

INSURANCE & RISK MANAGEMENT

GSU SAFETY COURSE



Prevention Goals

- Improving workplace safety and health
- Reduce injuries, illnesses and deaths
- Lowering workers' compensation and cost
- Improving morale and communication



Topics for Today's Training

- ✓ Handwashing
- ✓ Right-to-Know
- ✓ Ergonomics
- ✓ Avoiding Slips, Trips and Falls
- ✓ Ladder Safety
- ✓ Lifting Do's and Don'ts
- ✓ Push/Pull Injury Prevention Tips
- ✓ Theft and Loss Prevention
- ✓ Weather Related Hazards
- ✓ Driving requirements
- ✓ GEM and Golf Cart safety
- ✓ Optional Awareness Training
- ✓ Other Safety Programs



Handwashing



- Handwashing is the single most important act to keep yourself and others safe.
- Please wash your hands, each time you touch or change a task.
- We recommend each person know the location of areas to wash their hands
- Sanitizer does not replace soap and water.



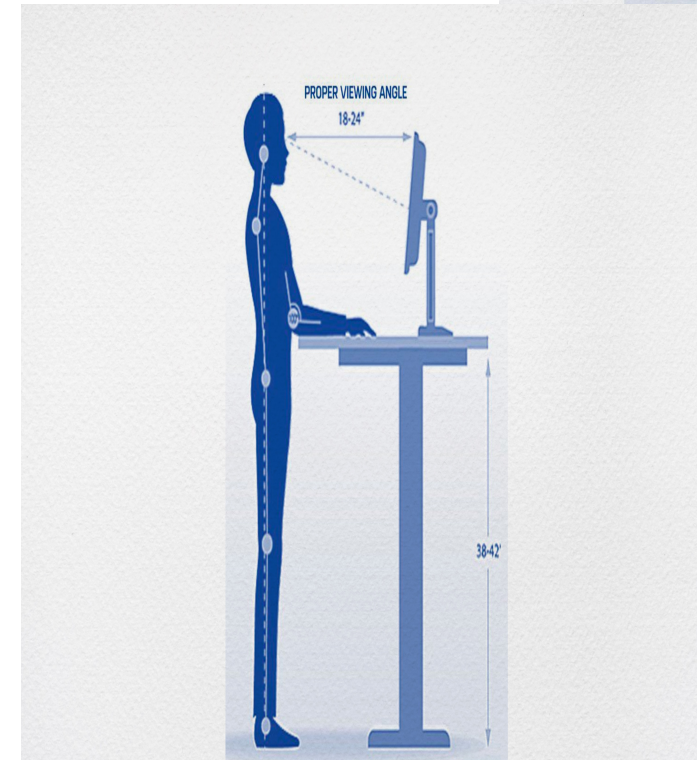
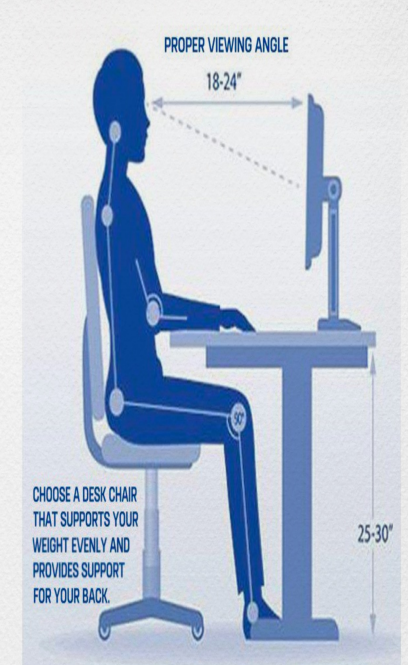
Right to Know Act

- As an employee of the State of Georgia, you have the right to know about hazardous chemicals in the workplace. This right is guaranteed under Georgia's "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" (O.C.G.A. 45-22-2).
- Federal regulations provide you the "right to understand" under the Hazard Communication Standard (HCS) along with your right to know. This standard makes it easier for you to understand labels on hazardous chemicals and information in safety data sheets.
- Federal regulations require that all employees be trained on hazardous chemicals in their work area at the time of their initial assignment and whenever a new chemical hazard is introduced in their work area. Georgia regulations require training at the time of initial assignment and re-training at least annually thereafter.



