

SAFETY & LOSS PREVENTION

ISSUE 2 | VOLUME 9
MARCH – MAY 2018

OUTLOOK

FOCUS:
STAYING SAFE IN
A WORLD FULL
OF DISTRACTIONS





FOCUS:

Staying Safe in a World Full of Distractions

All day, every day, our brains are bombarded with information — cell phones, touch screens, billboards, “smart” devices — it’s nearly impossible to escape it. Unfortunately, technology meant to make our lives easier has in many ways made it more dangerous. We see a flashy sign, we hear our phone ding, we take our eyes off the road — and it only takes this one small moment for an accident to occur.

IN THIS ISSUE

| | |
|--|---|
| Distracted Driving | 1 |
| IAC Excellence Award for Loss Prevention | 2 |
| Sharing The Road | 3 |
| Active Shooter Preparedness | 4 |
| Webinar Wednesdays | 5 |
| Moving Without Injury | 5 |
| Word Search/References/Resources | 7 |
| Credits | 8 |



DISTRACTED DRIVING

April is Distracted Driving Awareness Month

Many of us believe that, not only are we capable of multitasking, but we are good at it. However, neuroscientists have found that the brain does not complete tasks simultaneously, as previously thought – rather, the brain must stop the first process before starting the next. This results in us losing time rather than saving it, and when our brains are made to switch gears, we make more mistakes.

Attempting to multitask may not be always be dangerous, but when we test our multitasking skills from behind the wheel, we put lives at stake. Eating, applying makeup, adjusting the a.c., even talking to passengers takes our attention away from the task at hand. Cellphones, however, cause an elevated risk, because the “cognitive load” it takes to operate a phone is greater than that for other types of distracting tasks, causing our senses to fail to register other events going on around us. Looking at a screen while driving is problematic for obvious reasons, but, surprisingly, studies show that the same is true for “hands-free” phone use. The best course of action is to put the phone away altogether while driving.

Texting while driving is illegal; however, the state of Florida is one of the few in the nation where it is not a primary offense – that is, one which can get you pulled over. In March of this year, a bill that would have changed

the law to make texting a primary offense passed the House but failed to clear the Senate. So for now in our state, it is left up to each driver to decide to put the phone away.

Encouraging safer driving habits benefits employers too – according to the Bureau of Labor Statistics, car crashes now account for more workplace deaths than any other cause. On-the-job vehicle accidents cost employers in the U.S. more than \$25 billion, and even afterhours accidents cost employers in sick leave, health insurance, and work losses.

The FDOT Defensive Driving course can educate employees on the perils of distracted driving, as well as safer driving techniques. This course is available to all state of Florida employees through STATS, the Department of Financial Services (DFS) online learning management system, at the following link: <http://stats.myfloridacfo.com/>. Employees outside of DFS will be permitted to create their own account in STATS to self-enroll in the training.

For more information on how to combat distracted driving, visit the National Safety Council’s website at www.nsc.org/ddmonth and the US Government’s official website for distracted driving at www.distraction.gov.



5 DISTRACTED DRIVING STATS YOU SHOULD KNOW



3,179  **Number of people killed each year in vehicle crashes involving distracted drivers**
(Federal Communications Commission 2014)



The probability that a vehicle crash involved a cellphone
(National Safety Council, 2014)



Percentage of people who use cellphones while driving
(Harris Poll, 2011)

21-24 **Age group most likely to send a text or email while driving**
(Distraction.gov, 2012)



4X  **How much using a cellphone increases your risk of crashing**
(National Safety Council, 2014)

INTERAGENCY ADVISORY COUNCIL



If you know an agent, employee, or volunteer who has made exceptional contributions to the reduction and control of employment-related accidents, contact your agency's safety coordinator to submit a nomination. Safety coordinators should submit nominations to the Division of Risk Management's Loss Prevention section at least two weeks prior to an upcoming quarterly IAC meeting. Decisions to approve the nominations will be made by IAC members during the meeting discussion. Forms and details can be found on the DRM website: <https://www.myfloridacfo.com/Division/Risk/LossPrevention/LossPreventionAwards.htm>

MARK YOUR CALENDARS!

The next IAC meeting is scheduled for **Tuesday, May 15th, 2018.**

SHARING THE ROAD

May is National Bicycle Month

Springtime in Florida is the perfect time to get out of the car and onto a bicycle for your daily commute. Here are some guidelines for doing it safely.

