

**March 4, 2011**

**MEMORANDUM #018-11HR**

**TO:** Agency Administrators

**FROM:** Bobbie Chappell

**VIA:** Rip Colvin, Executive Director

**RE:** The Safety Outlook Newsletter and Safety Notes from Risk Management

Attached is the most recent Safety Outlook Newsletter provided by Risk Management. The Safety Outlook Newsletter is a valuable resource filled with safety news stories and articles, as well as safety tips that you can put to use at your circuit/agency. A bi-monthly publication, the Safety Outlook Newsletter is designed with the Safety Coordinator in mind. It features a new look at safety, as topics include stories or events that take place at many of the state agencies.

Another recent addition to the Risk Management publication arsenal is Safety Notes. It is a quick safety refresher provided by Risk Management that is filled with safety tips that you can put to use at your circuit/agency. Safety Notes is produced weekly, and always includes links to informational sites that give you step by step instructions on what to do to keep your safety program moving in the right direction.

Our goal from this day forward is to provide these publications as they become available. In the meantime, please review the Safety Outlook Newsletter and the previous two Safety Notes provided. Risk Management is in the process of updating their website. When it has been completed, I will forward a link so you can review all past publications.

If you have any questions please contact Andy Snuggs at [SnuggsA@justiceadmin.org](mailto:SnuggsA@justiceadmin.org).

Thank you.

**Andy Snuggs, Senior Management Analyst**

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# THE SAFETY OUTLOOK

*providing you a new look at safety*



Florida Department of Financial Services, Division of Risk Management

January/February 2011

Volume 1, Issue 5



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## DIVISION OF RISK MANAGEMENT KICKS OFF SLIPS, TRIPS & FALLS PILOT PROJECT

In January 2011, the Division of Risk Management (DRM) officially kicked off the Slips, Trips and Falls Pilot Project.

This one of a kind pilot project is designed to track the impact of the recently introduced *Slips, Trips and Falls* training video. In an effort to measure the success of the three-minute training video in reducing slip, trip and fall claims, four agencies will serve as part of the pilot project.

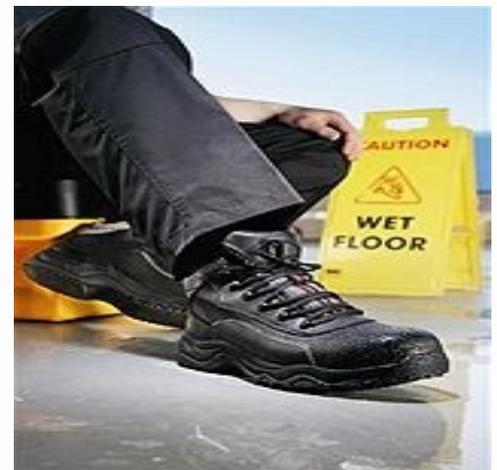
The four participating agencies are Florida Atlantic University, Florida Department of Health, Florida Department of Highway Safety & Motor Vehicles and the University of Central Florida.

One requirement of the project is that each agency show the training video to all employees within a workgroup or unit. The workgroup or unit will serve as the test group for the pilot. In order to meet this requirement, each agency is taking a unique approach. One agency is implementing the training using their online training system, while another agency is doing an e-mail blast to all employees.

The agencies will have until March 1, 2011 to show the video to the employees of their test group. The Division will then track the frequency of slip, trip, and fall claims occurring after the training was

conducted, and compare it to the claims before the training was conducted. In addition to tracking the data, the Division will conduct a comprehensive data analysis and will provide a report outlining the findings from the project.

If the project is successful in reducing slip, trip and fall claims, it will be recommended to all other agencies and universities.



Proper shoes can help reduce slips, trips and falls.

