


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



1200 Carothers Hall • (850) 644-6895 • [www.safety.fsu.edu](http://www.safety.fsu.edu)



Rev 01/11/12

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**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.*



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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!



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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



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II. Recommendations for New Employees  
*Before an emergency arises know what, where, who, and how*


CPR/AED/First Aid Certified




Location & Use





Clear Path



Use stairways



Department

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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."*



To 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)



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### III. Reporting Workplace Injuries



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### 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.

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### What To Do if You Are Injured At Work

Determine the type of care appropriate for the injury:


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



III. Reporting Workplace Injuries

**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.



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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.

III. Reporting Workplace Injuries



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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



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Workers' Compensation - Additional Important Employee Facts

For additional important information relating to Workers' Compensation, visit [myfloridacfo.com](http://myfloridacfo.com) or copy the following direct link.

[https://www.myfloridacfo.com/division/wc/pdf/information\\_brochure\\_for\\_injured\\_workers\\_ENG\\_print.pdf](https://www.myfloridacfo.com/division/wc/pdf/information_brochure_for_injured_workers_ENG_print.pdf)



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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 \_\_\_\_\_.



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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.



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IV. Use of University Vehicles

University Policy  
OP-C-9 Use of State Vehicle



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**IV. Use of University Vehicles**

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.**



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Ensure a White Insurance Information Card is in the vehicle at all times


**IV. Use of University Vehicles**



Florida Automobile Liability ID Card  
FLORIDA STATE UNIVERSITY  
Certificate No. AL-50137  
Name Insured: State of Florida, Tallahassee, Florida  
Certificate Holder: Department of Environmental Health and Safety  
Safety: Florida State University  
Financial Responsibility: Self-insured

**IN CASE OF ACCIDENT:**  
1. Contact the appropriate Law Enforcement Agency (911 or FSUPD at 644-1234)  
2. Exchange driver information  
3. Report accident to supervisor as soon as possible  
4. Report accident to Environmental Health and Safety at 644-6825

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



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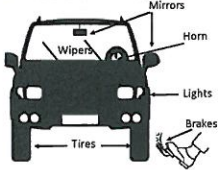

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**Driver Safety Tips:**

- 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**

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**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

**IV. Use of University Vehicles**

Buckle Up!      Loose items  
Rest if tired      Lock before reversing

~~Tobacco~~

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**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? 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.

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V. Hazard Communication: Your Right-to-Know



Federal Law - Occupational Safety and Health Administration (OSHA)



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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.

The More



You Know...



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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.

Always use proper Personal Protective Equipment (PPE)



Don't experiment with your safety



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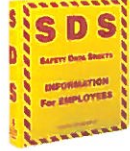
V. Hazard Communication: Your Right-to-Know  
Where and How to obtain Chemical information

Read Container Labels



Label Secondary Containers

Check Safety Data Sheets\*



Ask EH&S or your supervisor

\* Available on manufacturer's website or on EH&S home page through the Safety Data Sheets QuickLink



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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](http://www.safety.fsu.edu)



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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

**The Basic Parts of A GHS-Compliant Label**

1 → **n-Propyl Alcohol**  
UN No. 1274  
CAS No. 71-23-8

2 → **DANGER**

3 → **Hazard Statement:** Highly flammable liquid and vapor. Causes serious eye damage. Irritates or burns skin and clothes.

4 → **Prevention:** Keep away from heat, open flames, hot surfaces. No smoking. Avoid breathing vapors. Use only in well-ventilated areas. Wear appropriate PPE. Avoid contact with skin or eyes. Wash thoroughly after use.

5 → **Supplier Information:** Fill Weight: 16.62 lbs. Net Weight: 15.50/14.04  
Gross Weight: 20 lbs. P/N: 100-101201  
Aqua Chemical Company - 775 Southover Dr. - Ocala, FL 34461 USA - [www.aquachem.com](http://www.aquachem.com) - 1-28-864-1587

6 → **Pictogram:** A diamond-shaped pictogram with a flame, a hand being burned, and an exclamation mark.



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V. Hazard Communication: Your Right-to-Know

Pictograms of Hazards

HCS PICTOGRAMS & HAZARDS		
 <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Acute Toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>• Flammable</li> <li>• Pyrophoric</li> <li>• Self-Heating</li> <li>• Extremely Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	 <ul style="list-style-type: none"> <li>• Irritant (Skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (Harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Harmful to Ozone Layer (Non-Mandatory)</li> </ul>
 <ul style="list-style-type: none"> <li>• Gases under Pressure</li> </ul>	 <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	 <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
 <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	 <ul style="list-style-type: none"> <li>• Environment (Non-Mandatory)</li> <li>• Aquatic Toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>• Acute Toxicity (Fatal or toxic)</li> </ul>

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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)




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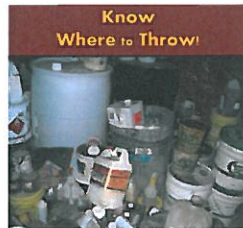
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V. Hazard Communication: Your Right-to-Know

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




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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:* 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.



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VI. FSU Stormwater Protection



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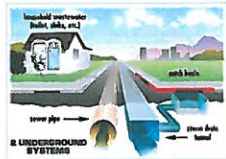
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VI. FSU Stormwater Protection

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.



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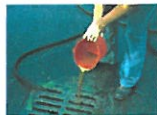
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VI. FSU Stormwater Protection

• What are possible sources of **ILLICIT DISCHARGES**?

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



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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 **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



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Help keep yourself and our  
Campuses Safe!

*"Before you start, be safety  
smart!"*



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