Overview: Topics of the Training

- Injury & Prevention Programs: Do They Work?
- Injury Prevention: Why Do We Need Them?
- Direct Cost of Injuries & Accidents
- GSU Insurance Claims Statistics
- Unsafe Acts and Conditions
- Proper Lifting Techniques
- Push/Pull Injury Prevention
- GSU Driving Requirements
- Falls, Slips, and Trips
- Hazardous Materials
- Theft and Loss Prevention
Injury & Prevention Program Goals

- Transform the workplace safety and health culture.
- Reduce injuries, illnesses, and deaths.
- Lower workers’ compensation and other costs.
- Improve morale and communication.
Injury Prevention Programs: Why Do We Need Them?

• In the U.S., more than 12 workers die on the job every day which is approximately over 4,500 deaths a year.
• Every year more than 4.1 million workers suffer a serious job-related injury or illness.
• Our focus is to bring the number down by providing the proper safety prevention.
FY22 Property Damages

• DOAS paid $203,541 in property damage claims to GSU.
• We can lower this amount by monitoring building conditions and notifying facilities when we see leaks or damages.
• There are unforeseen events outside our control such as vandalism or accidents, but we can help REDUCE losses by immediately reporting building damages or items in need of repair.
• Notify fmservices@gsu.edu if you note an item in need of repair.
• Notify fmsdutilities@gsu.edu if your power is out or you have other issues with utility services.
FY22 Workers Compensation

- DOAS paid $195,435 for workers comp claims.
- We can reduce workers compensation claims and improve employee safety by helping employees understand the importance of applying safety skills while working.
FY22 General Liability

- DOAS paid $5,351 for GL Claims at GSU.
- We can do our part by notifying facilities at fmservices@gsu.edu if we see a wet floor, icy or slippery conditions, or any other potential treacherous conditions.
- Keep hazardous or bulky items that may cause accidents or become tripping hazards out of the walkway.
FY22 Auto Liability Claims

• DOAS paid $19,617 for auto claims at GSU
• We can reduce claims by following some general guidelines
• Don’t drive distracted!
• Don’t text and drive
• Put your phone on “Do Not Disturb” when driving
• Reduce your speed and obey the rules of the road
GSU Insurance Claims Statistics: Total Paid by Coverage & Claim

- Our goal is to reduce claims by applying safety training to limit incidents and keep GSU employees safe.
- FY22 claim percentage between Workers’ Compensation, General Liability, and Auto.
What can you do to limit unsafe acts and conditions:

**Unsafe Acts while working:**
- Using unsafe equipment
- Improper lifting
- Horseplay
- Influence of drugs/alcohol
- Operating without authority
- Not following emergency procedures

**Unsafe Conditions:**
- Congested work areas
- Excessive noise exposure
- Wet floors
- Inadequate machine guards
- Defective/damaged tools
Proper Lifting Techniques: Plan Before you Lift

PLAN AHEAD
- Know what you are lifting and how you will lift it.
- Be aware of the weight of the object.
- Determine whether it’s safe to lift on your own.
- Make sure the work area is flat, dry, and clear of debris.

CHECK YOUR PATHWAY
- Make sure the lift pathway is clear.
- Remove any tripping hazards or debris.
- Check for any wet or slick surfaces.

USE ERGONOMIC EQUIPMENT
- Use lift assists, forklift, dolly, cart, hand truck or hoist.
- Make sure you are trained before using the equipment.

