

August 13, 2012

MEMORANDUM # 042-12HR

TO: Agency Administrators

FROM: Andy Snuggs, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: Safety Notes from June and July 2012

Please find attached the June and July issues of Safety Notes from Risk Management. I am sure you will find them to be informative. Please feel free to distribute to other interested parties.

Thank you.

Please note my email address has changed to Andy.Snuggs@jac.myflorida.com.

Andy Snuggs, Director of Human Resources

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Safety Notes

VOLUME 2, ISSUE 14

“Some people are very sensitive to sexual harassment, and some are a little more used to it. But when you feel that prickling feeling across the back of your neck, you know that some boundary has been crossed.”

-Jan Johnson

Test your knowledge of sexual harassment:

1. What federal agency offers a formal, detailed definition of workplace sexual harassment?
2. Under what federal law is sexual harassment considered to be discrimination based on gender?
3. True or False: Sexual harassment in the workplace only hurts the victim.

Please see e-mail attachment for complete quiz with answer key.

Sexual Harassment in the Workplace

Sexual harassment can happen to any person, male or female. Just like other kind of bullying, sexual harassment is intended to hurt, offend, or intimidate another person.

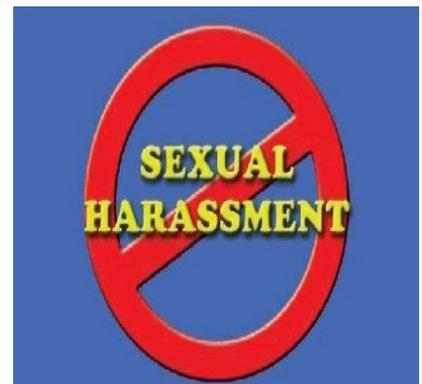
According to the Equal Employment Opportunity Commission (EEOC), “Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision such as the victim being fired or demoted.”



State of Florida employees are required to undergo affirmative action and equal opportunity training, which includes sexual harassment. Keeping employees updated at your agency or university on sexual harassment policies can help prevent future possible claims.

The Florida Commission on Human Relations (FCHR) is a valuable resource in combating sexual harassment in the workplace.

In today’s *Safety Notes*, we will share with you a list of best practices provided by the FCHR of the top five list of things all employees in the workplace should know about sexual harassment.



[FCHR Top Five Tips on Preventing Sexual Harassment](#)

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Division of Risk Management
State of Florida Loss Prevention
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Safety Notes

VOLUME 2, ISSUE 16

“Water remains the best source of hydration.”
-Julie Raeder Schumacher

Tips to Stay Hydrated:

- Plan to start and end your day with water. Your body loses water while you sleep, so drinking 8 ounces of water when you first wake up and before you go to bed can help balance what you lose while sleeping.



- Eat two or three servings of fruits and vegetables each day. These foods have water in them and can help replenish water lost from your body.
- Learn the signs and symptoms of dehydration.

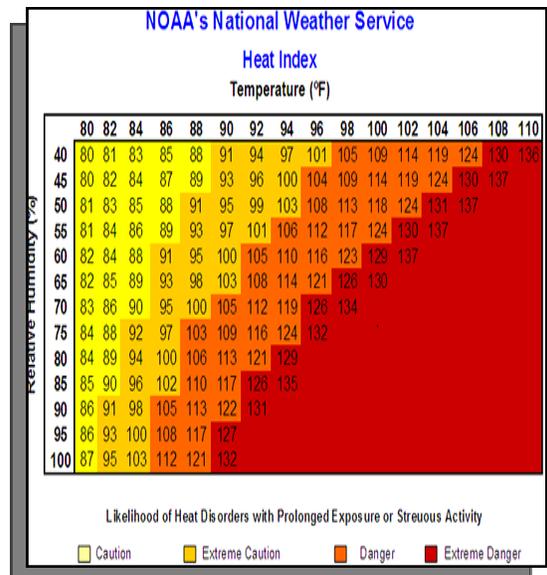
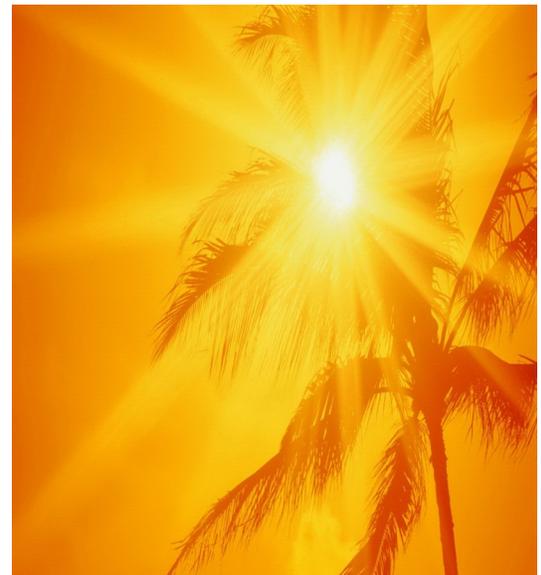
Summer Heat

It is that time of the year again where Florida’s weather can be harmful to one’s safety. Florida’s unique climate includes extreme heat along with a large amount of humidity which can lead to heat illnesses to people exposed to it long enough. Summers in Florida should be taken very seriously to prevent heat injuries and illnesses.

According to the Centers for Disease Control and Prevention (CDC), from 1992-2006, 423 American workers were reported to have died from environmental heat.

Getting Started

State employees who are exposed to heat for extended periods of time need to take the necessary precautions to stay hydrated and comfortable. Heat illnesses can range from minor injuries to fatalities.



Red Cross Summer Safety CDC Heat Stress

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