



Risk & Exposure Training

Common Causes of Accidents

- One of the causes of accidents is lack of paying attention to your surroundings and not keeping items clear from pathways.
- Not properly securing items that can fall. Not posting signs to give a proper warning for potential items that can fall.
- Most accidents happened because a driver are texting, changing the radio or is using their phone without a hands-free device. This will result in an accident by hitting an innocent third party.



Take A Cautious Approach



The best way to do this is pay attention when driving, placing your phone on do not disturb. Use a hands-free device.



Arrive to your meetings on time so you can give yourself the proper time to arrive and not rush by speeding.



Keep your Georgia State University Insurance card in your vehicle while driving.



Make sure you give the right of way when a person is crossing the road.



Use your turn signal when changing lanes and do not run personal errands while on school business.



These simple steps can help you avoid accidents due to lack of negligence.



Failure to take the necessary steps can cause a serious injury, a fatal crash, and litigation.

Providing Clear Guidelines for Reporting & Labeling



Use the proper signs for a hazardous work area.



Train your employee often on how to report a loss.



Post the correct contact information for your departments when a loss happens, so the claim can be reported quickly and sent to the correct department.



Have a clear chain of command outlining the proper steps to take when an incident occurs so there is no delay when the loss has been reported.

Facilities Claims Outline

Make sure all facilities are locked and secure.

Inspect locks to make sure there are no issues or problems and locks are functioning correctly.

Make sure we are using the proper locks for all facilities, so they are secure from any intruders.

Have campus police do a general walk around to inspect all locations to show a routine presence, so we can help deter crime.

Risk management will do a bi-weekly walk around to make sure no loose items are causing a hazards situation.

Make sure we address any issues or problems at the facilities with the maintenance personnel so the issue can be fixed in a reasonable time.

Keep a log on facilities that have issues, when they were address and how long did it take before the issue was fixed.

Keep a routine log on the vendors performing the work and rotate the vendors on each facilities repair. Also, keep track of costs from the vendors to see if they used fair and reasonable pricing for repairs.

Complete walk around to make sure items are functioning at facilities.

Keep floors clear of debris, hazardous materials, large boxes or items to avoid incidents.

Make sure fire extinguishers are regularly inspected by the proper department and mark inspection date.

Keep papers, boxes, and other objects away from water heaters, boilers or safety exits.

Make sure all safety exits are correctly labeled and clear from all objects.

Check to make sure that safety guards are properly placed on equipment or tools.

Maintain regular checks to ensure security cameras are working and recording at all facilities.

Check facilities to make sure no items are exposed that can cause cuts, scrapes or harm. If items are exposed, they will be marked for repairs as soon as possible to limit exposure of a claim

Panther Dining Outline

Manager or supervisor should check and inspect employees coming to work to make sure employee or staff are not sick. All parties should stay at home if not feeling well. If the supervisor suspects the person is not well, they should immediately approach the employee and have them removed from the kitchen and away from the students.


All parties in the Dining Services should maintain washing their hands, wear hair safety nets, and they should use gloves when preparing food.

Advise employees why hand hygiene is important, demonstrate effective handwashing, identify when they must wash their hands and evaluate handwashing habits, make sure they are using warm water and soap and wash hands for 20 seconds. Use a paper towels to dry hands and use a second paper towel to turn off faucets.

Work with Dining Services to make sure employees are wearing the proper shoes to avoid slip and falls. Have employees address wet spots by attending to them as soon as the issues has been discovered. Mark the location with the proper sign to advise wet or slippery areas so the area can be cleaned and dried up.

Make sure all cooks are using cutting gloves when prepping or preparing the food.

Make sure the employees are paying close attention when using knives or cutting materials.

A background image showing a kitchen environment. In the foreground, a person is chopping a head of green cabbage on a wooden cutting board. To the left, a stainless steel pot sits on a gas stove. In the background, two other people are visible, one wearing a white chef's hat and another in a pink shirt. The scene is brightly lit, suggesting a professional kitchen setting.

Have the active supervisor on duty paying attention and make sure they are enforcing the safety measures that have been put in place, so we can reduce the number of Worker Compensation claims.

Always use mitts or gloves when picking up hot items to avoid burns.

Emphasize to employees to use the proper techniques when lifting, such as bending your knees, wear a back brace or requesting help when lifting an item that is too heavy.

Cooks and kitchen staff should make sure food is kept or stored at the correct temperature to avoid spoilage or causing sickness.

Cooking the food and making sure it is done is the best way to avoid a claim being filed by a student or faculty. Take the food temperature to make sure the food is fully cooked. People can become ill when bacteria multiplies to a higher level. There are two reasons bacteria grows; one is time and the second is temperature.

Identify when it is the correct time to record the food temperature. Know what the internal temperatures that food must meet during cooking, cooling or reheating. Maintain thermometers and other temperature taking equipment and keep them in the proper place.

Hazards & Chemical

- All staff should keep cleaning agents and chemicals in the proper place and away from food and prepping areas.
- All kitchen staff should be able to recognize a chemical hazard, know how to dispose of it, how to store chemicals safely, and keep chemicals in a utility closet.
- Chemical containers, spray bottles should be clearly labeled.
- Discard chemicals according to the manufacturer instructions.
- Never mix chemicals since it can have a dangerous reaction.
- Do not use chemical pesticides since it may leave a residue on the outside of the fruits or vegetables. Instead, the fruit and vegetables should be washed with water.
- If you feel the food has encountered a chemical, you should discard the food immediately, and wash your hands thoroughly.



Training & Management

Educating staff, faculty managers, employees are key to maintain a health work environment

Routine training with all departments will only help reduce claims and keep everyone safe.

Outlining employees on best practices, work procedures will give everyone a better understanding how they can contribute to the overall safety for everyone.

Helping everyone to learn safety procedures and showing them how to identify hazards , as well as dangerous environments. Through teaching and training this will show them how to prevent harm to themselves and others.

Providing safety orientations for new hires will administer safety rules and guidelines that will need to be followed.

Helping managers with leadership training and how to identify issues or problems that may arrive will ensure they are helping their employees follow and understand our procedures.

By providing the correct training to managers they will be able to recognize hazards, a unsafe work environment and will be able to address it in a timely manner.