When riding a bicycle, remember that you are subject to the rules of the road just like any other vehicle. Signal your turns, stop at stoplights and signs, and use lights.

Practice bicycle maintenance. Make sure your bicycle is road-ready and well-equipped with lights and reflectors.

Avoid busy streets when possible. Just because it's the best route by car doesn't mean the same is true for a bicycle.

Ride on the right whenever possible, but take the whole lane when appropriate. Cars at intersections ahead of you can see you better if you are squarely in the road, and taking the lane prevents cars from passing you too closely.

Dress appropriately. Wear bright colors, reflectors, and **ALWAYS wear a helmet.**

Keep your eyes and ears on the road. Be aware of your surroundings. Never use a cell phone while riding a bike. Because it is even more important to hear your surroundings when on a bike, listening to music on headphones can put you at risk.

Ride defensively. Assume cars can't see you. Never make a car have to slow down to avoid hitting you. Wave to motorists to get their attention, and make eye contact. Watch for doors opening on parked cars. And **NEVER ride on the sidewalk.**



BICYCLES BELONG ON THE ROAD

Florida law defines bicycles as vehicles with the same rights to the roadways as cars.

When driving a car, treat bicyclists as you would other drivers, and be as aware of them in traffic as you are of other vehicles.

Be patient. Do not attempt to pass a bicycle until it is safe to give the cyclist at least 3 feet of space. Do not speed ahead of a bike to make a turn — it is difficult to judge the speed at which a bike is traveling. Better to slow down and wait for the cyclist to pass.

Be observant. When you check for other cars, remember to look for bicyclists too, especially when backing out of a driveway or making a turn. Notice hazards on the side of the road that may cause a cyclist to have to leave the bike lane and enter the roadway (which is perfectly legal). After parking on the street, check that a bicycle is not approaching to prevent injuries.

Be proactive. Don't expect cyclists to hear you coming, and don't count on cyclists to follow the rules of the road. Many will roll through stop signs (which is illegal). If you assume this will happen, you may prevent an accident.



**NATIONAL
MAY 18, 2018
BIKE-TO-WORK
DAY**

ACTIVE SHOOTER PREPAREDNESS

The tragedy at Marjory Stoneman Douglas High School in Parkland, Florida on February 14, 2018 brought the issue of gun violence close to home for those who live and work in Florida. Nobody expects to find themselves in this type of situation, but planning ahead can help people be prepared. Emergency responders use repetitive training exercises to turn their reaction in a crisis into muscle memory. In this way, the correct action can be performed without conscious effort, and without one's natural fear response taking over. Running active shooter drills in the workplace can help employees know and practice what to do.

AN ACTIVE SHOOTER IS AN INDIVIDUAL ACTIVELY ENGAGED IN KILLING OR ATTEMPTING TO KILL PEOPLE IN A CONFINED AND POPULATED AREA THROUGH THE USE OF FIREARMS.

RUN. Make note of the nearest exits in your work areas, and know which one you will use in the event of an active shooter emergency. If you can get to an exit safely, leave the area as quickly as possible. Leave your belongings behind.

HIDE. Have a plan in advance to hide out of sight, behind large items, preferably behind a secured door. Practice doing this.

FIGHT. If your life is in imminent danger, ONLY as a last resort, engage the shooter. Attempt to incapacitate or disrupt the shooter. Use the force of your whole body, be loud, throw items, and improvise weapons.

IN AN ACTIVE SHOOTER SITUATION REMEMBER...



RUN



HIDE



FIGHT

WEBINAR WEDNESDAYS

UPCOMING TRAINING WEBINAR SCHEDULE

4/11/18: Safety Coordinator Orientation

4/25/18: Accident Investigations

5/23/18: Job Safety Analyses

6/13/18: Promoting Safety Awareness

6/27/18: Facility & Equipment Inspections

7/11/18: Accident Investigations

7/25/18: Safety Coordinator Orientation

8/22/18: Accident Life Cycle

An email blast will be sent from the State Loss Prevention Program prior to each of these webinars with registration information.

For questions, contact Juana Powell in the Division of Risk Management / Loss Prevention:
Juana.Powell@myfloridacfo.com.



MOVING UP MOVING OUT MOVING ON WITHOUT MOVING INJURY

Change is constant throughout the state agencies and universities — vacant positions are filled, employees are promoted or retire, and sometimes life takes a person elsewhere. During these transitions, boxes are packed and unpacked, photos are hung on walls, and furniture is rearranged. Some of the most widely reported workers' compensation claims stem from activities related to moving offices. Take care not to become a statistic!