GET HELP WHEN NEEDED
- When lifting awkward or heavy loads, utilize a two-person lift.
- Make sure you lift at the same time and keep the load level.
- WEAR PROPER PPE
- Wear proper required protective shoes and gloves.
## Basic Lifting Technique

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get</td>
<td>Get as close to the object as possible.</td>
</tr>
<tr>
<td>Use</td>
<td>Use a wide stance with one foot forward and to the side of the object for good balance.</td>
</tr>
<tr>
<td>Keep</td>
<td>Keep your back straight, push your buttocks out, and use your legs and hips to lower yourself down to the object.</td>
</tr>
<tr>
<td>Slide</td>
<td>Slide the object as close to you as possible.</td>
</tr>
<tr>
<td>Put</td>
<td>Put the hand (same side of your body as the forward foot) on the side of the object furthest from you.</td>
</tr>
<tr>
<td>Use</td>
<td>Use this basic lifting technique for small objects when you can straddle the load and use a wide stance.</td>
</tr>
<tr>
<td>Put</td>
<td>Put the other hand on the side of the object closest to you. Your hands should be on opposite corners.</td>
</tr>
<tr>
<td>Grasp</td>
<td>Grasp the object firmly with both hands.</td>
</tr>
<tr>
<td>Prepare</td>
<td>Prepare for the lift, tighten your core muscles, look forward and upward, keep a straight and strong back.</td>
</tr>
<tr>
<td>Lift</td>
<td>Lift slowly and follow your head and shoulders. Hold the load close to your body. Lift by extending your legs with your back straight, and breathe out as you lift.</td>
</tr>
</tbody>
</table>
Lifting Do’s

• Know or test the object weight.
• Use ergonomic lift assists when possible.
• Plan the lift and clear your path.
• Get help for heavy or awkward loads.
• Keep the object in the power zone.
• Use a wide stance for balance.
• Use your legs to lift.
• Pivot your feet to avoid twisting.
Lifting Don’ts

- Don’t hold your breath.
- Don’t bend or twist at the waist
- Don’t use a partial grip (1-2 fingers).
- Don’t obstruct your vision when carrying.
- Don’t jerk or lift quickly.
- Don’t pinch your fingers or toes
- Don’t pull a load if you can push it.
- Don’t forget to wear proper PPE.
Push/ Pull Injury Prevention

- Many GSU positions involve manual tasks such as pushing, pulling, and lifting.

- Performing these tasks regularly puts these individuals at risk of developing injuries from sprains and strains.
Push/ Pull Injury Prevention Tips

- Always assess the load
- Push over pull
- Avoid awkward positions
- Get help
- Get closer
- Use your body
- Slow down
Georgia State University Driving Requirements

• All new hires should enroll in the 6 hour in-person National Safety Council Defensive Driving Course.

• Individuals with job responsibilities for driving GSU vehicles are required to complete the Annual Training for Authorized University Drivers, complete the Driver Acknowledgement Form and Accurate Motor Vehicle Background Check.

• Please review Georgia State University Driving on University Business Procedures at Risk Management - Insurance and Risk Management (gsu.edu)
**Tips for Safe Driving**

- Put on your seatbelt.
- Adjust your mirrors before driving.
- Set your GPS before you drive.
- Keep both eyes on the road.
- Keep both hands on the wheel.
- Do **NOT** use your cell phone while driving.
- Follow the speed limit.
- **Notify** your supervisor regarding the accident.
- Report all accidents in GSU vehicles to Netclaims and Insurance & Risk Management within **24 hours**.
- Never admit fault while at the scene of the accident.
- Ensure a police report is filed.
- Do **NOT** transport non-GSU personnel in a GSU vehicle without prior authorization from your department head. (A waiver is required)
Golf and GEM Cart Safety Tips

Be Responsible.
• Anyone in your golf cart should always keep their arms and legs inside the vehicle.

Limit Passengers.
• Golf carts are made for certain number of passengers. Never allow more people than the golf cart has seats for.

Obey Traffic Laws.
• Golf carts are subject to the same traffic laws, this means no reckless driving, no tailgating & no speeding.

Don’t Get Distracted.
• Avoid being distracted by your passengers, phone, or texting.
Golf and GEM Cart Safety Tips

Use Platforms Properly.
• If your golf cart is equipped with platforms in the back, sides, or front, remember that these aren’t for extra passengers, its for transporting bags or packages.

Avoid Drinking and Driving.
• Do not operate the equipment under the influence

Reduce Speeds.
• Pay attention to conditions of the road and drive the recommended speed.