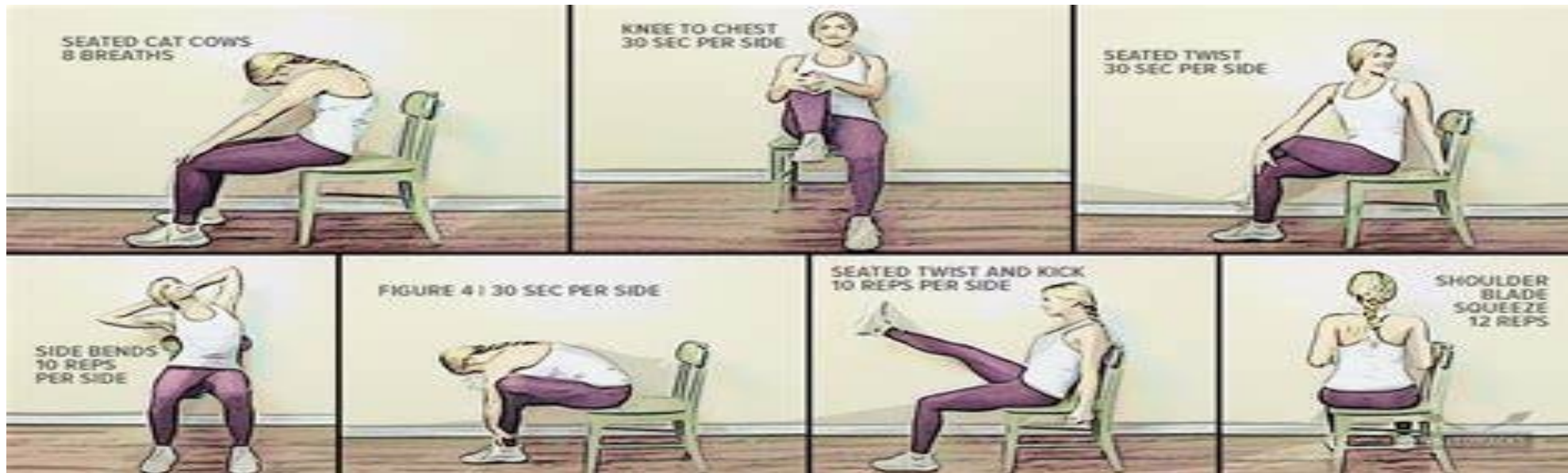
Ergonomics

- Ergonomic Assessments – Ergonomics is defined as the study of people's efficiency in their working environment.
- This program is designed to help reduce the risk of Musculoskeletal disorders (MSDs) by providing GSU personnel with the proper information, equipment, and tools within their work environment.
- If you are concerned or experiencing discomfort within your current workstation, you are encouraged to complete a Computer Workstation Ergonomics Self-Assessment Checklist which includes recommendations and actions to reduce discomfort.
- For the assessment /training go to risk.gsu.edu under the tab Occupational Health and safety



Simple Tips for Improving Workplace Ergonomics

- Practice Good Posture
- Change it Up
- Get a Good Chair
- Make your Work area, Work for You
- Look after your Eyes



Slips, Trips, and Falls

- Simple, watch where you are going and be mindful of your surroundings.
- Maintaining 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.
- Notify fmservices@gsu.edu if you note an item in need of repair or safety hazard.



LADDER SAFETY

- Make sure nothing is 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
- Make sure ladders are stored in a secure fashion!