Furniture, especially heavy, awkwardly-sized pieces, can be especially difficult to move. Short of hiring professional movers to do the job, here are some steps you can take to stay safe.

1. Disassemble the furniture as much as possible into pieces small enough to fit through doorways and light enough to carry.
2. Make sure paths are clear of obstacles or other hazards.
3. Work as a team — don't try to move bulky furniture by yourself.
4. Utilize moving equipment, such as furniture dollies, sliders, and straps.
5. Wear comfortable, flexible clothing and closed-toe shoes with anti-slip soles.

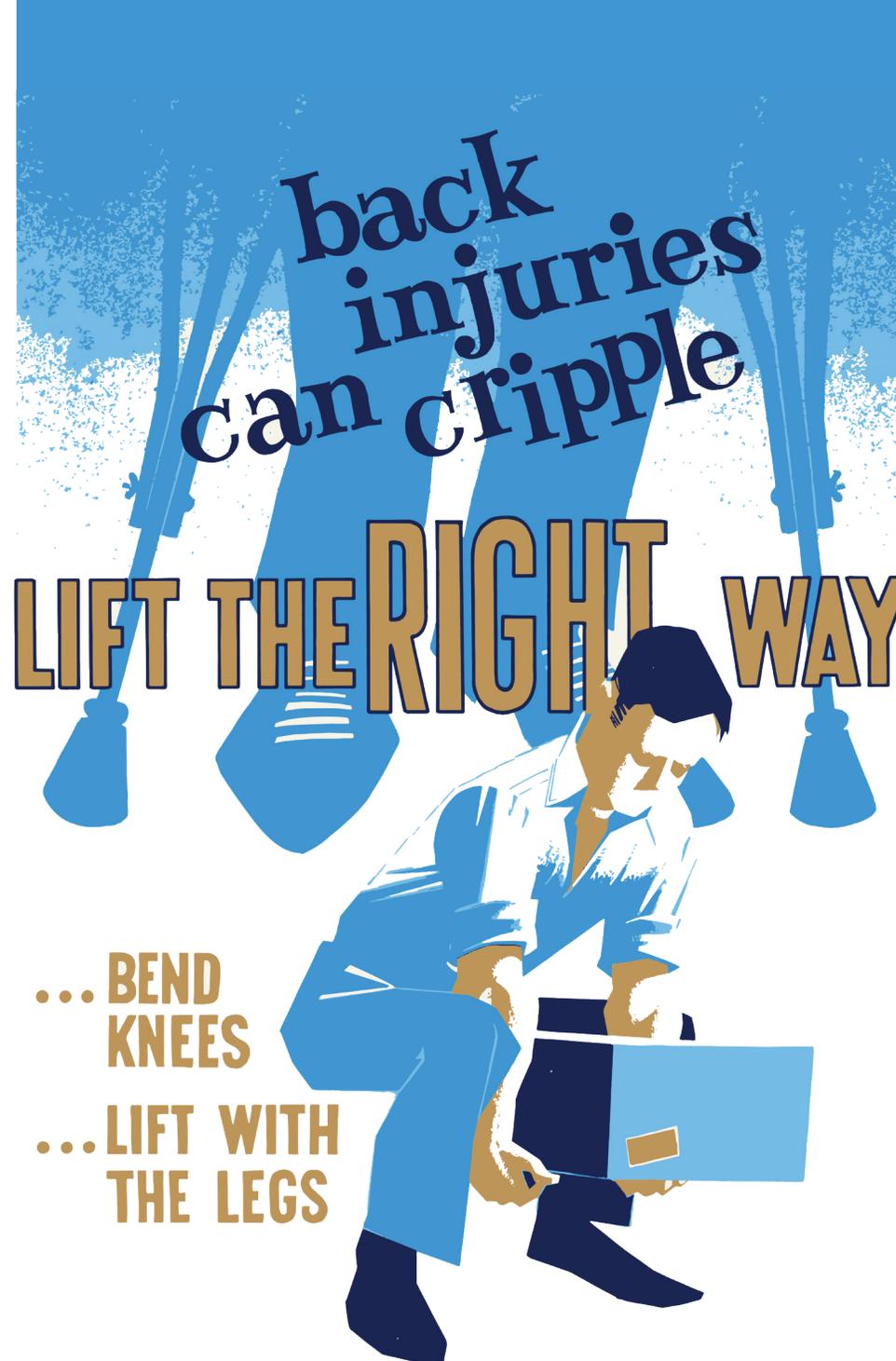


MOVING FURNITURE SAFELY

- Use proper lifting techniques (see below), or when possible, push instead of lifting or pulling.
- Keep your eyes focused ahead of you, and move your feet slowly to be sure you have steady footing.
- Keep the load below waist level.
- Use work gloves to improve your grip and protect your hands.