## KEEP IT SAFE WHEN DISPOSING OF MEDICATIONS

According to a recent study, over half of all insured Americans are taking prescribed medicine regularly. Many more are using over-the-counter remedies to alleviate symptoms. While these medications provide temporary relief, they may very well provide long-term consequences if not properly disposed of. ***Below are guidelines and tips for medication handling, storage, and disposal for agencies and universities to share with employees.***

### Medication Handling

1. Be sure to take medication exactly as prescribed.
2. Never share or redistribute prescribed medications.
3. Never consume expired medications.
4. Check the expiration date on medications regularly.
5. Never flush medications down the toilet.



### Medication Storage

1. Medications should be kept in original container. This helps ensure proper labeling and consumption.
2. Store medications in proper conditions specified by your doctor or the manufacturer (e.g., refrigerate, keep in a cool, dry place, etc).



### Medication Disposal (Do it Yourself)

1. Mark out all personal information detailed on the container.
2. For pills, add water or soda to start dissolving them. For liquids, add an inedible substance like cat litter, dirt, or cayenne pepper.
3. Close lid and seal container using duct or packaging tape.
4. Place in a non see-through container (e.g., coffee can or laundry bottle) and tape it closed.
5. Hide in trash can and be sure not to put in a recycling bin...done!



### Medication Disposal (I Need Help)

1. Many pharmacies offer prepaid, preaddressed, secure envelopes or boxes to dispose of medications.
2. Take unused, unwanted, or expired medications to your participating local pharmacy.



## TOP SAFETY RESOLUTIONS FOR 2011

The start of a new year is always an exciting time for setting goals and reflecting on the past year's accomplishments, as well as setbacks. Although it is already February 2011 and we are well into the new year, it is not too late to set a few safety resolutions for 2011.

Below are two practical, measurable, and most importantly, attainable safety goals that will add value to your safety program for 2011.

### 1. Enhance your Safety Orientation & Training

Make it a goal this year to enhance your safety orientation and training. Ensure that all workers, managers, and supervisors will receive training and instruction on general and job-specific safety and health practices. Some examples would include offering safety orientation and training for new hires, as well as training for existing employees who have been reassigned to jobs for which they have not received prior safety training. Your agency or university should also consider offering training when new substances, procedures, processes, equipment, or facilities are introduced and represent a new hazard. Of course, offering training on a regular basis to reinforce existing safety and healthy procedures is always key.

### 2. Improve Your Safety Meetings

Another goal to set this year is to improve your safety meetings. Set a goal that management will conduct safety

meetings for employees at least once a month to discuss safety issues as they arise, and stick to the goal. A safety meeting should include all employees in a work area and at least one manager or supervisor to ensure all appropriate issues are addressed. During the safety meeting, the manager or supervisor may cover one or more of the following issues: (1) evaluation of an accident investigation conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected (2) review key safety topics, and (3) review safety and health inspection reports to help correct safety hazards.

These are just a few safety goals your agency or university can put into practice for 2011. As you implement your goals, remember the State of Florida Loss Prevention Program is here to help with several training resources that include lunch and learn, targeted and general training sessions. Happy New Year and we look forward to helping your agency reach your safety goals in 2011!!!



## DRM OFFERING VIOLENCE IN THE WORKPLACE WEBINAR TRAINING

The Division of Risk Management State of Florida Loss Prevention program is offering a training session on Violence in the Workplace. The training session is scheduled for February 17, 2011 and will be taught by Officer Angela Sammons of FDLE Capitol Police. The course will focus on the causes of workplace violence, spotting the signs of potential violence, and following required security procedures. In

addition to the upcoming training, safety coordinators can learn 10 tips for preventing workplace violence presented by the National Institute for the Prevention of Workplace Violence. For the list of tips on preventing workplace violence, go to [www.nsc.org/plus](http://www.nsc.org/plus), and to RVSP for the Violence in the Workplace webinar e-mail [Deidra.Jones@myfloridacfo.com](mailto:Deidra.Jones@myfloridacfo.com) or [Brenae.Robinson@myfloridacfo.com](mailto:Brenae.Robinson@myfloridacfo.com).