Lifting DO'S

- Know ergonomic lift assists when possible.
- Plan the lift and clear your path.
- Get help for heavier objects, be sure to test the object's weight.
- Keep the object in the power zone.
- Use a wide stance for balance.
- Use your legs to lift.
- Pivot your feet to avoid twisting

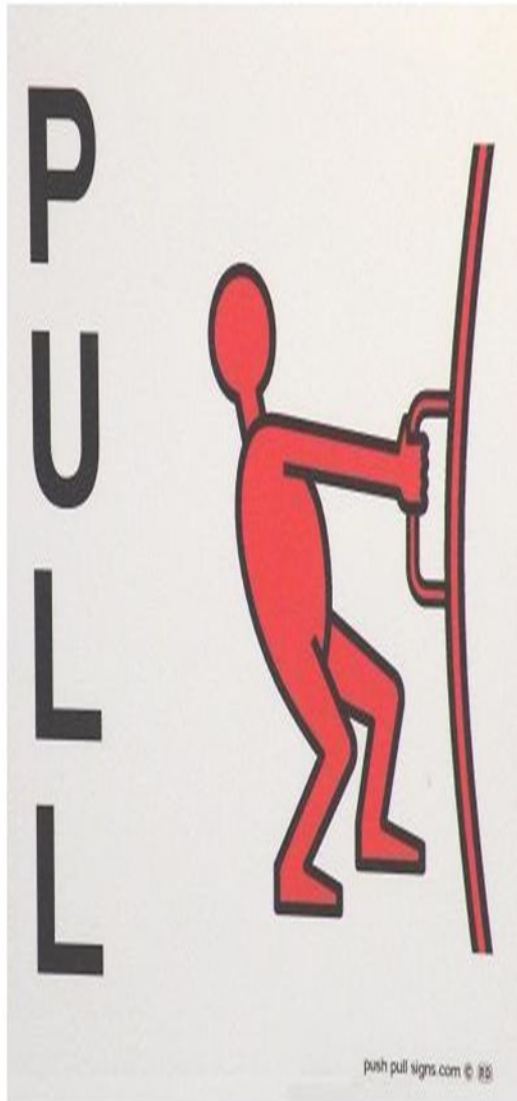
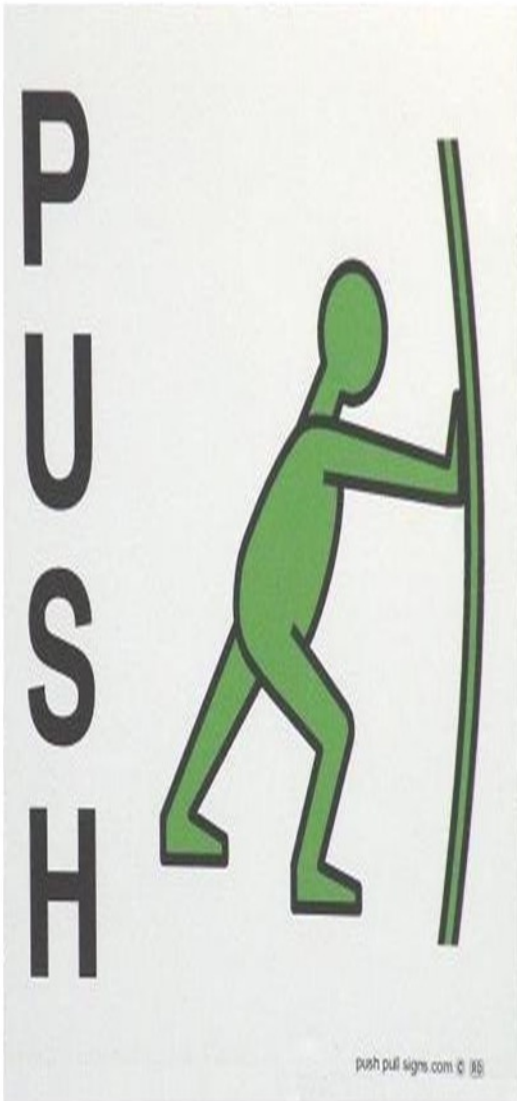


Lifting Don'ts

- 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 forget to wear proper PPE.
- Don't pull a load if you can push it



