Hazard Communication and Right to Know Training

Slide 1
Welcome to the Environmental Health & Safety presentation for New Employee Orientation.

Slide 2
During this training you will learn about the Department of Environmental Health and Safety, Workers’ Compensation Insurance Coverage, use of University vehicles, Hazard Communication, Emergency procedures, the FSU Alert System and the University’s storm water protection initiatives.

Slide 3
The mission of the Department of Environmental Health and Safety is to promote a safe and healthy environment for all members of the University community. The most valuable resource at Florida State University is the faculty, staff, and students.

The University is committed to maintaining an environment that will not adversely affect your health and safety, nor subject you to avoidable risks of accidental injury. If you observe any unsafe conditions, you are required to immediately report the condition to your supervisor and to Environmental Health and Safety.

As a member of the University community you are encouraged to join in this commitment toward maintaining a safe and healthy campus environment by using the many safety services available to protect and safeguard our University community.

Slide 4
Environmental Health and Safety provides support to University operations in a number of functional areas that include assisting departments in establishing safe practices through education and training, promoting best risk management practices, and supporting research activities. To learn more about the functional units, contact Environmental Health and Safety or visit our website at safety.fsu.edu

Slide 5
In this section you will learn about Workers’ compensation coverage and reporting workplace injuries.

Slide 6
By Florida Law, Florida State University is required to provide workers’ compensation insurance to all University employees.

If you are injured as a result of a work-related accident, you must report the injury to your supervisor as you may be entitled to receive medical treatment and a portion of lost wages in accordance with the Florida Workers’ Compensation Statutes.

Slide 7
If you sustain an injury while performing your job duties, one of three conditions will apply. The injury will require emergency medical treatment, non urgent medical treatment or no medical treatment. Regardless of the circumstances you are required to report the injury to your supervisor as soon as possible.

Slide 8
If you sustain a work-related injury or illness that requires emergency medical treatment, go directly to the hospital or call emergency medical services by dialing 911. Do not hang up the phone until instructed to do so by the 911 operator.

As soon as possible notify your supervisor. Your supervisor or your designated department representative will contact AmeriSys. AmeriSys is responsible for ensuring that you receive prompt medical treatment. AmeriSys will immediately contact the medical facility to initiate medical case management on your behalf. AmeriSys will contact your supervisor once the emergency situation is under control to complete the required paperwork.

If you seek medical care on your own that is non-urgent and not authorized by AmeriSys, you will be responsible for the payment of any resulting medical bills and any other additional care you receive from that provider.

Slide 9
For injuries that require “non-urgent medical treatment”, immediately report the injury to your supervisor or designated department representative. Your supervisor will contact AmeriSys. An AmeriSys case manager will instruct you where to seek medical treatment.

While on the phone with AmeriSys, you and your supervisor will complete a First Notice of Injury.

The treating physician will provide you with instructions concerning your injury. You must follow those instructions. You must also stay in contact with your department representative and Environmental Health and Safety.

You and your supervisor will also complete an accident investigation report and forward it to Environmental Health and Safety.

Slide 10
For injuries that do not require medical treatment, you must report the accident to your supervisor. You and your supervisor will complete a Notice of Injury and Accident Investigation Report and forward it to Environmental Health and Safety.

If you are involved with or witness an accident or near miss that does not result in an injury, you must immediately notify your supervisor and Environmental Health and Safety.

Slide 11
In this section you will learn about the use of University vehicles and what to do if you are involved in an automobile accident.
To use a State Vehicle you must possess a valid driver's license of the type required for the vehicle being operated. For additional information see FSU policy **OP-C-9 USE OF STATE VEHICLES**

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As part of your job duties at the University you may be required to operate a University vehicle. University vehicles are only allowed to be used by employees while in the course and scope of their employment. This means that you are conducting work directly related to the University and your job duties. All other uses are strictly prohibited. You are not allowed to use a University vehicle for personal use such as going to breakfast, lunch, bank, personal errands or any other non-work related activities except during extended trips where such use is consistent with the completion of your official duties. Only University employees are allowed to ride in University vehicles unless permission is received from your supervisor. If you have any questions concerning legal use of State Vehicles contact your supervisor or Environmental Health and Safety.

Students are not allowed to drive University vehicles unless they are classified as a work study student or employed by the University. They are only allowed to use the vehicle while performing work directly related to the University and assigned job duties.

