



*Environmental Health
Safety*

Guardian

Florida State University

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Before You Start, Be Safety Smart

A Newsletter of the
FSU

EHS

Department

EH&S: 850-644-6895 Fax 850-644-8842
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The *GUARDIAN* is available in alternative format upon request and on the web at
www.safety.fsu.edu/guardian.html

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Defenses against Influenza and other Infectious Disease

In the United States, millions of people become ill each year¹. Major health organizations, including the CDC recommend practicing good hygiene as a vital strategy to prevent the spread of disease. Good hygiene includes hand-washing with soap and water or using an alcohol-based hand sanitizer, as a primary method. To help lessen the chance that you will become ill and to help protect others, be sure to follow these simple steps:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- If no tissue is readily available, cough or sneeze into the bend of your elbow.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective; however, it is better to wash your hands with soap and water whenever these are available.
- Using hand lotion after washing

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Automobile Comprehensive & Collision Insurance

Did you know that if you are involved in an automobile accident while using a University-owned vehicle and found at fault, the department that is assigned the University vehicle is responsible for repairing the damages to that vehicle from its departmental budget?

The insurance provided by the Department of Financial Services on behalf of FSU for automobile coverage is for liability and damage to other vehicles involved in an accident. As there is no coverage available to reimburse departments for the physical damage to the University-owned vehicle, chances are that the damage to the University-owned vehicle never gets repaired.

Through the Department of Management Services, FSU now has the ability to purchase comprehensive and collision insurance for all vehicles owned by FSU at the expense of the department requesting coverage.

This insurance provides coverage for physical damage to the vehicles owned by FSU within excess of a \$500.00 deductible. The rates for this coverage are very reasonable. This insurance is not mandatory but is strongly encouraged for all University departments to consider based on individual need.

If you are interested in obtaining a quote or learning more about this insurance option, please contact LeAnne Hotchkiss at (850) 644-7683.

Camp Insurance

Although the University has academic camps that run throughout the entire year, most camp programs begin at the end of the spring semester.

EH&S would like to take this opportunity to remind all departments that will be having Academic Camp Programs this year of the requirement to obtain insurance for each camp. This insurance is purchased by the department through EH&S.

A Camp Insurance Request Form is maintained on our website at www.safety.fsu.edu. We ask that this form be completed in its entirety providing all information as requested. The data provided on this form is used to determine the amount charged to each department for the cost of the insurance.

These forms must be submitted on a weekly basis at the end of each camp to our office to the attention of Mary Parker. The forms may be emailed to mparker2@admin.fsu.edu or faxed to our office at (850) 644-8842. This process helps us to work with the insurance company if/when accidents occur.

We are looking forward to a very active year with the Academic Camp Programs and are here to assist you in any way possible.

Also, remember that all Private Summer Camp programs are required to purchase workers' compensation insurance for the employees of the camp. Please forward copies of all declaration pages of the policies showing proof of insurance to our office.

School Bells to Fire Horns – Emergency Evacuation

For most of us our earliest recollection of fire safety was in elementary school with the teacher reviewing the basics of what to do when the fire bell sounds, “*single file line, no running, move along, and roll call*”. This long standing practice of conducting fire drills and practicing evacuation procedures has resulted in minimizing injury and loss of life related to fire emergencies worldwide. Although technology has improved many of our fire detection and protection systems, the basic practice of emergency evacuation remains the same today.

Continuing these good practices to ensure the prompt safe evacuation of all building occupants during a time of emergency University department administrators and building coordinators should develop, implement, and maintain building-specific Emergency Evacuation Plans.



Typical plans should contain and address the following:

- Identification of emergency conditions and potential hazards
- Fire alarm activation procedures / 911 notification (buildings without fire alarms)
- Securing of facilities and property when appropriate
- Accommodations for persons with disabilities
- Identifying safe havens / evacuation destinations
- Establishing an evacuation coordinator and his/her duties

As taught at an early age, for our own safety we should always familiarize ourselves with our surrounding environments, whether at home, work, or unfamiliar locations. Relating to fire safety this would include identifying the locations of fire extinguishers, primary and alternate exit paths, and emergency notification devices such as fire alarms and pull stations.

The University's EH&S Fire Safety staff strive to maintain a safe environment for all University students, staff, and visitors through a comprehensive Fire Safety program. Additional information regarding the University's Fire Safety programs and resources can be found at <http://www.safety.fsu.edu/fire.html>.

New Online Training Course

Compressed Gas Safety Training is now accessible on the EH&S website at the following URL. www.safety.fsu.edu/trainingonline.html

April: National Distracted Driving Awareness Month

Each year cell phone distractions are associated with more than one million crashes, more than 500,000 injuries and nearly 6,000 fatalities. A cell phone is only one of many electronic devices that are currently used by drivers while driving. This astonishing fact should cause all drivers to contemplate their driving habits as it relates to distracted driving.

