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
• 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
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.
What To Do When An Accident Occurs

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

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!!!
- AmeriSys: 1-800-455-2079 (Medical Case Management)

Non Urgent Medical Treatment

- Immediately report the injury to your supervisor or designated department representative
- Your Supervisor will contact AmeriSys
- AmeriSys 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
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 – notify your supervisor and Environmental Health and Safety

Use of University Vehicles

University Policy
OP-C-9 Use of State Vehicles

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

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

Things to Remember While Travelling
• Always wear your seatbelt
• Place all loose items in the trunk
• Know and obey all traffic laws
• Texting while driving is illegal in Florida
• 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)

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 workplace.

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

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

If you handle chemicals or cleaning products:
Read container labeling - information
Become informed - ask questions
Follow established protocols and operating procedures

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

Be aware that chemicals have:
- Physical hazards &
- Health hazards

**Physical Hazards**
- Corrosives
- Compressed Gases
- Explosives
- Flammables
- Oxidizers

**Health Hazards**
- Toxic or Highly toxic
- Irritants
- Sensitizers
- Carcinogens
- Can effect certain target organs
Sources of Information
- Safety Data Sheets (SDS) provide extensive information
- Read Labels for information
- Labels are required on ALL containers
- Factory container labels
- Secondary container labels

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

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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
If you generate hazardous waste...

Contact EH&S for additional training

Emergencies

Know Emergency Response

Call 911 for emergencies

Pull stations activate the fire alarm
In case of a fire alarm:

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

**FSU Storm Water Protection**

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
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.

Construction Runoff

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

THE END

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“Before You Start Be Safety Smart”