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

1200 Carothers Hall  •  (850) 644-6895  •  www.safety.fsu.edu
The purpose of this orientation is to introduce you to our department’s mission and areas of responsibility as well as FSU’s accident and injury reporting guidelines. You will learn about FSU policies regarding the use of University vehicles, your right-to-know about hazardous materials in the workplace and their potential impact on your health and the environment, as well as the University’s stormwater protection initiatives.

There will be a review at the end of each section for you to check what you’ve learned.
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.

As a member of FSU’s community, you are encouraged to join in this commitment. We offer many safety services to protect and safeguard everyone on our campuses. If you observe any unsafe conditions, please report the condition to your supervisor and to Environmental Health and Safety immediately, because the most valuable resource at FSU is you!
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

   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

Environmental Health and Safety supports FSU’s operations in a number of areas. We assist departments in establishing safe practices through education and training, promoting best management practices, and by supporting research activities. Additional information concerning EH&S can be accessed by visiting our website at www.safety.fsu.edu.
II. Recommendations for New Employees

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

Ask your supervisor about your department’s rally point and evacuation routes and discuss who is CPR certified in your department. The best time to learn this information is before you need it!

You should familiarize yourself with the location of your department’s fire alarm pull stations, first aid kit, and fire extinguishers as well as how to use them. If a fire alarm is activated in a building, by law you MUST immediately exit the building. Do so in a calm and orderly manner and keep clear of any responding emergency personnel. Remember to use stairways and never use an elevator during an emergency evacuation.

Meet at your department’s rally point. Do not re-enter the building until authorized to do so by a Fire Department, Law Enforcement, or EH&S representative.
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 at [www.safety.fsu.edu](http://www.safety.fsu.edu)

If you observe any unsafe conditions, you are encouraged to notify your supervisor or EH&S. You can contact EH&S by phone or via our online reporting tool located on our website, [www.safety.fsu.edu](http://www.safety.fsu.edu). You have the option to make anonymous notifications. Always remember if you see something, say something!
By Florida law, Florida State University is required to provide Workers’ Compensation insurance to all University employees. In this section you will learn how to report workplace injuries.
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.

Workers’ Compensation Claims are coordinated through the Office of Human Resources.

If you are injured on the job the University's Workers’ Compensation Manager will work with you and your supervisor throughout the claim process.
If you are injured while doing your job, one of three levels of care will apply: The injury will require emergency medical treatment (at which time 911 should be called immediately), the injury will require non-urgent medical treatment, or the injury will require no medical treatment. Regardless of the severity, you must report the injury to your supervisor or department representative as soon as possible.

If you are involved with or witness an accident or a “near miss” that does not result in an injury, you should still notify your supervisor and EH&S.
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 1-800-455-2079) and the Workers’ Compensation Manager.

If you sustain a work-related injury or illness that requires emergency medical treatment, dial 911 to call emergency medical services. Allow the 911 operator to terminate the call. Do not hang up the phone before they do.

As soon as possible, notify your supervisor or department representative who will then contact AmeriSys. AmeriSys will ensure prompt medical treatment and will immediately contact the medical facility to initiate medical case management on your behalf. Once the emergency is under control, AmeriSys will contact your supervisor to complete the required paperwork. You or your supervisor must also notify the Workers’ Compensation Manager.

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

For injuries that require either non-urgent treatment or no medical treatment, immediately report the injury to your supervisor. Your supervisor will contact AmeriSys. If medical treatment is needed, an AmeriSys case manager will coordinate your medical care with a physician. While on the phone with AmeriSys, you and your supervisor will complete a First Notice of Injury. You and your supervisor are also required to complete an Accident Investigation Report together and forward it to the Workers’ Compensation Manager within 48 hours.

The treating physician will provide important instructions concerning your injury. Be sure to follow these instructions and stay in contact with your supervisor and the Workers’ Compensation Manager.
Workers’ Compensation - Additional Important Employee Facts

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


For additional important information relating to Workers’Compensation, visit myfloridacfo.com or copy the URL below. Please note: By reviewing this document, you acknowledge you have been made aware of your rights as an employee relating to Workers’ Compensation.
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 slide.

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 _______ ________ 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 _____.

Now you can review the information you’ve just learned. Answer each question to yourself, then compare your answers to the correct responses on the next slide.
III. Reporting Workplace Injuries Workers’ Compensation

*Check your answers*

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

1. Report injuries to __your Supervisor or Department Rep__.
2. The Supervisor contacts __AmeriSys__.
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 __Your Supervisor/Department Rep__ and __the Workers’ Compensation Manager__.
6. Report “Near Misses” to __Your Supervisor/Department Rep__ and __EH&S__.