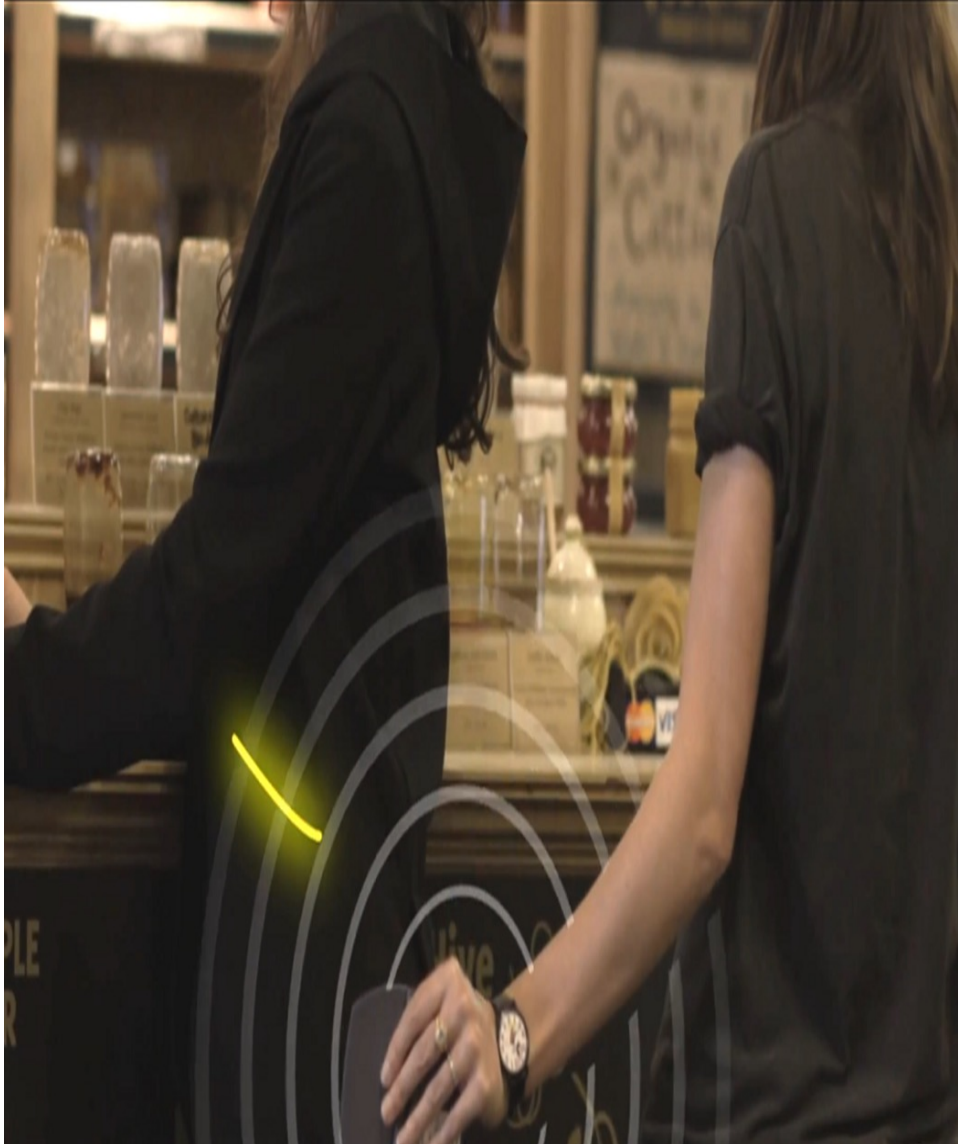
Push/Pull Injury Prevention Tips



- Always assess the load
- Push over pull
- Avoid awkward positions
- Get help
- Get closer
- Use your body
- Slow down



