

May 4, 2011

**MEMORANDUM NO: 011-32HR**

**TO: Agency Administrators**  
**FROM: Bobbie Chappell**  
**VIA: Rip Colvin, Executive Director**  
**RE: Safety Notes from April 2011**

Please find attached the April issues of Safety Notes from Risk Management. Please feel free to distribute to other interested parties. Thank you.

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*“Enlightenment must come little by little, otherwise it would overwhelm.”*

*~Idries Shaw*

# Safety Notes

VOLUME 1, ISSUE 27



## QUICK TIPS:

Reasons to assign safety warden duties to new employees:

1. Your safety warden pool will always be fresh and energized.
2. New employees are more likely to buy into a process that they are a part of.
3. Eventually, you will have an entire staff of former safety wardens.



## NEW EMPLOYEE ORIENTATION

Employees with less than 3 months of job experience, when compared with their seasoned peers, are more than twice as likely to be injured on the job. Most employers conduct initial safety training, but it is often packed into a 30-minute session surrounded by benefits counseling and corporate structure briefings. While this type of training may fulfill an organization’s safety requirements, it is not a sufficient effort if the goal is to create the foundation for a culture of safety.



The objective of any agency or organizational safety program should be to foster a culture of safety that is saturated with knowledge, best practices, and awareness. The ideal forum in which to lay a foundation in pursuit of this objective is an effective new employee orientation. The following presentation can be used as a cornerstone for this portion of the orientation to be built upon.

### NEW EMPLOYEE ORIENTATION

## Getting Started

Employee accountability is an essential part of any workplace safety program. The following document is an example of a training record that lists all of the topics that an employee received during orientation. Try to include a similar form in every employee’s training records.

### NEW EMPLOYEE SAFETY CHECKLIST



#### Disclaimer

**The links that are posted within the Safety Notes are for educational purposes only. The State of Florida does not endorse or promote any brands, products, or services therein.**

Division of Risk Management  
State of Florida Loss Prevention Program  
[StateLossPreventionProgram@myfloridacfo.com](mailto:StateLossPreventionProgram@myfloridacfo.com)

*“What we call pleasure, and rightly so, is the absence of pain.”*

~ Cicero

### QUICK TIPS:

Neither leather gloves nor cloth mittens offer adequate protection against electrical current. Only gloves with dry, nonconductive material, like rubber, can reduce the risk of electric shock .



Do not use electrical personal protective equipment (PPE) for any other application; rough materials and hot surfaces can quickly damage them, leaving you unprotected.

Frayed wiring is a leading cause of structural fires. Check cables often for worn or cracked insulation. Remember, “when in doubt, throw it out!”

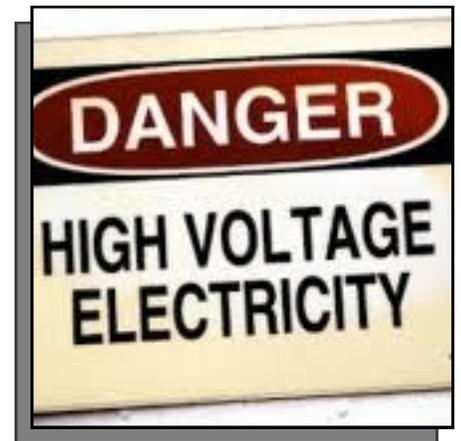
# Safety Notes

VOLUME 1, ISSUE 29



## Electrical Hazard

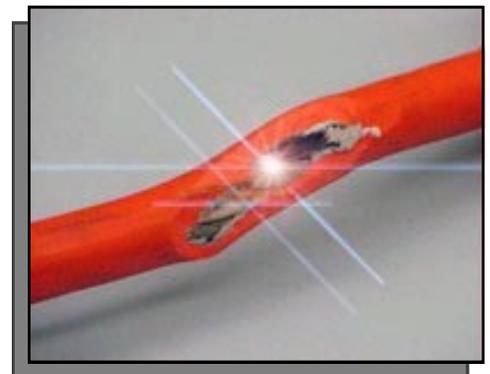
**According to a study conducted by the National Safety Council (NSC), an average of 500 people die each year after accidental electrocution; most of these deaths occurred in or around the workplace. Heightened awareness and environmental controls have greatly reduced accident rates and severity in recent decades, but injuries sustained during an accidental electric shock still pose a deadly risk. Since all of our lives revolve around objects and systems that require a constant electrical feed, there is no feasible way to eliminate the source of this risk. However, we can take precautions to reduce our exposure to the associated hazards. In 2002, OSHA revised their comprehensive training booklet and made it available for the public to download at the following link. This booklet is an invaluable resource that can be used in the development of a safety training program.**



### [Controlling Electrical Hazards](#)

#### Getting Started

**Employees working in or around environments that house high-voltage electricity should be well-informed in hazard identification and electrical safety. NIOSH has developed a student handbook that can be downloaded at no cost . This can be given out during new employee orientation or during a safety training session.**



### [NIOSH Student Handbook.](#)

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(850)413-4756

*“There are no failures — just experiences and your reactions to them..”*

~ Tom Krause

### QUICK TIPS:

Rubber and silicone, like most synthetic materials, degrade over time. Cracks in filters, seals, or lenses can leave you vulnerable to airborne toxins. Inspect your mask or respirator prior to each use.



N95 masks, like the one pictured to the right, are disposable masks that protect against dust, blood-borne pathogens, and large airborne particles. To ensure that you and the people around you are protected, request that your department or mask supplier conduct initial and annual mask fittings.

# Safety Notes

VOLUME 1, ISSUE 30



## Respiratory Protection

**Pulmonary injuries, caused by acute or prolonged exposure to airborne particles or toxins, result in serious injuries to thousands of workers each year; many result in death. Dangerous particles and toxins are present in almost every work environment, especially industrial and medical facilities.**

**Modern air handlers and filtration systems do a good job in reducing exposure to these hazards, but personal protective equipment (PPE) should always be utilized as a last line of defense when particles and toxins may be present. OSHA has developed a comprehensive respiratory protection program that can be used as a stand-alone program, or to augment your existing program.**



### [Respiratory Protection Program \(OSHA\)](#)

## Getting Started

**Awareness and exposure reduction are the two main goals of safety training. The following PowerPoint presentation provides a basic lesson in hazard identification and PPE as they relate to respiratory protection. Feel free to save and distribute the document during future training sessions.**

### [Respiratory Protection](#)



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