Welcome to Environmental Health and Safety’s New Employee Online Orientation

1200 Carothers Hall • (850) 644-6895 • www.safety.fsu.edu

Agenda

I. Department of Environmental Health and Safety (EH&S) – Mission & Areas of Responsibility
II. Recommendations for New Employees
III. Reporting Workplace Injuries
IV. FSU Vehicle Use
V. Hazard Communication/Right-to-Know
VI. Stormwater Protection Program

Note: There will be questions at the end of each section to review what you have learned.

The mission of EH&S is to promote a safe and healthy environment for all members of Florida State University’s community including Students, Staff, Faculty, and Visitors. We invite you to join us in our mission!
I. Environmental Health and Safety Reporting Units
   
   For more details, hover over areas of responsibility in blue

   i) Risk and Insurance Services:
      • Industrial Hygiene
      • Training
      • Risk Management and Workers’ Compensation

   ii) Building and Construction Safety:
       • Building Code
       • Fire Safety

   iii) Research Support and Environmental Compliance:
         • Biological Safety
         • Chemical Safety
         • Laboratory Safety
         • Radiation Safety

   iv) National High Magnetic Field Laboratory:

II. Recommendations for New Employees

   Before an emergency arises know what, where, who, and how

   Location and Use
   Department CPR/AED/First Aid certified Clear path

   Use stairways
   Clear path

   II. Recommendations for New Employees

   If you See Something, Say Something!

   If you observe any unsafe conditions, you are encouraged to notify your supervisor or EH&S. You can contact EH&S by phone or our online reporting tool, “Report a Safety Concern or Near Miss Incident.”

   The online reporting tool is located on the EH&S homepage, www.safety.fsu.edu
III. Reporting Workplace Injuries

What To Do If You Are Injured At Work

Determine the type of care appropriate for the injury:

1. Emergency medical treatment
2. Non-urgent medical treatment
3. No medical treatment

Note: In the event of a “Near Miss”, please notify your “supervisor and EH&S, so appropriate steps may be taken to avoid potential future accidents.

*NOTE: All references to “supervisor” in this training should be understood to include the designated department representative as well.

What To Do If Emergency Medical Treatment is required:

- Call 911...We will do paperwork later!!!
- You or your supervisor (or designated department representative) should call AmeriSys (Medical Case Management at 1-800-455-2079) and EH&S.
III. Reporting Workplace Injuries

What To Do When An Accident Occurs

2. If Non-Urgent treatment or No medical treatment required:
   • Immediately report any injury to your supervisor.
   • Supervisor will contact AmeriSys.
   • If medical treatment is necessary, AmeriSys will instruct you where to go. While on the phone, complete the First Report of Injury along with your supervisor.
   • Later, you and your supervisor will complete an Accident Investigation Report.
   • Follow the physician’s instructions and stay in contact with your supervisor and EH&S.

Workers’ Compensation - Additional Important Employee Facts

Please click on the hyperlink below to review some additional important information relating to Workers’ Compensation.


III. Reporting Workplace Injuries Workers’ Compensation

Let’s Review. Decide on your response for each question then click on the blank line to check your answer.

What steps should be taken in the event of a non-urgent medical injury?

1. Report injuries to ____________________________.
2. The Supervisor contacts ____________________________.
3. AmeriSys initiates medical treatment for you and provides you with instructions.
4. Within 48 hours, complete an Accident Investigation Report with your supervisor.
5. Follow medical instructions and stay in contact with ____________________________ and ____________________________.
6. Report “Near Misses” to ____________________________ and ____________________________.
IV. Use of University Vehicles

University Policy
OP-C-9 Use of State Vehicle

FSU Vehicles are for University business use only

NO Students are allowed to drive University-owned vehicles of any type, unless employed by the University and only while in the course and scope of assigned job duties.

Make sure you have a White Insurance Information Card in the vehicle at all times

If an accident occurs, immediately contact the appropriate Law Enforcement Agency, your supervisor, and EH&S.
Driver Safety Tips:

- **Check** vehicle equipment
- **Plan** the trip before you leave
  - Know where you are going
  - Routes you plan to take
  - How long it will take to arrive
  - Allow sufficient time to avoid rushing

---

EH&S New Employee Orientation

**Plan**
- Know where you are going
- Routes you plan to take
- How long it will take to arrive
- Allow sufficient time to avoid rushing

---

IV. Use of University Vehicles

- Always wear your seatbelt!
- Place loose items in the trunk.
- Obey traffic laws.
- If tired, stop and rest.
- Look before you back up.
- Do not use tobacco in FSU vehicles.
- No texting while driving. It’s illegal in Florida and some other states!
- Turn on lights at sundown, in fog, and while it is raining or overcast

