Welcome to Environmental Health and Safety's
New Employee Online Orientation
1200 Catherines Hall • (850) 544-6295 • 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, please refer to the areas of responsibility listed:

i) Risk and Insurance Services:
   - Industrial Hygiene
   - Training
   - Risk Management

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...

CPR/AED: First Aid Certified

Clear Path

Location & Use

Use extinguishers

Report Point

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 at www.safety.fsu.edu
III. Reporting Workplace Injuries

Human Resources – Workers’ Compensation Manager

- Workers’ Compensation Claims are coordinated through the Office of Human Resources.
- The Workers’ Compensation Manager will work with you and your supervisor throughout the claim process.

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 You Are Injured At Work

1. 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 1-800-465-2079) and the Workers’ Compensation Manager.

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, you will 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 the Workers’ Compensation Manager.

III. Reporting Workplace Injuries

Workers’ Compensation - Additional Important Employee Facts

For additional important information relating to Workers’ Compensation, visit myfloridacfo.com or copy the following direct link:

III. Reporting Workplace Injuries Workers' Compensation

Determine the best response for each item below then compare your answers to the correct responses on the next side.

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

1. Report injuries to________
2. The Supervisor contacts________
3. Ameridis initiates________ for you and provides you with
4. Within 48 hours, complete an________ with your supervisor.
5. Follow medical instructions and stay in contact with________ and________
6. Report "Near Misses" to________ and________

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FSU Vehicles are for University business use only.

No Student may drive University-owned vehicles of any type, unless employed by the University and only while in the course and scope of assigned job duties.

Ensure a White Insurance Information Card is 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 enough time to avoid rushing
IV. USE OF UNIVERSITY VEHICLES

Determine the best response for each item below then compare your answers to the correct responses on the next slide.

1. What is found in the glove box of all FSU vehicles? __________
2. Name any four pieces of equipment to check prior to driving the vehicle. Possible responses:
   ________
3. In the event of an accident, contact ________ and ________
4. Never file an accident report ________ and do not admit ________
5. Only ________ are allowed to drive university vehicles while in the course and scope of their job duties.
6. It's illegal in Florida to ________ while driving, and the use of ________ products is ________ in FSU vehicles.

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IV. USE OF UNIVERSITY VEHICLES

Check your answers:

1. What is found in the glove box of all FSU vehicles? ________
2. Name any four pieces of equipment to check prior to driving the vehicle. Possible responses: ________
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4. Never file an accident report ________ and do not admit ________
5. Only ________ are allowed to drive university vehicles while in the course and scope of their job duties.
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V. Hazard Communication: Your Right-to-Know

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.
V. Hazard Communication: Your Right-to-Know

Where and How to Obtain Chemical Information

- Read Container Labels
- Check Safety Data Sheets
- Ask EH&S or your supervisor

*Available on manufacturer's website or on EH&S home page through the SDS Quicklink

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

*Samples on next slide

The Basic Parts of a GHS Compliant Label

1. **Propyl Alcohol**
   - UN1214
   - 2.3
2. **DANGER**
   - Hazard statement:
     - U.S. Department of Transportation Hazard Class and Subclass: Class 3, Flammable liquids
     - Health Hazard: Inflammable
     - Physical Hazard: Non-flammable
     - Environmental Hazards: None
3. **Warning**
   - Hazard statement:
     - U.S. Department of Transportation Hazard Class and Subclass: Class 3, Flammable liquids
     - Health Hazard: Inflammable
     - Physical Hazard: Non-flammable
     - Environmental Hazards: None
4. **Compatibility**
   - Information:
     - U.S. Department of Transportation Compatibility Class and Subclass: Class 2, Incompatible with water, acids, bases, oxidizers, etc.
5. **Precautions**
   - Information:
     - U.S. Department of Transportation Precautions:
       - Transportation: Do not mix with incompatible substances.
       - Storage: Keep away from heat, sparks, and flame.
       - Disposal: Dispose of according to local regulations.

*Samples 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)

V. Hazard Communication: Your Right-to-Know

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
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.

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V. Hazard Communication: Your Right-to-Know

Determine the best response for each item below then compare your answers to the correct responses on the next slide.

1. Name three recommendations you should follow to help ensure your safety in the workplace. Possible responses: ____________

2. Name three of the primary sources cited where chemical information may be obtained. Possible responses: ____________

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

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

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V. Hazard Communication: Your Right-to-Know

Check your answers

1. Name three recommendations you should follow to help ensure your safety in the workplace. Possible responses: ____________

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VI. FSU Stormwater Protection

What is an **ILICIT DISCHARGE**?

- An illicit discharge is any contaminant directly or indirectly allowed to enter the University's storm drain system that is not composed entirely of stormwater.

What are possible sources of **ILICIT DISCHARGES**?

- Construction waste and litter
- Chemicals, oils, solvents, and paints
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

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VI. FSU Stormwater Protection

Construction Runoff

- FSU makes every effort to minimize the impact campus construction projects have on the stormwater drainage system
- Remember: "Only Rain Down the Drain"
- Please report any blocked drains or unusual discharge to FSU the Facilities Service Center at 644-2424.

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VI. FSU Stormwater Protection

SEE SOMETHING SAY SOMETHING

To report an ILICIT DISCHARGE call
FSU Facilities at (850) 644 – 2424
Or "Report a Safety Concern" at:
https://www.safety.fsu.edu/
Or if there is a serious hazard call the
Florida State University Police Department
at (850) 644 – 1234
Help keep yourself and our campuses safe!

"Before you start, be safety smart!"

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