

# Safety and Loss Prevention

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# OUTLOOK



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## Promoting Safety Awareness in the Workplace

**SAFETY CULTURE** is the collection of beliefs, perceptions, and values that employees share in relation to safety in the workplace. The term was coined in 1986 by the International Atomic Energy Agency in response to the Chernobyl nuclear power plant disaster, to which errors and violations of operating procedures by its workers contributed. Some safety experts estimate that 80-90% of all industrial accidents are attributable to human factors. A 2014 workplace study done in Australia found that many workers still “accept risk-taking at work and break safety rules to complete work on time.” The study also cited workplace conditions that prevent employees from practicing their jobs safely, and workers reported that they feel pressure from work mates and management to bend or break safety rules to achieve targets. Clearly there is still a long way to go.

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# Promoting Safety Awareness

Continued from pg. 1

Unsafe practices in your workplace may not result in an accident of nuclear meltdown proportions, but the outcome can still be devastating – injuries, lost wages, lawsuits, workers' compensation claims, or worse. Make sure your workplace encourages its employees to follow safe procedures and to report potential hazards before accidents happen.

Here are some suggested ways in which employers can work to promote a culture of safety in the workplace:

- ◆ **Be sure employees are aware of rules and safety goals:** Your agency's Administrative Policies and Procedures should be given to each employee at the onset of employment, as well as being published online.
- ◆ **Utilize email to forward safety alerts and newsletters to staff:** Managers periodically receive notices regarding safety issues and other publications which can be shared with other agency employees.
- ◆ **Hold safety-themed events:** Establish a "Safety Week" that focuses on a particular safety issue. Organize safety fairs and present demos on safe practices. Perform safety training sessions and drills where employees can practice what they have learned.
- ◆ **Put safety on display:** Create a bulletin board in a break room or other common area to display safety posters that relate to a weekly or monthly theme. Post safety rules and guidelines in work spaces so that employees keep safety on their minds on a day-to-day basis. Make resources available to employees.
- ◆ **Set realistic goals & deadlines:** Be sure workers are given ample time to complete their tasks without pressure to break health and safety rules.
- ◆ **Encourage reporting of hazards:** Employers should follow up on hazard reports and resolve safety issues promptly. This will establish credibility and assure employees that safety issues will be resolved effectively and in a timely fashion.
- ◆ **Practice what you preach:** Managers should model safe work practices for their employees.

## Preventing Zika Infection

As outdoor workers are at a greater risk of Zika infection, it is important to keep current on new developments regarding the illness to protect your agency or university's employees who work outside. Resources and information about preventing Zika can be found at:

- [The National Institute for Occupational Safety and Health \(NIOSH\) Zika Web Page](#)
- [NIOSH's Zika Fact Sheet](#)
- [California Department of Public Health \(CDPH\) Zika Web Page](#)
- [CDPH Zika Web Page for Health Professionals](#)





**IF YOU CAN'T GROW FINGERS  
GROW CAREFUL**



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# Hazard Identification

Every workplace, whether it is an office or a Florida swamp, has the probability of hazards. According to OSHA, a hazard is a situation or condition with the potential for harm. When these potentials are realized, accidents occur and organizations incur losses — material, financial, and most importantly, human.

One of the most important responsibilities of a loss prevention program is to work to minimize losses due to accident; hence the name “loss prevention.” The first line of defense against accidents is hazard identification.

There are two components to an effective hazard identification protocol. One of these is facility inspections. A comprehensive and effective inspection program will identify hazards as they appear

during regular inspections. The hazards will be corrected and documented as part of the inspection program.

The other component of effective hazard prevention is the system each agency has in place for identifying hazards during the regular course of the workday. A strong hazard identification process has three stages: reporting, correcting, and documenting.

First, it should be easy to report hazards. Whatever system is used for employees to report any potential hazards they see to management should be quick and uncomplicated. Most systems will make use of a reporting form, either paper or electronic, with instructions for submitting the form. In order to encourage

clearly visible.