Check your answers here.
In this section, you will learn about the use of University vehicles and what to do if you’re involved in an automobile accident. To use a State Vehicle, you must possess the type of valid driver's license required for the vehicle being operated. For additional information, check the policy: OP-C-9 Use of State Vehicle.
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.

Use of FSU’s vehicles is only permitted if you are an employee conducting work directly related to the University and your job duties. All other uses, such as going to lunch, running errands, or doing any other nonwork-related activity are strictly prohibited. There is an exception for extended trips where such use is consistent with the completion of your official duties. Students who are also employees of the University may operate University vehicles only while in the course and scope of assigned job duties.

Unless approval is given by his or her supervisor, an FSU employee should not accept non-FSU employees as passengers in University vehicles.

If you have any questions concerning the legal use of State Vehicles, contact your supervisor or EH&S.
Ensure a **White Insurance Information Card** is in the vehicle at all times.

**IV. Use of University Vehicles**

Laminated insurance cards are inside the glove box of each vehicle. If you are involved in an accident on campus, you must immediately notify the FSU Police Department. If off campus, contact the appropriate area Law Enforcement Agency. A law enforcement officer will prepare a police report and provide you with a Driver’s Information Exchange Form. Next, notify your Supervisor. Your Department should have the vehicle checked to determine if it is safe to drive. Finally, you must notify EH&S to initiate the claims process even if you are in your personal or rental 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.

**NOTE:** Do not file an accident report online. Never admit fault or promise to pay anything, and do not discuss details of the accident with anyone except the investigating Law Enforcement Officer.
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

Prior to using the vehicle, be sure to check the tires for proper inflation and wear; test the headlights, horn, windshield wipers, and all mirrors to ensure they are operational.

Never ride in an unsafe vehicle. If there are problems, notify your department so repairs can be made.

Plan the routes you will take and the length of time to complete the trip to avoid having to rush.
Driver Safety Tips:

- 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

Remember to always wear your seatbelt. It’s the law and helps keep you safe. Place books, papers, computers, and other loose items in the trunk. Obey all traffic laws. If you become tired, stop and rest. Always look behind the vehicle before you back up. A best practice is to beep your horn once, prior to backing up. Use of tobacco products inside FSU vehicles is prohibited. Texting while driving is illegal in Florida and dialing a cell phone while driving should be avoided. Studies have shown that these types of distractions greatly increase the risk of accidents. Remember to turn on your headlights at times of low visibility.
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.

Now you can review the information you’ve just learned. Answer each question to yourself, then compare your answers to the correct responses on the next slide.
IV. USE OF UNIVERSITY VEHICLES

*Check your answers:*

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.  
   Possible responses: Tires, brakes, horn, lights, wipers, mirrors.
3. In the event of an accident, contact 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.

Check your answers here.
V. Hazard Communication: Your Right-to-Know

Federal Law - Occupational Safety and Health Administration (OSHA)

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 their workplace.
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.**

The goal of Hazard Communication and Right-to-Know training is to prevent injury and exposure to hazardous materials by educating workers about these hazards in the workplace.
V. Hazard Communication: Your Right-to-Know

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.

You have the right to be informed about the hazardous materials used in your workplace and the potential effects of these materials on your health and safety. It’s also your right to be trained on practices to safely work with chemicals and equipment to prevent risk of injury and illness related to work resources. However, it is ultimately your responsibility to ensure your safety by following all signs and directives.

Find out where to locate and how to use safety equipment, such as first aid kits, personal protective equipment, and fume hoods. If your position requires the use of personal protective equipment like disposable gloves, safety goggles, lab coats, aprons, or hard hats, learn how to properly use the equipment and **be consistent in using it.**

Call for help with chemical spills, contamination, exposure concerns, or other issues unsafe to handle alone. If you have questions regarding work hazards, consult your department to see if there are any policies or procedures in place to address safety concerns. If you need additional information regarding work hazards, contact EH&S for guidance.
V. Hazard Communication: Your Right-to-Know

Where and How to obtain Chemical information

The first and most common place to obtain chemical information is from the factory label attached to the container. Factory labels typically identify chemical content, a hazard warning, and manufacturer’s information, such as lot number and manufacture date.

NOTE: If you transfer a chemical into a secondary container, you MUST label the secondary container with the chemical name and appropriate hazard warnings. Chemicals should never be placed in unlabeled containers, even temporarily.