## SAFETY SPOTLIGHT— LARRY OCHALEK *Department of Lottery*

Our Safety Spotlight for this issue is Mr. Larry Ochalek with the Florida Department of Lottery (DOL). Mr. Ochalek is the Lottery's Continuity of Operations Planner and is also the Alternate Safety Program Coordinator.

Mr. Ochalek began working for the State of Florida in 1999 and has been in his current position with the DOL since 2005. At DOL, he is responsible for the development, testing, training and administration of the COOP plan, reviewing Workers' Compensation accident claims, and promoting employee safety through the Safety Awareness Committee. His duties with DOL also include serving as a liaison with the Division of Emergency Management as Assistant Emergency Coordinating Officer, and in a similar role with the Interagency Advisory Council (IAC)

on Loss Prevention, and on the Division of Risk Management Safety Training Committee. He is also certified as a CPR instructor and teaches evening classes in CPR, AED, and related first aid techniques for Lottery employees. Mr. Ochalek is a big proponent of safety training and personal preparedness, which he demonstrates by sending a weekly e-mail to all lottery employees titled the Safety Minute Message. He also maintains the Lottery's safety intranet webpage that provides monthly safety tips for employees.

Along with his duties at the DOL, Mr. Ochalek recently marked a decade of service as a volunteer with the Capital Area Chapter of the American Red Cross. He also serves as a board member of the Florida Capital Region Chapter of the Association of

Contingency Planners.

Mr. Ochalek is married and has a grown son and daughter. His hobbies involve promoting preparedness and emergency communications as an amateur radio operator from his home in Tallahassee. The Division of Risk Management salutes the work that Mr. Ochalek does to promote safety and prevent injuries within his agency.



**Larry Ochalek**  
*Department of Lottery*

## SAFETY COORDINATORS ATTEND ONE-DAY EMERGENCY MEDICAL RESPONSE TRAINING

Would you know what to do if you walked into your co-workers office and found them passed out at their desk? An emergency situation can happen within seconds, and as a safety coordinator for your agency or university, it is extremely important that you know what to do and who to call.

In an effort to learn how to prepare for an emergency situation in the workplace, several safety coordina-

tors and risk managers refreshed their emergency medical response training at a one-day workshop hosted by the Division of Risk Management (DRM) and the Florida Department of Highway Safety & Motor Vehicle (HSMV).

The CPR/First Aid training, held on January 5<sup>th</sup> in Tallahassee, was taught by Michael McGlockton and Paula Griner of HSMV, and focused on the principles taught by the

American Safety & Health Institute (ASHI). Participants had the opportunity to learn and refresh their skills on topics such as blood borne pathogens, adult CPR, AED, first aid and emergency oxygen administration. The course incorporated the skills mentioned by following the ASHI Care Track.

According to the ASHI Care Track, the first step in Emergency Medical Response is to assess the scene.

If the scene is safe and the victim is unresponsive, it is all right to attend to the victim and alert 911; otherwise, you must receive consent from the victim. The next step participants learned was to attend to the victim by doing the ABC's. The "A" stands for open airway, the "B" stands for perform two rescue breaths, and "C" stands for check for signs of circulation.

According to participants, the one-day training was very informative and will help them better perform in an emergency situation.

If your agency is interested in learning more about emergency medical response for adults in the workplace, please contact the State of Florida Loss Prevention Program at [Statelosspreventionprogram@mycfo.com](mailto:Statelosspreventionprogram@mycfo.com). Also, see how much you already know about CPR and first aid training by taking the CPR quiz. What you know could save a life!!!



Attendees learn how to respond to a choking person.



A Safety Coordinator attends to a victim.



Students get hands-on training with using the AED.



Participants learn recovery positions for victims.

