

INFORMATION FOR NEW EMPLOYEES

USE THE WEB LINKS AND QR CODES HERE TO ACCESS OR REFERENCE HELP GUIDES AND RELEVANT UNIVERSITY POLICIES

<https://www.facilitieservices.ufl.edu/employees/safety/>

<http://www.ehs.ufl.edu>



myTraining Tutorial (courtesy of EH&S)



- The training management system used for all UF faculty and staff
- Notification of trainings that have been assigned for you to complete will be emailed from the myTraining system.
- Login with Username and Password
- The **Timeline** icon will display a notification when there are trainings assigned for you to complete.



Scan code to myTraining login

Scan code to myTraining tutorial

Report all injuries and property damage to your supervisor as soon as reasonably possible!



INCIDENT REPORTING



- Hazard recognition
- Work procedures
- Training and Certification
- Communication
- Facilities or equipment
- Other factors

Call Work Management (392-1121) to report hazards around campus.



Common Sources of Hazards

- ✓ Walking and working surfaces
- ✓ Machines/equipment
- ✓ Electrical
- ✓ Chemical
- ✓ Environmental
- ✓ Ergonomic/material handling
- ✓ Unsafe work practices

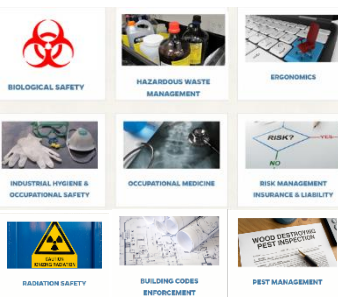
Leading Factors that Cause Accidents

- Unsafe act - Performed any time an employee fails to abide by safety rules and protocols. Includes performing the job without the necessary safety equipment.
- Unsafe condition - Any condition that could cause an undue hazard to the life, limb, or health of any person authorized or expected to be on or about the premises.



Scan code to report an incident

Whenever in doubt – STOP working and consult your supervisor to clarify any policies or procedures you do not understand.



Get the GatorSAFE mobile app



Safety is Everyone's Responsibility – Lean on these 4 pillars of health and safety

- ✓ Safe behaviors and work practices
- ✓ Written program (safety handbook)
- ✓ Education and training
- ✓ Hazard identification, correction, and prevention



Scan code to view a list of EH&S policies and guidelines for University of Florida operations



SAFETY IS NOT JUST A WORD, IT'S A WAY OF LIFE.



Scan code to review the Facilities Services safety handbook