SAFE LIFTING TECHNIQUES

- Assess the object – can you lift it by yourself? Ask for help if needed.
- Be sure the pathway to your destination is clear, and that you have a place to put the object.
- Get as close to the object as possible to reduce strain on your muscles as you create more leverage.
- Stand with your feet shoulder-width apart. Keep your back straight as you use your legs and hips to lower yourself to the object. **Never bend at the waist, as this can strain the lower back.**
- Get a firm, comfortable grip on the object.
- Focus on keeping your back



straight as you use your legs, hips, and stomach muscles to lift the object. Continue to hold the item close to your body.

- Face forward as you walk. Keep your neck straight. **Do not stack boxes high enough to impede your vision.**
- If you need to turn sideways to fit inside a doorway, turn your body with the object. **Do not twist at the waist.**
- When putting the object onto the floor, follow the same techniques for lifting – keep your back straight and lower your body to the ground using your legs and torso.

PACKING BOXES

- Use boxes that are clean and sturdy, with all sides secured with heavy-duty packing tape.
- Indicate “FRAGILE” or “THIS END UP” when applicable.
- Consider the weight – use smaller boxes for heavier items, such as books and files, and larger boxes for more “airy” items.
- Place large, heavy items on the bottom with lighter, more fragile items on top.

SAFETY & LOSS PREVENTION WORD SEARCH

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

SEARCH TERMS

| | | |
|---------|--------------|--------------|
| SAFETY | DISTRACTION | DRIVING |
| BICYCLE | PREPAREDNESS | INJURY |
| MOVING | CELLPHONE | EXCELLENCE |
| LIFTING | ROADWAY | MULTITASKING |

REFERENCES AND RESOURCES

“Senator slams the brakes on ‘texting while driving’ bill,” Lawrence Mower, Tampa Bay Times, February 26, 2018. <http://www.tampabay.com/florida-politics/buzz/2018/02/26/senator-slams-the-brakes-on-texting-while-driving-bill/>

“On-The-Job Vehicle Crashes Cost U.S. Employers \$25 Billion Annually,” Claire Stinson, CDC Foundation, August 24, 2016. <https://www.cdcfoundation.org/pr/2016/job-vehicle-crashes-cost-us-employers-25-billion-annually>

“Ten Tips for Successful Cycling,” Courtesy of CyclingSavvy, Info for Bicyclists, Florida Bicycle Association. <http://floridabicycle.org/drive-your-bike/>

“Safety is Everyone’s Responsibility, However We Get Around,” National Highway Traffic Safety Administration. <https://www.nhtsa.gov/share-road-pedestrians-bicyclists-and-motorcyclists>

“6 Safety Tips For Moving Furniture,” Anthony Bale, The Moving Blog, March 9, 2017. <http://www.themovingblog.com/safety-tips-for-moving-furniture/>

“The Myth of Multitasking,” Nancy K. Napier, Ph.D., Psychology Today, May 12, 2014. <https://www.psychologytoday.com/us/blog/creativity-without-borders/201405/the-myth-multitasking>

**Florida Department of Financial Services
Division of Risk Management**

200 East Gaines Street
Tallahassee, Florida 32399

**Safety and Loss
Prevention Outlook Team:**

Lori Taylor

Managing Editor/Writer

Wendy McSwain

Staff Editor

Molly Merry, CPA

Division Director

Robin Delaney

Assistant Division Director

Wendy McSwain, MSA

Loss Prevention Section Administrator



We look forward to your feedback on how we can better serve you.

To submit story ideas, articles, and other suggestions—or to be added to our distribution list, please contact us by clicking on the link below:

State Loss Prevention Program

Office of the Director

(850) 413-4700

State of Florida Loss Prevention Section

(850) 413-4756

Bureau of State Liability & Property Claims

(850) 413-3122

Bureau of State Employee Workers' Compensation Claims

(850) 413-3123

Safety Coordinator Appointment Form

(850) 413-4756

The Safety and Loss Prevention Outlook newsletter is for informational purposes only. The Department of Financial Services does not endorse or support any websites, products, brands, or services referenced herein.