---

IV. USE OF UNIVERSITY VEHICLES

Let’s Review. **After answering each question, click on the blank line to check your answer.**

1. What is found in the glove box of all FSU vehicles? **Insurance Card**
2. Name any four pieces of equipment to check prior to driving the vehicle.
   - Tires, brakes, lights, wipers, mirrors
3. In the event of an accident, contact the **Law Enforcement**, **EH&S**, and your supervisor.
4. Never file an accident report **online** and do not admit **fault**.
5. Only **FSU employees** are allowed to drive university vehicles while in the course and scope of their job duties.
6. It’s illegal in Florida to **text** while driving and the use of **tobacco** products is **prohibited** in FSU vehicles.
The Occupational Safety and Health Administration’s (OSHA) Hazard Communication Standard (HCS), also known as the Right-to-Know Law, mandates employers to inform employees about hazards of chemicals used in the workplace. More recent OSHA regulations have improved hazardous chemical packaging, transportation, and communication.

The HCS provides a comprehensive evaluation of all hazardous chemicals imported, produced, or used in U.S. workplaces and ensures this information is transmitted to affected employers and potentially-exposed employees.

Your Rights as an Employee:

- To be informed of properties and potential health and safety hazards of substances you work with or may be exposed to in your workplace.
- To be trained on the safe use of chemicals, equipment, and work practices to prevent risk of injury and illness related to these resources.
IV. in the workplace.

V. Hazard Communication: Your Right-to-Know

Where and How to obtain Chemical information

*Available on manufacturer’s website or www.safety.fsu.edu/msds.html

If you work with chemicals or cleaning products:

- Learn and follow established protocols and operating procedures
- Read container labels
- Familiarize yourself with Safety Data Sheets (SDS)
- Wear appropriate personal protective equipment
- Ask questions
- Contact EH&S if you have any safety concerns

www.safety.fsu.edu

Label Information provides:

1) Chemical name(s)  
2) Signal Word  
3) Hazard statements informing type of adverse effects and degree of severity  
4) Measures to minimize or prevent adverse effects  
5) Manufacturer/distributor name, address, and phone number  
6) Pictogram(s) of hazard  

*Examples on next slide
V. Hazard Communication: Your Right-to-Know

Ensuring your safety

- Obey Signs and Postings
- Stay alert
- Familiarize yourself with your job requirements and work area:
  - Potential hazards – how to avoid and how to respond to fire, spills, injuries, and exposures
  - Location and use of safety equipment
- Use Personal Protective Equipment (PPE) when needed (gloves, goggles, safety glasses, work clothes)

Hazardous Waste Disposal

Regular trash or NOT?

- Broken glass
- Paint and paint thinners
- Non-alkaline batteries
- Aerosol cans
- Fluorescent light bulbs
- Oil and oil filters

Know Where to Throw!
V. Hazard Communication: Your Right-to-Know

Hazardous Waste Disposal

Materials with hazardous characteristics:

- Ignitable
- Corrosive
- Reactive
- Toxic

Check with EH&S or your supervisor prior to discarding questionable material.

If you generate hazardous waste, contact EH&S as you will require additional training.

Let's Review: After responding to each question, click to check your answer.

1. Name three recommendations you should follow to help ensure your safety in the workplace. Possible response: Obey signs and postings. Stay alert. Familiarize yourself with your job requirements and work area. Always use appropriate Personal Protective Equipment.

2. Name three of the primary sources cited where chemical information may be obtained. Possible response: Manufacturer labels, Safety Data Sheets, EH&S, your supervisor.

3. You have hazardous waste and are unsure of how to handle the disposal. You should contact:

4. If you work with potentially hazardous materials or equipment you should always wear:

VI. FSU Stormwater Protection
VI. FSU Stormwater Protection

Stormwater Systems are designed to:

• Prevent flooding by draining excess rain and groundwater from paved streets, parking lots, sidewalks, and roofs

• Protect the environment by minimizing anything other than stormwater from entering the system as it is a direct link to groundwater

VI. FSU Stormwater Protection

Construction Runoff

• FSU makes every effort to minimize the impact campus construction projects have on the stormwater drainage system

• Please report any blocked drains or unusual discharge to EH&S or FSU Police

Help keep yourself and our Campuses Safe!

“Before you start, be safety smart!”

Environmental Health and Safety
1200 Carothers Hall  •  (850) 644-6895  •  www.safety.fsu.edu