## TEST YOUR CPR KNOWLEDGE

- The proper way to determine unresponsiveness is?
  - Pinch their ear lobe.
  - Pour cold water on the person.
  - Use smelling salts rubbed in the nose.
  - Tap the victim and shout, are you ok.
- The preferred way to check for breathing is?
  - Place your head on the chest and see if it moves with respiration.
  - Hold a candle to the nose and see if the flame moves with breathing.
  - Look at the chest to see if it rises and listen and feel for air coming from the person's nose or mouth.
  - Tickle them and see if they laugh.
- What is the best position for the victim to be in when you are doing CPR?
  - In a chair
  - In a bathtub
  - Flat on the floor
  - Flat on a sofa
- Where do most out of hospital cardiac arrests occur?
  - In the home
  - In churches
  - Doctor's office
  - In restaurants
- What is the best way to open the airway prior to giving mouth to mouth ventilations?
  - Tilt the head forward and push down on the neck.
  - Tilt the head back and lift the chin up.
  - Tilt the head to the side and press down on the Adam's Apple.
  - Tilt the head back and push down on the crest.
- What does CPR stand for?
  - Call, Plan, Respond
  - Cardio-Pulmonary Resuscitation
  - Coronary Pathogen Revival
  - Capillary Process Review
- How many chest compressions should be performed each minute when giving CPR?
  - 20
  - 30
  - 100
  - 120

Answers: 1. D 2. C 3. C 4. A 5. B 6. B 7. B

## KEY CPR POINTS TO REMEMBER

Remember: Assess, Alert, Attend

Alert 911

Attend to the victim and check the ABC's

A=Airway. Is the airway open? If not, open it and look, listen and feel for normal breathing.

B= Breathing. Is the person breathing? If not, give two breaths.

C= Circulation. Is the person bleeding? If so, control external bleeding with direct pressure.

## CDC'S HEALTHIER WORKSITE INITIATIVE FOCUSES ON "STAIRWELLS"

Safety coordinators are constantly seeking new ways to promote safety and wellness in an effort to prevent or minimize employee injuries. It is no mystery that healthier employees create greater efficiency and are more productive. For that reason, the U.S. Centers for Disease Control and Prevention (CDC) has focused its effort in educating agencies on how to encourage employees to take the stairs rather than the elevator.

Though difficult to believe, according to the CDC, taking the stairs may prevent injuries while improving the overall health and safety of employees. Getting employees to take the stairs is not an easy task; therefore, the CDC suggests that employers will get much farther in their efforts to get employees to take the stairs if they were to make the stairwells more pleasant.

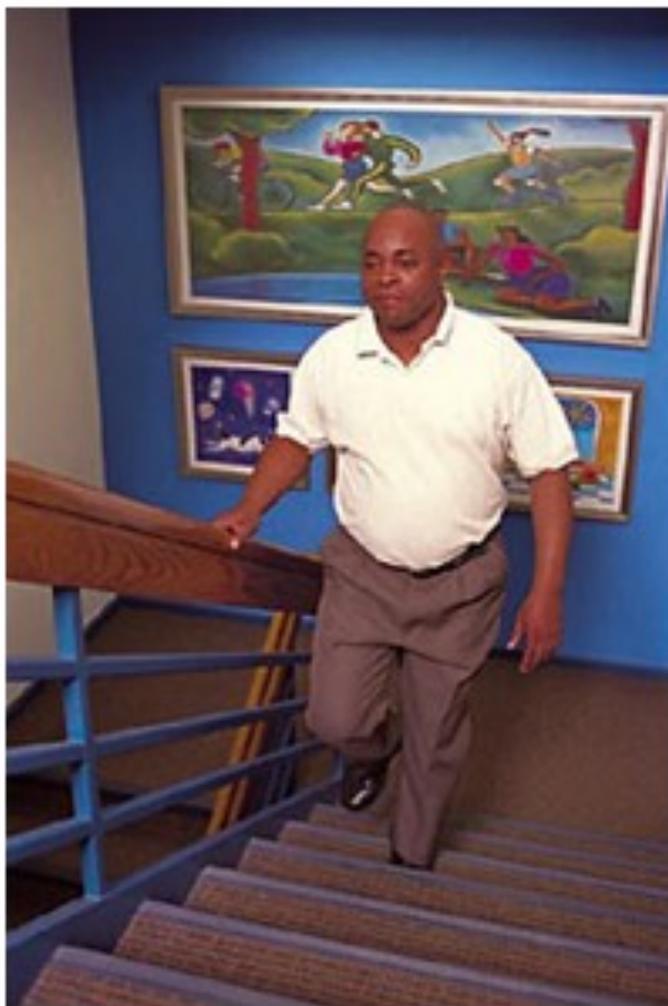
The following tips were adopted from the CDC's Healthier Worksite Initiative Toolkit. The goal? Turning stairwells into "StairWELLS". Some of the more financially feasible and attractive measures included:

*Framed Artwork.* Pictured below is one of the CDC's own StairWELLS project. The CDC selected royalty-free images of people being physically active, making healthier food choices, and partaking in other health-related activities such as health screenings. Though a great measure, it is important to check with local authorities regarding the fire and building codes to ensure this is allowed.

*Motivational Signs:* The use of motivational signs near elevators, stairways, and walkways is another suggested measure. The CDC used internal focus groups to determine which types of messages would be well received by others and have provided examples of signs for downloading at <http://bit.bBEdkM>.

*Stairwell use Tracking System.* Another measure the CDC took in their StairWELLS project is equip the stairwell with an infrared tracking system that allows it to monitor stairwell use. Outside of increased employee efficiency and productivity, the system provides another way to determine your return of investment on your StairWELLS project.

Find out more about the Healthier Worksite Initiative at <http://bit.ly/d1tPEN>.



An employee takes the stairs as part of the CDC's Healthier Worksite StairWELL Initiative.

## UNIVERSITY OF WEST FLORIDA SHARES HOW FOLLOWING OSHA & IAC STANDARDS HELPED THEM BECOME A GOLD AWARD WINNER

The University of West Florida has received the Division of Risk Management's Gold Award for the past two years for their excellence and dedication in maintaining an outstanding safety program. The success of their program according to Mr. Floyd Replogle, Assistant Director of Environmental Health & Safety (EH&S), is closely tied to following the safety standards of the Occupational Safety and Health Administration (OSHA) and the Loss Prevention Standards developed by the Division of Risk Management (DRM). Mr. Replogle also stated that the University of West Florida follows the DRM's Annual Safety Program Evaluation Survey, which is the third safety standard that helps them maintain their top notched safety program.

Another best practice that has contributed to the University of West Florida's success has been the overall design of their program, said Mr. Replogle. The University of West Florida's Safety program is designed

around diversification and sharing of information among several departments. This sharing of information among departments helps to keep communication open, which is instrumental in decision-making, planning, and implementation of their safety program university-wide.

Mr. Replogle praised the Interagency Advisory Council for providing such an excellent framework for creating and maintaining a Gold rated safety program for UWF, and he stated that for other agencies who are looking to improve their safety program, they should follow the three main standards the University of West Florida Follows, which are OSHA, DRM and the Annual Safety Program Evaluation Survey.

Following these three standards, Mr. Replogle said, is essential when it comes to maintaining a Gold Level Safety Program.



Floyd Replogle and Pennie Sparks of the University of West Florida accept the 2009 Gold Level Excellence Award from R.J. Castellanos, Director of the Division of Risk Management

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Office of the Director	850/413-4700
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Workers' Compensation Claim Change Form	850/413-4802
State Liability Claim Change Form	850/413-4852
Safety Coordinator Appointment Form	850/413-4756
Media Loan Request Application Form	850/413-4756

**WEB**

The following forms can be found at this Website. Remember, it is a secure site and a username and password will be needed:

[http://www.MyFloridaCFO.com/Risk/sc\\_toolbox.asp](http://www.MyFloridaCFO.com/Risk/sc_toolbox.asp)