Slide 13
If you are involved in an accident, you must immediately notify Law Enforcement. A law enforcement officer will prepare a police report and provide you with a drivers Information Exchange Form. Next you must notify your Supervisor. The vehicle will need to be evaluated by your Department to determine if it is safe to drive. Finally you must notify Environmental Health and Safety to initiate the claims process even if you are in your personal or rental vehicle. All FSU vehicles must have a laminated insurance card in the glove box of the vehicle. Remember: FSU Vehicles are only to be used for official University business. If you are involved in an accident while not in the course and scope of your job duties, you will be responsible for any damages.

Get the names, addresses and telephone numbers of any witnesses. Never promise to pay anything and do not discuss details of the accident with anyone except the investigating law enforcement officer.

Slide 14
Prior to using the vehicle, make sure you are operating or riding in a safe vehicle. Inspect the vehicle to ensure all safety equipment is operable. If there are problems, do not drive the vehicle. Notify your department so repairs can be made.

You should consider where you are going, the routes you will take, length of time to complete the trip, and avoid having to rush. You should also check the vehicle tires for proper inflation and wear, and confirm the headlights, horn, windshield wipers and rearview mirrors are operational.
Never ride in an unsafe vehicle. Notify your supervisor or Environmental Health and Safety if you identify any safety issues with a vehicle.

Slide 15
Some additional things to remember while using University vehicles are to always wear your seatbelt, it’s the law.

Place books, papers, reports, computers and other loose items in the trunk.
Obey all traffic laws.

Texting while driving is illegal in Florida and dialing a cellular phone while driving should be avoided. Studies have shown that these types of distractions greatly increase the risk of accidents.

Use of tobacco products inside University vehicles is prohibited.

If you get tired or sleepy, stop and rest.

Always look behind the vehicle before you back up, it’s a best practice to beep your horn once, prior to backing up.

Remember to turn your headlights on at sundown and in rain and fog.

Slide 16
In this section you will learn about the Hazard Communication Standard.

The Occupational Safety and Health Administration (OSHA) mandates that every employee has the right to know about hazards in the workplace.

Slide 17
You, as an employee, have the right to know about the hazardous materials used in your work area and the potential effects of these materials upon your health and safety.

Slide 18
The goal in Hazard Communication and Right to Know training is to prevent injury and hazardous materials exposure by informing workers of potential hazards in the workplace.

Slide 19
Pay attention to all signs and postings because they contain important information regarding your safety.

Employees must adhere to safety protocols associated with signs and postings.
Stay out of areas you are not authorized to enter.
As an employee of the University it is your responsibility to follow established work procedures, be aware of potential hazards in your workplace, conduct your work in a manner that protects yourself and co-workers, and report any unsafe conditions or accidents to your supervisor. Know how to address hazards through implementation of safe working protocols.

Know where and how to use safety equipment, such as first aid kits, personal protective equipment, and fume hoods.

Also make sure that all safety equipment is well maintained and is appropriate for the intended use. Avoid hazardous materials exposures by separating work areas from break areas.

As you go about your daily work activity, understand and be aware of the risks associated with your job. Should you have questions regarding work hazards and how to address them, consult your department to see if there are any policies or procedures in place to address safety concerns. If you need additional information or assistance regarding work hazards, contact Environmental Health and Safety for information and guidance.

Look for potential hazards and know proper cleaning procedures. Call for help if you need assistance with chemical spills, contamination, exposure concerns, or other safety issues that are too big to handle. Know what to do and where to go in an emergency situation. Understand what type of emergencies might arise in your workplace.

Be sure to stay informed about what to do in an emergency, how to handle emergency situations and be familiar with protocols associated with an emergency situation, such as a fire or chemical spill.

If your position requires the use of personal protective equipment like disposable gloves, safety goggles, lab coats, aprons, or hard hats, choose the proper equipment for the job activity. If you are provided with the necessary protective equipment, be sure that you know how to properly use it.

The Right-to-Know law requires that you know where to find information about the chemicals in the workplace and the safety issues associated with a given chemical. The goal is to let you know where to find information on the chemicals or cleaning products that you are working with.

When working with chemicals you need to determine how the material can harm or affect you, what you can do to protect yourself and where can you get answers to these questions. The first and most common place to obtain this information is the factory label attached to the container.
Secondly, information may be obtained from Safety Data Sheets, which are provided by the manufacturer, or can be obtained from Environmental Health and Safety through our website at [www.safety.fsu.edu](http://www.safety.fsu.edu).

If you handle chemicals, you must know and follow established protocols and operating procedures.

**Slide 25**
As an employee you must be aware of the physical and health hazards associated with chemicals and how to avoid injury or a chemical exposure.

Often, chemicals are used more frequently at work than at home, or in greater concentrations or for longer durations, which may affect the potential for a harmful chemical exposure or injury. This is why it is important for you to understand the physical and health hazards that are associated with the chemicals used in the workplace.