Start & Stops.
• Don’t start, speed up or stop suddenly since this can be hazardous to you and your passenger.

Keep Your Keys.
• So, you can avoid the cart from being stolen or taken for a joy ride.

Yield to Pedestrians.
• When operating your cart, always yield to pedestrians.
Driving Do’s

Prepare the vehicle.
Checking the vehicle provides you with the condition of the vehicle prior to driving. For example, Does the vehicle have a flat tire that needs to be properly addressed prior to driving? By taking the time to check the vehicle you are able to notice the tire and reduce the chances of a tire blowout.

Prepare yourself.
Are you able to safely drive?
Have you recently taken medication or any substance that could impair your motor skills?
Do you wear corrective eye wear? If yes, please make sure you have them on prior to driving.
Driving Don’ts

• Do not use electronics while driving.
• Do not initiate or engage in any road rage activities while driving GSU vehicles.
• Properly use turn signals.
• Give the GSU vehicle and the vehicle in front of you at least enough space where you can see the entire vehicle ahead of you.
• Follow the fleet management guidelines in the GSU Driver's Procedures located at risk.gsu.edu.
GSU Vehicle Weekly Check List

Supervisor should do a weekly checklist to inspect the vehicles for damages.

If the damage is found the supervisor need to speak with the employee about it, and document the incident.

The supervisor needs to notify Insurance & Risk Management regarding the incident.

---

**WEEKLY MOTOR VEHICLE CHECKLIST**

<table>
<thead>
<tr>
<th>Department</th>
<th>Vehicle Make</th>
<th>Model</th>
<th>Vehicle</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Inspected Date</th>
<th>Inspected By</th>
<th>Inspected Date</th>
<th>Inspected By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windshield wipers and washer fluid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directional indicators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn and Muffler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect vehicle decal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure license plate is attached</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check for 4000 mile maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tire inflation and tire tread depth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front and rear fluid level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antifreeze</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor oil level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brake fluid &amp; brake system</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior and interior condition acceptable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transmission fluid &amp; hydraulics (if apply)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any items not passing inspection shall immediately be brought to the attention of the department head Manager/Supervisor, date, signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***SUBMIT CHECKLIST TO THE FLEET COORDINATOR ON THE 3RD DAY OF EACH***
Falls, Slips, and Trips

- Slips and falls are the top cause of workplace injury.

- There are actions you can take to prevent slips, trips, and falls when you are on the job.
Causes of Falls, Slips, and Trips

• Slips are caused by a lack of traction.

• While trips are caused by an object or uneven surface.

• When a slip or trip causes a person's center of gravity to shift unexpectedly, sometimes it isn’t possible to correct the body's loss of control. This is when a fall has taken place.
How to prevent Slip, Trips, or Falls

• Simple, watch where you are going and be mindful of your surroundings.

• Maintain a watchful eye for hazards such as spills on the floors, blocked walkways, and uneven surfaces are simple yet effective ways to prevent slips and falls from occurring.

• Proper footwear is a major factor in preventing slips and falls.

• Signage is necessary when a trip hazard or spill is present to help alert others of a hazard.
Hazardous Materials

• Keep hazardous materials locked in a secured cabinet and location.
• Never have hazardous materials near food.
• Use the proper PPE when handling chemicals.
• Wear eye protection to protect your eyes.
• If exposed to chemicals wash and clean the exposed skin or part of the body immediately.
Theft and Loss Prevention

- Theft and loss of property can occur anywhere to anyone.

- It’s important to maintain awareness and take action to help minimize theft and loss from occurring.
  - Lock away your valuables including GSU laptops and transient items taken off GSU campus when working remotely.
  - Close and lock your office door when you step away to avoid any potential theft from taking place.
  - Lock GSU vehicles when not in use.
  - Do not get distracted by your phone when walking or performing your job duties.
Questions or Concerns

Contact Insurance & Risk Management at risk@gsu.edu for any questions or concerns related to safety, insurance, and risk management.