Theft and Loss Prevention

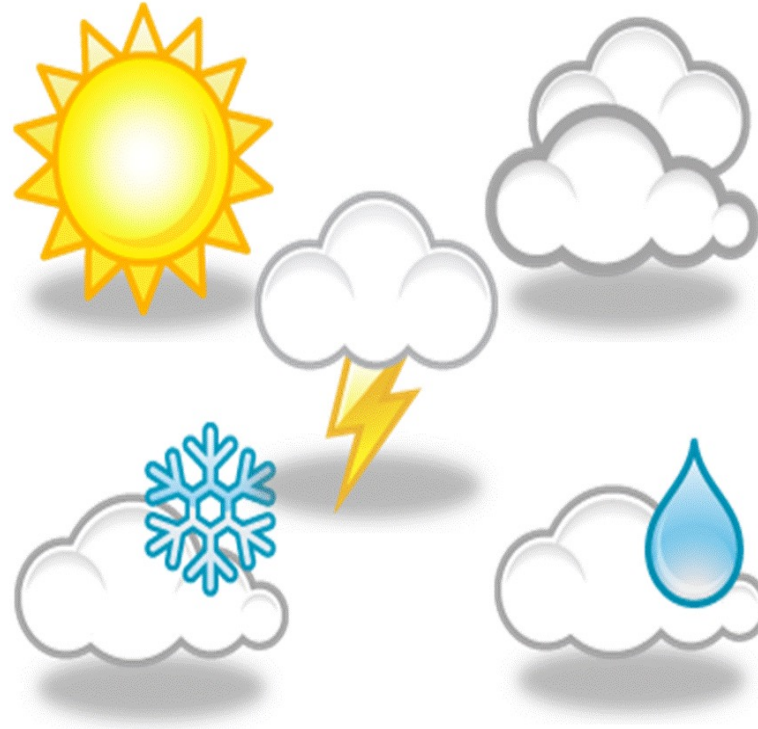


- Theft and loss of property can occur anywhere to anyone.
- It's important to maintain awareness and act to help minimize theft and loss from occurring.
- Lock GSU vehicles when not in use.
- Do not get distracted by your phone when walking or performing your job duties.



Weather Related Hazards

- Drink Plenty of water even if you don't feel thirsty.
- Check the local news for health and safety updates.
- To avoid heat or freeze exposure please wear the appropriate clothing.
- Go indoors if the outside temp becomes overwhelming
- Talk to your manager if you start to feel sick



GSU Driving Requirements

- All employees should enroll in the 6-hour in-person Nation 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.
- Email the Director of Insurance & Risk Management Fred Bibbs at fbibbs@gsu.edu to register for the course.



Golf and GEM Cart Safety Tips

Be Responsible.

- Anyone in your golf cart should always keep their arms and legs inside the vehicle. Do not drive under the influence

Limit Passengers.

- Golf carts are made for a 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 & and 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.

Reduce Speeds

- Pay attention to the conditions of the road and drive at 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.

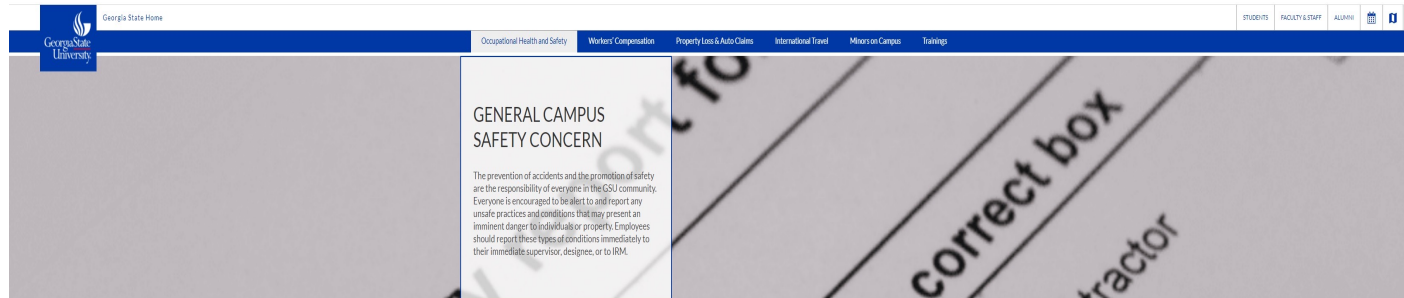
Yield to Pedestrians

- When operating your cart, always yield to pedestrians.