Additionally, manufacturers are required by law to provide Safety Data Sheets or SDS (formerly called MSDS) which identify the name of the chemical product, hazards associated with its use, appropriate first aid procedures, guidance for safe storage, and accidental release measures. Personnel must be trained to read an SDS and understand its content to realize the hazards presented by various substances. SDSs can also be obtained from Environmental Health and Safety through our website at www.safety.fsu.edu under the Safety Data Sheets QuickLink.
V. Hazard Communication: Your Right-to-Know

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

Typically, chemicals are used more frequently at work than at home, or in greater concentrations or for longer durations, which may increase the potential of harmful chemical exposure or injury. Therefore, it is important for you to understand the hazards associated with the chemicals used in your workplace and to learn how to avoid injury from chemical exposure.

Some materials present acute or chronic health hazards. Acute health hazards are those whose effects occur immediately or soon after you come in contact with them. Chronic health hazards, are those whose effects take years or decades to occur after repeated exposures. Take precautions to safeguard your health.
V. Hazard Communication: Your Right-to-Know

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

It is important for you to be familiar with chemical labels and the SDS’s, so you have a better understanding of the proper personal protective equipment to use. This is an example of a GHS-Compliant Label. If you handle chemicals, you are required to follow established protocols and procedures. You will see more examples of pictograms on the next slide.
Here are some examples of the various pictograms that could be present on a GHS-Compliant label.
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)

Be aware of the risks associated with your job. Learn what to do in emergencies and the steps to follow in various situations, such as a fire or chemical spill. Conduct your work in a manner that protects yourself and your co-workers, and report any unsafe conditions or accidents to your supervisor. Supervisors should ensure safety equipment is well maintained and appropriate for its intended use. Work areas should be separated from break areas to avoid exposure to hazardous materials. Stay out of areas you are not authorized to enter and remain alert on the job.
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

To properly dispose of waste, learn what you can discard and how to discard it.

Broken glass can be discarded as regular trash if properly packaged. Broken glass or bottles must be placed in a sturdy cardboard box labeled “Broken Glass” or “Sharps” with the lid taped shut.

In addition to chemicals, other materials that must be disposed of as hazardous waste are:

Paint and paint thinners, non-alkaline batteries, aerosol cans, fluorescent light bulbs, and other mercury-containing products. Used oil and oil filters must also be disposed of properly and are not to be disposed of in regular trash. You are encouraged to familiarize yourself with written procedures for disposal of potentially hazardous materials.
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.

When in doubt about hazardous materials, call EH&S for pick up.

EH&S will pick up all hazardous wastes for disposal including:
Biohazardous materials, Hazardous chemicals, and Radioactive materials.

Contact EH&S for additional training if you generate hazardous waste.
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 _______ _______ _______.

Our final review covers Hazard communication and Right to Know Training. Answer each question to yourself, then compare your answers to the correct responses on the next slide.
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:** 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 responses:** 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 EH&S.

4. If you work with potentially hazardous materials or equipment you should always wear Personal Protective Equipment.

Check your answers here.
VI. FSU Stormwater Protection

The final topic you will learn about is FSU’s Stormwater Protection Program. FSU’s Stormwater Protection Program’s goal is to prevent the illicit discharge of chemical, physical, and biological pollutants into a regulated water body including stormwater conveyance systems and surface waters.
VI. FSU Stormwater Protection

What is an **ILLICIT 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.

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.
VI. FSU Stormwater Protection

• What are possible sources of ILLICIT DISCHARGES?

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

Possible sources of an illicit discharge include construction waste and litter, and 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

Florida State University actively manages its stormwater system, which is made up of surface drains as well as underground and above ground drainage conduits. The goal of the Stormwater Protection Program is to minimize anything other than stormwater from entering the drainage system, thereby avoiding groundwater contamination.

The drains are designed to prevent low lying areas from flooding by draining excess rain from paved streets, parking lots, sidewalks, and roofs.
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.

FSU Facilities monitors construction sites to ensure stormwater systems are not adversely impacted. If you observe blocked, clogged drains, or suspicious discharge to stormwater drains, contact FSU Facilities.
SEE SOMETHING SAY SOMETHING

To report an **ILLICIT 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

If you observe an illicit discharge, contact FSU Facilities or “Report a Safety Concern” at www.safety.fsu.edu. Stormwater pollution is everybody’s problem so do your part and help us keep the campus free of debris and trash.
Help keep yourself and our Campuses Safe!

“Before you start, be safety smart!”

Environmental Health and Safety
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This concludes the Environmental Health and Safety New Employee Orientation. We wish you a successful and safe career at FSU.