



Employee Safety Orientation

The Right Start

As new employees, you've got a big job ahead of you.

What's expected of you? How do you get the job done? What kind of support and assistance can you expect? Surely, you wouldn't and probably couldn't go to work without the answers to these all-important questions. And that's because the answers to these questions will determine how productive, how proficient, and ultimately, how happy you'll be in that job.

Similarly, a complete awareness of your new job's safety rules and guidelines is equally important in getting you off to the right start. The safety information that you'll be provided is just as important in determining how successful you'll be.

Safety orientation begins with your very first day on the job. As a matter of fact, it's already begun! The time you've spent with your supervisor and this pamphlet that you're now reading are all part of your introduction to safety on the job.

The Department of Children and Families feels that safety is an important part of the operation. They strive to provide a workplace that's free of hazards. But you've got to do your part, too. And that means complying with all safety rules and regulations.

What's safety in the Department of Children and Families?

Knowing how to prevent accidents

Preventing Accidents is Your Responsibility

Most accidents are caused by one person and happen to one person. It doesn't have to be YOU!

- Know and follow the safety rules for your job.
- Know what to do in an emergency.

Accidents cost you money and hurt you and others.

Children and Families Safety Rules

Know and follow the safety rules for your job.

Casualty Loss Prevention and Control (CFOP 215-5 and CFOP 215-1)

Safety for Facilities and Grounds (CFP 215-1)

Safety for Machinery and Equipment (CFP 215-2)

Hazardous Materials – Employee Right-to-Know (CFOP 70-9)

Vehicle Management (CFOP 40-2)

In addition to the Department safety rules, the Federal (OSHA) safety regulations are applicable to all Department of Children and Families personnel.

The State Fire Marshal's rules and regulations and the NFPA 101, Life Safety Code are the fire safety standards for this Department.

Our Department feels that safety is an important part of the job, and tries to provide a workplace that's free of hazards; but you've got to do your part, and that means complying with all safety rules and regulations.

General Safety Rules

It is the responsibility of every employee to know and adhere to the safety rules, which apply to the area, in which they work or may be visiting.

- If an injury should occur on the job, notify your supervisor immediately.
- Report unsafe conditions to your supervisor.
- Smoking regulations must be observed.
- Good housekeeping must be maintained in all areas.
- Personal protective equipment must be worn when performing work requiring this protection.
- Protective equipment and devices installed on machinery will not be removed and will be used in accordance with established rules.
- No person will be permitted to work if their ability or alertness is so impaired through fatigue, illness, or other causes, as to make it unsafe for themselves or other workers.

Safety First

Reporting accidents is your personal responsibility

- Workers' compensation benefits are provided to state employees, other personal services employees, and volunteers, for personal injury or death by an accident arising out of the course of employment. The state must provide workers' compensation benefits as required by Chapter 440, Florida Statutes.
- When an employee sustains a work-related injury, the injured employee will immediately report the accident to his/her supervisor.
- The injured employee will provide his/her supervisor with all information necessary for processing the workers' compensation claim.
- The injured employee will be furnished appropriate medical treatment and will follow instructions provided by the medical person treating the injury.
- The injured employee will return to work immediately upon the physician's medical release.

Prompt treatment can keep a minor injury from becoming a major one.

Vehicle Safety

Vehicles save muscle power -- but people provide the "brain-power"

- All employees utilizing vehicles for state business will possess a valid Florida driver's license.
- Employees using their private vehicles for state business must have insurance on the vehicle as required by state law.
- No cellular phones, blackberries, PDAs, or laptop computers, whether state-owned or personal, will be used while operating a vehicle during work hours. Phones must be left in standby mode while driving, allowing incoming calls to go to voice mail. Before retrieving voice mail messages or placing an outgoing call, the vehicle must be removed from traffic and stopped.
- All seated occupants of vehicles operated for state business must properly utilize the seat belts.
- All vehicles operated on state business must be operated in a safe and courteous manner.
- All fines and penalties resulting from failure to comply with the law are the personal responsibility of the vehicle operator.

Buckle Up -- It's the Law!

Work-Related Use of Private Automobiles

Every owner or registrant of a motor vehicle (required to be registered and licensed) in the State of Florida must maintain at least the minimum liability insurance coverage required by law.

There are certain jobs in the Department that require the employee to utilize their private automobile to transport clients. Employees involved in utilizing their private automobiles for business purposes usually experience increased premiums to accommodate the additional risk factor of work-related use of the private automobile.

If an accident should occur while the employee is transporting the client in a private automobile and the driver and client are injured, the employee (driver) is covered by workers' compensation under the Department of Financial Services, Division of Risk Management. The client must use his/her own personal injury protection (PIP) coverage either through a car owned by the client, or through a relative's car in the same household. If the

client is not entitled to PIP benefits under his/her own policy or that of a relative resident, the client can seek PIP coverage by the employee's automobile insurance. If the employee does not have PIP coverage, the state's self-insurance fund administered by the Department of Financial Services, Division of Risk Management, would not apply. The employee then becomes a self-insurer to the extent of PIP payable. (Note: If the employee is driving a state vehicle and the passenger does not own a car or live with a relative resident who does own a car then the Trust Fund would apply.)