After a hazard is reported, the system, be it manual or automatic, should route the report to the appropriate personnel for corrective action. In some systems, the person who reported the hazard is notified when the issue has been addressed. Hazards should be addressed and corrected as quickly as possible.

As soon as the hazard report is submitted, the documentation stage of the system begins. The information from the form should be added to the database, however it is maintained. The documentation stage demonstrates the value of an automated system, since the report can be logged into the database in real time. In addition, a report to personnel charged with performing corrective action can be sent automati-

cally and immediately with an electronic system. After the corrective action is taken, the system can document the hazard in full and the information gathered can be used to help prevent recurrences of the hazard.

For more information on hazard identification, please contact the Loss Prevention Section at [statelosspreventionprogram@myfloridacfo.com](mailto:statelosspreventionprogram@myfloridacfo.com).

use, the form should request all information that is needed, but not more. Among the points of information that should be included on the form are: name (optional), location, date, description of the hazard, equipment involved, and suggested corrective action (optional). For paper forms, instructions for submitting the form should be clearly spelled out. For intranet-based systems, “submit” buttons should be



# Focus On Your Health: DIABETES

The start of the new year is a great time to think about the illness and to make positive changes in your life to either prevent its onset or control it. One in 11 Americans, or 29 million of us, have diabetes, with 86 million more at risk for developing the disease. While diabetes can cause serious health problems if uncontrolled, the good news is that small changes in diet and lifestyle can have big results in controlling the illness. If you or a loved one has diabetes, here are some positive steps you can take to improve diabetes care.

- Eating right may be the single most powerful thing you can do to combat diabetes. Consult your doctor to create a meal plan, and stick to it. Limiting carbohydrate intake and consuming lean meats or fish and lots of vegetables has been shown to make significant improvement in diabetes symptoms.
- Along those lines, losing even a small amount of weight—as little as 10 to 15 pounds—can make a noticeable difference. Your doctor can give you short-term goals that are achievable and realistic, and these small, early victories can give you the motivation to achieve even bigger successes down the road.
- Exercising can also be a key component of diabetes management, though it need not be incredibly intensive. While 30 minutes per day of activity is the general recommendation for diabetes treatment, the most important thing is to start by doing what you can, and working up to longer and more strenuous activity. Under your doctor's supervision, create a plan to get out and get active.

Diabetes is a serious condition, but those with the disease can lead long, active lives with proper management and care. For more information, visit the American Diabetes Association's website at <http://www.diabetes.org/>.



## Origami Update

If you encounter issues with any of the following reports:

- TTD Reports
- Monthly Claim Reports
- Quarterly Reports
- University Quarterly Comparison Reports
- Spotlight Reports
- Fiscal Year Trending Reports

Send an email to:

[juana.powell@myfloridacfo.com](mailto:juana.powell@myfloridacfo.com) or  
[lori.taylor@myfloridacfo.com](mailto:lori.taylor@myfloridacfo.com) and  
Risk Management will be happy to assist in any way we can.



# Employee Safety Training:

## Back to Basics



There are many types of potential hazards that are possibilities in state of Florida workplaces. Consider the following list:

**SLIPS, TRIPS, AND/OR FALLS**  
**TRANSPORTATION ACCIDENTS**  
**COMMUNICABLE DISEASES**  
**TOXIC EVENTS (SUCH AS CHEMICAL EXPOSURE)**  
**GETTING STRUCK BY OBJECTS / DEBRIS**  
**EXPLOSION OR ELECTROCUTION**  
**WORKPLACE VIOLENCE**  
**REPETITIVE MOTION / ERGONOMIC INJURY**  
**HEARING IMPAIRMENT / LOSS**

Occurrences such as toxic events, explosions or electrocution, and hearing loss are hazards related to specific types of workplaces and/or job tasks. These hazards require specialized safety training that is targeted towards them.

