



Insurance & Risk Management Return To Campus

Student Edition



Campus Awareness

- Pay attention to your surroundings.
- Walk with a group instead of alone.
- Avoid late night walks
- In the evening contact GSU campus police to escort you around campus or to your vehicle if you are alone
- Download LiveSafe App.
<https://safety.gsu.edu/livesafe/>
- Never stay at a party when your friends leave & you don't know anyone or your way home.



In Your Room

- Always keep the doors locked.
- Memorize emergency exit on your floor. Keep valuables out of sight.
- Don't use Deep fryers or pressure cookers.
- Don't open doors for strangers.
- Don't post your class schedule on social media.



Student Employees in PantherDining

- Wear the slip resistant shoes in the kitchen & dinning area to avoid slipping & falling
- Use cutting gloves when cutting or chopping food
- Use heat resistant gloves when picking up skillets, pots or other hot items.
- Keep chemicals stored in the proper area and away from food
- If you are injured, report the incident to your supervisor and your supervisor will report the incident to Insurance & Risk Management.



Students in the Lab

- Protective eye wear should be worn in the lab
- Use the proper gloves when handling hot surfaces in the lab
- Use the correct tools when using laboratory burners
- Familiarize yourself with all laboratory safety supplies and equipment first aid kits, safety shower, eyewash station, and chemical spill kit
- A Critical Event Guide is posted on the inside of all laboratory doors in case of an emergency.
- Injuries should be reported immediately. Laboratory supervisors should report injuries to Insurance Risk Management and Research Environmental Safety.



GSU Athletics Department

- All new hires are required to complete the Accurate Motor Vehicle Background Check and pass the background check
- Complete the Driver Acknowledgement Form
- New hires must take the 6-hour NSC In person Defensive Driving Course
- Current and formal employees must take the Annual Training for Authorized University Drivers each year
- Once the driver meets all three requirements Insurance & Risk Management will notify the driver and their supervisor, the driver is now authorized to drive for GSU.



Recreational Services

- Recreational Services requires drivers to complete a driver test with appropriate staff before you are authorized to drive in the department's vehicle.
- New hires must take the 6-hour NSC In person Defensive Driving Course
- Complete one-time PTV Drivers Course if you are driving a golf cart or utility vehicle
- Current and formal employees must take the Annual Training for Authorized University Drivers each year
- Once the driver has met all three requirements Insurance & Risk Management will notify the driver and their supervisor, the driver is authorized to drive for GSU.



All Student Employees

Immediately report all accidents/injuries to your supervisors and Insurance & Risk Management.

Workers Comp forms should be filled out by the injured party and their supervisors and submit the forms to Insurance & Risk Management.

Forms needed First Report of Injury Form (WC-1 Form) Employee Leave Election Form. Accident Witness State Form & Acceptance/Denial of Workers' Compensation Form

Insurance & Risk Management will provide employee & Supervisor & HR with Workers Compensation Claim number.

<https://risk.gsu.edu/occupation-health-and-safety/incident-injury-reporting/>



Preventing The Spread of Covid-19

VISIT

<https://covidinfo.gsu.edu/>



**HELP PREVENT THE
SPREAD OF COVID-19**



**GET
VACCINATED**



**FACE MASKS
STRONGLY
RECOMMENDED**



**WASH HANDS
OFTEN**



**RESPECT
THE SAFETY
OF OTHERS**



GSU Emergency Contact Numbers

- Campus Police: 404-413-3333
- Non-Emergencies & Safety Escorts: 404-413-2100
- Information Desk: 404-413-3234
- Hearing Impaired: 404-413-3203
- Emergencies: 911
- <https://safety.gsu.edu/>
- Insurance & Risk Management
404-413-9548

Need Help Now?
Stop and Call:

911
