Insurance & Risk Management:
Hazard Safety Training
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
- Hazard Awareness
- Theft and Loss Prevention
- Facility Security
- Ladder Safety
- Electrical Hazards
- Falling Objects
- Tips for Panther Dining

Direct Cost of Injuries & Accidents
GSU Insurance Claims Statistics
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Falls, Slips, and Trips
Hazard Awareness
Theft and Loss Prevention
Facility Security
Ladder Safety
Electrical Hazards
Falling Objects
Tips for Panther Dining
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 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 $203,540 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 $195,434 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 404-413-0700 if we see a wet floor, icy or slippery conditions or potentially 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:

<table>
<thead>
<tr>
<th>Unsafe Acts while working:</th>
<th>Unsafe Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Using unsafe equipment</td>
<td>• Congested work areas</td>
</tr>
<tr>
<td>• Improper lifting</td>
<td>• Excessive noise exposure</td>
</tr>
<tr>
<td>• Horseplay</td>
<td>• Wet floors</td>
</tr>
<tr>
<td>• Influence of drugs/alcohol</td>
<td>• Inadequate machine guards</td>
</tr>
<tr>
<td>• Operating without authority</td>
<td>• Defective/damaged tools</td>
</tr>
<tr>
<td>• Not following emergency procedures</td>
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</tbody>
</table>
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>Action</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, it’s 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.
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 Fleet Vehicles: 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.
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.

Slip Or Trip = Fall
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.
Risk Management
Recommended Mitigation Controls for Departments such as Facilities and Research
Facilities Staff

- Make sure all facilities are locked and secured.
- 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.
- Facility Inspection Check List should be used for weekly inspections
- Identify and label all equipment
- Know your shut-off valve locations
- Maintain emergency protocol for spills, pipe leaks, repair kits etc.
Ladder Safety

- Make sure nothing under the feet of the ladder
- Make sure you have someone hold the ladder
- Place the ladder on level footing.
- Always face the ladder.
- Secure the ladder by locking the metal braces at the center of the ladder.
- Don't overreach.
- Don't sit on the top of the ladder
- Don't walk the ladder unfolded, always fold before carrying.
Fall Protection & Prevention

- If the ladder presents a fall of 6 ft or more protection is needed
- Use fall protection on walkways, ramps, open sides, edges, and have a coworker hold the ladder you are using to ensure the ladder is stable
Electrical Hazards

Electrical accidents are usually caused by a combination of factors.

- Unsafe equipment and or installation
- Workplaces made unsafe by the environment
- Unsafe work practices
- Failure to wear the proper PPE such as gloves, shoes, googles etc.

Most common injuries related to electrical shocks are burns, arc or flash burns, and thermal burns.
Electrical Accidents: Most Frequent Causes

- Contact with power lines
- Lack of Ground Fault protector
- Missing ground electric cords
- Improper use of equipment
- Improper use of electric cords
- Avoid using space heaters and extension cords to avoid fire hazards
Electrical Safety

• Always assume that all overhead wires are energized
• Never touch power lines
• Never operate electrical equipment while standing in water
• Coming in contact with an electrical voltage can cause current to flow through the body, resulting in electrical shock and burns. Serious injury or even death may occur
Electrical Safety Summary

Electrical equipment must be:
• Listed and Labeled
• Free from hazards
• Used in the proper manner

If you use electrical tools, you must be:
• Protected from electrical shock
• Provided necessary safety equipment
Falling Objects

- Hardhats are required if working in area under construction.
- Use of canopies is authorized to help prevent injuries from falling objects.
- Barricade the area to prevent unauthorized entry to avoid injuries.
Panther Dining Employees

- Wear slip resistant shoes in the kitchen & dining area to avoid slips and falls
- 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.
Contact Insurance & Risk Management at risk@gsu.edu for any questions or concerns related to safety, insurance, and risk management.