The rest of the hazards in the list, along with others not listed, fall under the umbrella of *basic safety*: A clear majority of workplace incidents and accidents are of this basic type. Means of preventing these fundamental hazards should be included in the subject matter of basic safety training that is offered to every employee, regardless of job position.

Basic safety training can be defined as “generalized training that provides employees with an overview of fundamental safety principles.” Building evacuation routes, weather emergency procedures, location of safety equipment such as fire extinguishers, and ergonomic techniques are further examples of the kinds of topics that should be considered when developing basic safety training for workers. A review of the organization’s safety policies, ideally paired with a statement of safety policy from senior management, should also be covered during the session. In addition, presentation materials should be made available to participants, and records of their participation should be maintained in their employment files for tracking purposes.

# Employee Safety Training: Back to Basics

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Methods that can be used to deliver basic safety training and materials to employees vary from organization to organization. Some of the most common include:

## **NEW EMPLOYEE ORIENTATION**

Training on basic safety procedures should be included in any organization's new employee orientation (NEO). Basic safety can be presented as part of the overall orientation by the orientation instructor, or it might be delivered as a presentation by the safety coordinator or other safety program personnel.

## **WEB-BASED SAFETY TRAINING**

Basic safety training is often provided via an organization's intranet. Refresher and/or follow-up training on basic safety principles can also be delivered electronically. If the organization uses an online learning management system to provide training, employee training records can usually be automated, which simplifies the process for

managers responsible for scheduling and tracking their completion.

## **TRAINING MATERIAL LIBRARY**

A library of basic safety training material maintained on an organization's website or intranet is a good resource for employees to get information on safety related subjects on their own.

No matter the delivery method, training on basic safety principles should be provided to each employee in the organization on a periodic basis to enhance awareness, educate them on avoiding commonplace hazards, and to keep safe work practices at the forefront of the workplace.

For more information on basic safety training methods and delivery, or for examples of basic safety training materials, please contact the Loss Prevention Section at:

[statelosspreventionprogram@myfloridacfo.com](mailto:statelosspreventionprogram@myfloridacfo.com)



# SAFETY

# Safety and Loss Prevention

## Word Search

T T R A I N I N G O P M R P S  
I B C L A I M C S E L U R O N  
K X D A C C L G Q Z Y O W P O  
K M R E C Z R K D O C J T K I  
I M A G I R O B U E N E M O T  
P O Z K D S V D S Q R O Y Z A  
D I A B E T E S U A S W P Z C  
O N H I N C M R O Q F A U B I  
U H L U T A E G U Q R E Q I F  
S R J N C T N I P T Q H T J I  
C V G P B A T M I Z L G P Y T  
I V I I K O D H T H O U B W N  
S N S R H M W X N J T D C F E  
A N Z K U X P P O D E L H V D  
B L R Z L S P G F E B C A N I

### SEARCH TERMS

**ACCIDENT**  
**BASICS**  
**CLAIM**  
**CULTURE**  
**DIABETES**  
**HAZARD**  
**IDENTIFICATION**  
**MOSQUITO**  
**ORIGAMI**  
**PROCESS**  
**RULES**  
**SAFETY**  
**TRAINING**  
**VIRUS**  
**ZIKA**

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"Attitudes towards risk taking and rule breaking in Australian workplaces;" Safe Work Australia; December 2014.

PRISM FG1 Safety Culture Application Guide – Final Version 1.1 – August 8, 2003.

"9 Avoidable Workplace Health and Safety Hazards;" Josh Spiro, Inc. Magazine, May 14, 2010.



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Claims**

(850) 413-3122

**Bureau of State Employee Workers'  
Compensation Claims**

(850) 413-3123

**State Liability Claim Change Form**

(850) 413-4852

**Safety Coordinator Appointment Form**

(850) 413-4756

**Workers' Compensation Claim Change Form**

(850) 413-4802

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