In 2010 the United States House of Representatives passed a resolution to make the month of April the National Distracted Driving Awareness Month. Employees should take the time to consider the dangers of distracted driving not only to themselves, but also to other members of the community. During the week of April 11 - 15 EH&S will post daily activities and information about distracted driving for Departments or employees to access via our website (www.safety.fsu.edu). On the front page of our website there will be an icon (see below) for you to click on to access information each day of the week.

What is distracted driving?



Distracted driving is any non-driving activity a person engages in that may distract him/her while operating a motor vehicle. Such activities have the potential to

distract the person from the primary task of driving and increase the risk of crashing. The three main types of distraction are:

- Visual - taking your eyes off the road
- Manual - taking your hands off the wheel
- Cognitive - taking your mind off what you're doing

Why do people do it? There are many reasons for distracted driving, including busy lifestyles, stressful jobs, and the presence of children and pets in the car. Many people use technology such as cell phones, Blackberrys, and other electronic devices as their main means of communication. They forget to put these devices down when they should be paying the closest attention to their driving for the sake of their own safety and that of other.

Who are the offenders, and how great a problem is this?

Everyone is guilty to a certain extent. The youngest Americans are most at risk, but they are not alone. At any given moment during the daylight hours, over 800,000 vehicles are being driven by someone using a hand-held electronic device. People of all ages are using a variety of hand-held devices, such as cell phones, mp3 players, personal digital

assistants, and navigation devices when they are behind the wheel.

Is it safe to use hands-free (headset, speakerphone, or other device) cell phones while driving?

The available research indicates that whether it is a hands-free or hand-held device, the cognitive distraction is significant enough to degrade a driver's performance. The driver is more likely to miss key visual and audio cues needed to avoid a crash.



Is talking on a cell phone any worse than having a conversation with someone in the car? Some research findings show both activities to be equally risky, while others show cell phone use to be more risky. A significant difference between the two is the fact that a passenger can monitor the driving situation along with the driver and pause for, or alert the driver to, potential hazards, whereas a person on the other end of the phone line is unaware of the roadway situation.

The information provided in this article and much more may be accessed at the following website: <http://www.distraction.gov>.

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helps keep your hands from becoming too dry and cracking. Keeping the skin elastic and intact reduces the chance of germs entering your body.

- Avoid touching your eyes, nose or mouth; germs are most easily incorporated into your body this way.
- Try to avoid close contact with sick people. Aerosolized pathogens from their cough or sneeze can travel many feet and are easily inhaled by others. Infectious levels of most germs of concern can survive on inanimate surfaces from several minutes to as long as a few days after being contaminated by sick individuals.
- Stay home if you are sick and until you have been symptom-free for at least 24 hours or otherwise advised by a physician.
- Protect your general health by practicing good habits related to diet, exercise and rest, receiving medical examinations, and obtaining vaccinations as recommended by health care providers.

The CDC recommends that when you wash your hands with soap and warm water, it should last 15 to 20 seconds². If using gel, rub your hands for at least 20 seconds or until your hands feel dry, whichever is longer. The gel does not need water to work; the alcohol in it kills many of the germs on your hands. *However, wash your hands with soap and water whenever possible.*

In order to ensure proper hand washing and proper use of hand sanitizer follow the steps pictured in the diagrams.

Proper Hand Washing Steps

Prior to washing your hands, make sure you have a clean disposable towel ready for drying.



Wet hands with warm water.



Apply soap and work into lather.



Continue for at least 20 seconds.



Proper scrubbing will remove most of surface germs and dirt.



Rinse well with warm water.



Dry thoroughly using a clean disposable towel. You may use a disposable towel to turn off water and to open restroom door.

For additional information visit: <http://h1n1.fsu.edu/>

Proper Steps for Disinfecting with Alcohol Sanitizers



Apply enough sanitizer to open palms.



Rub hands together, palm to palm.



Rub in between and around fingers.



Rub back of each hand with palm of other hand.



Rub fingertips of each hand in opposite palm.



Rub each thumb clasped in opposite hand.



Rub each wrist clasped in opposite hand.



Keep rubbing until hands are dry. Paper towels are not needed.

¹Centers for Disease Control and Prevention. CDC Surveillance Summaries, March 17th, 2000. MMWR 2000;49(No. SS-1).

²Centers for Disease Control and Prevention. [Handwashing: Clean Hands Save Lives.](http://www.cdc.gov/handwashing/) <http://www.cdc.gov/handwashing/>, viewed on August 14th, 2011.



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