If you are using your privately-owned automobile in the course and scope of state business, the State of Florida will provide primary liability insurance coverage in the amount of \$100,000/\$200,000 per incident/per occurrence. Please report all incidents. The State of Florida does not provide any collision or comprehensive coverage for any automobile.

Falling Accidents

The Number 1 Leading Accident Cause in the Department

- Stay alert. Keep your eyes on the walk surface ahead.
- Never carry files, boxes or other objects which obstruct your view of the floor immediately ahead.
- Wear appropriate footwear. Keep laces tied and soles free from mud and other slippery substances.
- Report all spills to maintenance crews, or clean them up yourself. Other workers may not notice them until it's too late.
- If you spill or drop something on the floor, clean or pick it up immediately.
- Walk down stairs and use handrail.
- *Watch your step*
- *Use aisles*
- *Wipe up wet spots*
- *Keep floor clean*

Lifting Accidents

The Number 2 Leading Accident Cause in the Department

Occasionally, you may have to lift something while on the job. You can avoid back injuries and get the job done more efficiently by following the proper safety lifting techniques:

- Position one foot next to the load and the other behind it. Stand as close to the object as possible.
- Bend your knees and keep your back and head straight.
- Grab the load with your whole hand (not just your fingertips) and bring the object close to your body.
- Then lift with your legs.
- Hold the load close and keep it centered over your legs.
- Never twist or turn while lifting. Shift your feet first in order to turn with a load.

The same safe and simple procedure should be used when putting down a heavy load, only in reverse. **Request assistance from moving service or inmates when moving heavy furniture.**

Lift and Carry the Right Way

Know How to Prevent Fires

Fire safety begins with fire prevention. What can you do to prevent a fire in your workplace? You should...

- Diligently observe all “No Smoking” signs.
- Make a special effort to maintain good housekeeping in your work area.
- Not allow trash to pile up.
- Wipe up spills as soon as they happen.
- Dispose of all debris in the approved containers provided for it.
- Store materials properly. In general, keep the area neat and orderly.
- Know where the fire exits and fire alarms are in your area and be sure to keep traffic paths to them free and clear of obstructions.
- Due to the inherent risk, DMS and DCF prohibit the use of space heaters in the office environment.

Open Flames Not Permitted

The use of open flames, including, but not limited to, candles, incense, kerosene lamps, oil lamps, flames fueled by propane tanks and any similar items, is prohibited on property owned or leased by DCF except for the following:

- **Kitchen equipment** – food service operations, food preparation and food warming supplies (portable cooking equipment). Place food warmers on a non-combustible surface,
- **Welding and associated work** – obtain a hot work permit.
- **Laboratories** – excluded as long as precautions are taken to ensure safe operation during experiments and other related procedures.
- **Gas barbecue grills** – permitted at approved functions but must be located at least 30 feet from the exterior of any facility. NOTE: Propane tanks shall not be stored inside a facility or within 10 feet of any facility entrance or exit.
- **Cake candles and food warmers** – cake candles and food warming devices.

If you spot a fire

- Contact your floor warden or immediate supervisor.
- Alert others without causing panic.
- Follow fire evacuation procedures.
- Keep out of the way when professional fire fighters arrive.

Florida's Right-To-Know

What are the rights of employees?

- The right to know of the listed toxic substances present in the workplace;
- The right to obtain a copy of the Material Safety Data Sheet for each listed hazardous material present;
- The right to refuse to work, under specified circumstances, with a listed toxic substance, if not provided a copy of the Material Safety Data Sheet for that substance within 5 working days after the employee submits a written request to his or her supervisor;
- The right to instruction, within 30 days of employment, and at least annually thereafter, on the adverse health effects of each hazardous material with which they work in the workplace, how to use each material safely, and what to do in case of emergency;
- The right to obtain further information on the properties and hazards of listed hazardous materials from the Toxic Substances Information Center; and,
- The right to protection against discharge, discipline, or discrimination, for having exercised any of these rights.

Poor Safety Attitudes

TEMPER ----- "I'll do it my way – or else!"

CYNICISM ----- "Safety is kid stuff."

LAZINESS ----- "It's just too much trouble."

SHOWING OFF ----- "Watch me."

RECKLESSNESS ----- "Danger is the spice of life."

FATALISM ----- "I can't do anything to stop accidents."

IGNORANCE ----- "I didn't know it would blow up if I lit a match."

OVER CONFIDENCE --- "I never get hurt."

FORGETFULNESS ----- "I meant to, but I forgot."

CARELESSNESS ----- "Oh, why bother?"