In addition, it is important to be familiar with chemical labels and SDS’s, so that you have a better understanding of the proper personal protective equipment to use.

**Slide 26**
Physical hazards are properties of materials that threaten your physical safety. The most common types are:
- Flammables
- Corrosives and
- Compressed gases

**Slide 27**
Health hazards are properties of materials that threaten your health. This may occur through chronic or acute exposure to the material. Chronic Health Hazards, are those whose effects take years or decades to occur after repeated exposures. Acute Health Hazards are those whose effects occur immediately or soon after you come in contact with them. A chemical presents a health hazard if it is:
- Toxic
- an irritant
- A sensitizer
- Or a carcinogen.

**Slide 28**
To identify the physical and health hazards associated with a particular chemical, you should read the label on the container or the SDS (formerly called MSDS).

All manufacturers are required by law to provide an SDS for each chemical they manufacture. The SDS must identify:
- The name of the chemical product
- Physical and health hazards associated with the chemical
- First aid procedures
Guidance for safe storage
And accidental release measures

Factory labels typically will identify:
the chemical contents
Manufacturer information, such as lot and manufacture date
And a hazard warning
If you transfer a chemical into a secondary container, you are required to label the secondary container with the chemical name and appropriate hazard warnings. Chemicals should never be placed in unlabeled containers.

Slide 29
Additional information and resources can be obtained through Environmental Health and Safety. The Environmental Health and Safety SDS database can be accessed through the web at www.safety.fsu.edu under the Chemical Safety link.

An SDS can also be obtained by contacting the manufacturer.

Please note that if you ask a manufacturer for an SDS, it should be made available to you within 48 hours.

Slide 30
Disposing of Waste.

Know what you can discard and how to discard it. For hazardous materials, which are materials that can cause harm to humans and/or the environment, call Environmental Health and Safety for pick up.

Broken glass can be discarded as regular trash if properly packaged. Broken glass or bottles must be placed in a sturdy card board box labeled “Broken Glass” or “Sharps” with the lid taped shut. You should be familiar with written protocols for disposal of potentially hazardous materials. In addition to chemicals, other materials that must be disposed of as hazardous waste are:
  - Non alkaline batteries
  - Aerosol cans
  - Fluorescent light bulbs and other mercury containing equipment
Used oil and oil filters must also be disposed of properly and are not to be disposed of in regular trash.

Slide 31
Environmental Health and Safety will pick up all hazardous wastes for disposal. This includes:
  - Biohazardous materials
  - Hazardous chemicals and
  - Radioactive materials
If you generate hazardous wastes, contact Environmental Health and Safety for additional training.

Slide 32
In this section you will learn what to do if an emergency situation occurs.

Slide 33
Know what to do in an emergency situation.
Know whom to call.
Know the emergency evacuation routes for fire alarms and the designated rally point for your department.
For emergencies, call 911.
On campus, 911 calls will be routed to the FSU Police Department; they will notify the Fire Department or Emergency Medical Services. Do not hang up the phone until instructed to do so by the 911 operator.
Use the fire alarm pull stations to notify other building occupants and emergency services if you discover a fire. The building fire alarm systems are monitored by FSU Emergency Dispatch.

Slide 34
If a fire alarm is set off in a building, You MUST immediately exit the building.
Do so in a calm and orderly manner.
Keep clear of responding emergency personnel if they are present.
Meet at your department’s rally point.

Remember to use stairways during an emergency evacuation and never use an elevator in an emergency situation.

Do not re-enter the building until authorized to do so by a Fire Department, Law Enforcement or Environmental Health and Safety representative.

Slide 35
Florida State University actively manages its storm water system to avoid any unwanted discharges to storm water collection and distribution systems. The system is made up of a number of surface drains as well as underground and above ground drainage conduits. These systems are maintained to prevent flooding and adverse environmental impacts to groundwater systems.

Slide 36
Storm water drains are designed to drain excess rain from paved streets, parking lots, sidewalks and roofs. The goal of the stormwater protection program is to minimize anything other than storm water from entering the drainage system.
Slide 37
To minimize and prevent low lying areas from flooding, stormwater drains are kept free of debris and trash that would clog the system. It is also important to prevent anything other than stormwater from entering the drain to prevent possible groundwater contamination.

Slide 38
Environmental Health and Safety monitors construction sites to ensure storm water systems are not adversely impacted. If you observe blocked, clogged drains or suspicious discharges to stormwater drains, contact Environmental Health and Safety or the police immediately.

Slide 39
This concludes the Environmental Health and Safety New Employee Orientation. Remember to check with your supervisor or Environmental Health and Safety to determine additional safety training for your job.