- **Workers' Compensation Claim Change Form** (available electronically & in Adobe Acrobat)
- **State Liability Claim Change Form** (available electronically & in Adobe Acrobat)
- **Safety Coordinator Appointment Form** (available in Adobe Acrobat only)
- **Media Loan Request Application Form** (available in Adobe Acrobat only)

*Articles or Suggestions for Improvement of this Newsletter are always welcome.*

*Please e-mail [deidra.Jones@myfloridacfo.com](mailto:deidra.Jones@myfloridacfo.com)*

*“Pain is only valuable once you know that you’ve learned from it.”*

*~Unknown*

# Safety Notes



VOLUME 1, ISSUE 20

## QUICK TIPS:

Ensure your gloves are in good condition prior to use. Old gloves might be more comfortable, but they can give a false sense of security if they are cut or worn.



Sterile gloves are useless if you contaminate yourself or your patient while improperly putting on or removing them. The following link will send you to a site that explains, in detail, how to properly put on and remove sterile gloves.

[Sterile Glove Best Practices](#)

## Hand Protection

Since the dawn of the human race, man has been aware of the need to protect his hands. Cavemen fashioned mittens out of animal hides in order to protect their hands while hunting and cooking. Egyptian nobility used gloves during meals to prevent the food from staining their fingers. The need is just as apparent today as it was then. These days, most cuts and abrasions in the workplace happen to the hands and arms. Employers are required to provide a safe working environment, including personal protective equipment, and most comply. However, the state receives multiple claims every year that could have been prevented by wearing gloves. Why do we continue to experience these preventable injuries? Complacency and taking for granted our daily duties are causing us to become overly confident and unaware of the many hazards that surround those duties. That confidence may prove its legitimacy 90% of the time. However, during the other 10%, wearing gloves can increase the likelihood that you will arrive home with healthy hands intact.



## Getting Started

We all know that keeping our hands protected is very important, but what type of gloves should we wear? Different tasks require different types of protection. Whether you are washing dishes or handling hazardous material, there is a pair of gloves that can offer protection. This week’s Safety Notes link will send you to a site that can help you select the proper gloves for any task.

### [Glove Selection](#)



#### 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 or products therein.

Division of Risk Management  
State of Florida Loss Prevention Program  
[StateLossPreventionProgram@myfloridacfo.com](mailto:StateLossPreventionProgram@myfloridacfo.com)  
(850)413-4756

*“Prepare and prevent, don’t repair and repent.”*

*~Unknown*

# Safety Notes



VOLUME 1, ISSUE 21

## QUICK TIPS:

Safety shoes get more comfortable the more they are worn. However, all safety shoes eventually need to be replaced. Check your shoes often to ensure that they still perform the protective function for which they were designed.



Try non-slip overshoes. They extend the life of your safety shoes, and can be washed in a dishwasher.



## Foot Protection

**On average, there are 180,000 foot-related injuries per year in the United States. The average cost to treat each injury is close to \$6,000. Of these injuries, over 1,500 resulted in time away from work. Many of these injuries could be prevented by identifying hazards and utilizing protective footwear to mitigate the results of associated accidents. In accordance with OSHA’s General Duty Clause, employers have an obligation to protect workers from serious and recognized workplace hazards. However, it is still the employee’s responsibility to ensure that they understand the hazards associated with their job tasks, and to use appropriate safety equipment. By following these steps, you can improve the odds that you arrive home safely:**



- 1. Identify hazards that may harm your feet.**
- 2. Choose appropriate footwear for hazardous work tasks.**
- 3. Know the limitations of your foot protection.**
- 4. Ensure that your protective footwear is serviceable prior to use.**

## Getting Started

Different work environments require different types of foot protection. The State of Florida Loss Prevention Program offers training material to aid in the proper selection and use of protective footwear. Please visit the site link below to view the presentation.

### [Protective Footwear Training](#)

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