General Campus Safety Concern Report Form

- To report unsafe conditions at GSU, please use the link below to make a report
- <https://risk.gsu.edu/incident-report-form/>
- See something/Say something



General Campus Safety Concern Report Form Print Version

General Campus Safety Concern Report Form

This General Campus Safety Concern Report Form is for reporting general incidents only. For example, slip & fall, tripping, or reporting a hazard. All incidents must be reported within 24 hours to the Department of Safety & Risk Management.

General Information

Department *

Name of Person Reporting Incident *

Title

Email *

Phone *



Optional Awareness Training

Insurance and Risk Management will also provide the following training for employees who require training in these areas. Risk. gsu.edu

- **Computer Workstation Ergonomic Training-** This program is designed to provide knowledge, skills, and educational tools to help identify potential ergonomic-related injuries, recognize ergonomic risk factors, and reduce regionalized risks by using good ergonomic work practices and procedures.
- **The Library Ergonomic Training for Stacking – the** program is designed to provide an awareness of ergonomics and how it applies to handling books in the library.
- **Portable Fire Extinguisher Training / Information-** A public service program was created by Brooks Equipment Company with the intention to provide customers and the public have easy access to useful information related to the application and proper use of fire extinguishers
- **Right-To-Know Basic Awareness with the Global Harmonized System-** This training is provided by the USG and is required for all new hires within the first 30 days of employment. It is designed to train employees on the importance and benefits of properly recognizing and safely working with hazardous materials and introduces the Global Harmonized System requirements with an emphasis on new chemical labels and safety data sheets.



Health and Safety Programs

If you have any questions about the following Health and Safety programs, please contact the Occupational Health and Safety Officer at ohs@gsu.edu .

- **Respiratory Protection Program** – This program is designed to ensure GSU personnel required to wear respiratory protection while performing their work duties are protected from respiratory hazards, such as potentially airborne infectious diseases or hazardous chemicals, through the proper use of respirators. This document describes procedures for identifying inhalation hazards, respiratory protection selection, medical evaluations, training, fit-testing, and respirator use and care.
- **Indoor Air Quality Program**– The purpose of this document is to provide guidance and procedures for the management of Indoor Air Quality (IAQ) concerns at GSU. It is the goal of GSU to eliminate potential hazards in the workplace and to operate buildings in a manner that meets established performance standards regarding ventilation, temperature, relative humidity, air quality, odor, noise, and lighting.
- **Ergonomic Assessments** – Ergonomics is defined as the study of people's efficiency in their working environment. This program is designed to help reduce the risk of Musculoskeletal disorders (MSDs) by providing GSU personnel the proper information, equipment, and tools within their work environment.

All are available on our website <https://risk.gsu.edu/> under the Occupational Safety and Health tab.



Frequently Asked Questions:

Q. If I see a wet floor or other facilities-related hazard or item that needs repair, what should I do?

A. Please email facilities at fmservices@gsu.edu to have a sign placed in the wet area or to report other facilities' concerns.

Q. Who do I report a general safety hazard to?

A. If you see a safety concern that is not an emergency, you should report it to ohs@gsu.edu and complete the incident report form on the IRM website. You will need to provide the location and the safety issue. Once the report is received, IRM will investigate and work with Facilities to ensure the issue is resolved.

Q. I'm a supervisor and would like to discuss specialized safety training or other workplace concerns.

A. Please contact ohs@gsu.edu. We can assess your training needs and typically provide training in-house. We can also inspect your work area and provide an assessment to ensure you have a safe work environment.

Q. Who would I contact regarding air quality, mold, or problems with my work area?

A. Any concerns with air quality, mold, or workstation issues please contact your Occupational Health and Safety Officer at ohs@gsu.edu so an inspection can be completed for the workstation and assessment and testing completed for air quality and mold.



Summary



- If you are injured in the course of your job duties, your supervisor will need to complete the workers comp paperwork. Your supervisor will need to email the workers comp forms to the Insurance and Risk coordinator Lajanda Casey at workerscomp@gsu.edu.
- For Safety Training or report safety hazard please contact Crystal White at 404.413.9547, or email at ohs@gsu.edu.
- In Summary, please look out for the safety of yourself and your co-workers. Thank you for your time and attention.

