instructions of the treating physician and stay in contact with your department representative and EH&S

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Workers' Compensation and Reporting Workplace Injuries

No Medical Treatment


- Immediately report the injury to your supervisor or designated department representative
- You and your Supervisor will complete a Notice of Injury and Accident Investigation Report and submit it to Environmental Health and Safety
- Near Misses

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Use of University Vehicles

University Policy
OP-C-9 Use of State Vehicles




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Use of University Vehicles

- University Vehicles are for University Business use only
- **NO** Students are allowed to drive University Owned Vehicles of any type




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Use of University Vehicles

- If an accident occurs, contact the appropriate Law Enforcement Agency and your supervisor immediately
- Make sure that you have a **White Insurance Information Card** in the vehicle at all times




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Use of University Vehicles

Driver Safety Tips

- Plan your trip before you leave
- Know where you are going
- Know the routes you plan to take
- Know how long it will take to arrive
- Allow sufficient time – avoid having to rush
- Check the vehicle's tires, brakes, headlights, horn, windshield wipers and rear view mirrors before you leave



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Use of University Vehicles

Things to Remember While Travelling

- Always wear your seatbelt
- Place all loose items in the trunk
- Know and obey all traffic laws
- Texting or dialing a cellular phone should be avoided
- Use of tobacco products is prohibited in University vehicles
- If you get tired, stop and rest
- Always look before you back up
- Turn your lights on at sundown and in rain or fog



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Hazard Communication Standard

Federal Law

- Occupational Safety and Health Administration (OSHA)

State Mandated

- Governor's Order



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Hazard Communication Standard

Your Rights:

Employees have the right to know of the properties and potential health and safety hazards of the substances they work with or may be exposed to in the work place.

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Hazard Communication Standard

Additionally:

Employees should be aware of the risk of injury and illness related to the work resources, such as chemicals, equipment or work practices.

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Hazard Communication Standard

Follow Signs and Postings



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Hazard Communication Standard

General Safety

- KNOW YOUR WORK AREA
- Safety Equipment
- Location
- Use



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Hazard Communication Standard

General Safety - Know Your Job and Stay Alert



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Hazard Communication Standard

General Safety

- Look for potential hazards.
- Know how to deal with fire, spills, injuries or exposures.



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Hazard Communication Standard

General Safety

- Use personal protective equipment when needed.
 - Gloves
 - Safety glasses
 - Goggles
 - Work clothes

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Hazard Communication Standard

If you handle chemicals or cleaning products:
Read container labeling - information
Be familiar with Material Safety Data Sheets (MSDS)
Become informed - ask questions
Follow established protocols and operating procedures

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Hazard Communication Standard

Even familiar chemicals and common cleaning products may be hazardous...

Be aware that chemicals have:

- Physical hazards
- Health hazards



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Hazard Communication Standard

Physical Hazards

- Combustible
- Compressed Gases
- Explosive
- Flammable
- Oxidizers
- Unstable (reactive)





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Hazard Communication Standard

Health Hazards - Chemical Characteristics

- Toxic or Highly toxic
- Irritants
- Sensitizers
- Carcinogens
- Can effect certain target organs



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Hazard Communication Standard

Sources of Information

- Material Safety Data Sheets (MSDS) provide extensive information
- Read Labels for information
- Labels are required on ALL containers
- Factory container labels
- Secondary container labels



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Hazard Communication Standard

Sources of Information

- Departmental supervisors
- Consult labels
- Manufacturer
- EH&S staff or website

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Hazard Communication Standard

Disposing of Waste

- Know what you can discard and how to discard it
- Check with EH&S or your departments written protocols to determine what can be discarded into regular trash




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Hazard Communication Standard

If you generate hazardous waste...




Contact EH&S for additional training

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Emergencies




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Emergencies

Know Emergency Response

Call 911 for emergencies




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Emergencies

In case of a fire alarm

- You **MUST** evacuate when an alarm sounds
- Meet at your department's rally point
- Remember to use stairways during an emergency evacuation
- **DO NOT** use the elevator



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FSU ALERT





Florida State University Emergency Alert System

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FSU ALERT

Primary method of notification:


- www.fsu.edu Home Page
- alerts.fsu.edu Alerts Page
- Outdoor Sirens
- Indoor Sirens
- SMS Text Messages
- E-mail
- Blue Light Safety Phones
- (850) 644-INFO Hotline
- 530AM Visitor Information Radio
- Voice-mail Message
- Reverse-Dialing
- Computer Network Pop-Up Windows
- NOAA Weather Radios
- RSS Feeds
- Network Login Portals
- Facebook
- Myspace
- Twitter

Secondary method of notification:

- Two-way Radios
- Variable Message Boards
- Electronic Card-swipe Door Access
- Seminole Cablevision - Information Channel 19
- Television
- Radio
- Newspaper - Online Newspaper
- Vehicle Public Address Speakers
- Family Connection E-mail List Serve
- FSU Emergency People Locator




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FSU ALERT


- Receive alert
- Seek shelter
- Obtain more information
 - alerts.fsu.edu
 - 644-INFO (4636)
- Take appropriate action
- Expiration or All Clear
- Cancellations / Closures




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FSU Storm Water Protection Program




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FSU Storm Water Protection Program

Stormwater System

- Designed to drain excess rain and ground water from paved streets, parking lots, sidewalks, and roofs
- FSU wants to minimize anything other than storm water from entering the system to protect the environment





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FSU Storm Water Protection Program

Flood Prevention



- Properly maintained storm water systems prevent water from collecting and causing flooding
- It is important to protect storm water systems because they are a direct link to the ground water



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FSU Storm Water Protection Program



Construction Runoff

- FSU tries to minimize the impact that construction projects on campus have on the storm water drainage system
- Report any suspicious discharge to EH&S or the Police

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THE END

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"Before You Start Be Safety Smart"

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