



# SAFETY ADVISOR



JANUARY 2022

## Vital Few Foster Talent

Welcome back to the Florida Department of Transportation’s monthly publication of the “Safety Advisor”. Each month we will try our best to enlighten all by the transfer of knowledge as why safety is center to being a well rounded member of our FDOT family.

### FDOT Co-Branding

Welcome to 2022, a new year and new opportunities. The phrase that has stuck out to me the past couple of weeks is “It’s a “New Year,” but not a “New You”. It’s an older “You” making “New Choices” to be a “Better” you.” A new year typically gets people to thinking about ways to improve. Health goals, financial goals, and professional goals are just a few. FDOT has resources that can help with each of these goals. Visit the **Balance and Stability** SharePoint site to see resources that can help you obtain your goals.



**BALANCE. STABILITY.**

### Health Goals

Whether weight loss, weight management or self-care are your new year goals this



PHYSICAL

site will be a great resource. Visit the Physical Wellness page to see all the available resources.

### Financial Goals

Who doesn’t want to have more financial success?



FINANCIAL

The Financial Wellness page provides an enormous amount of resources to assist in getting you on the right track to improve your financial success. Budgeting, Retirement, Deferred Compensation and Discount Marketplaces are just a few of these resources.



**THEY’LL SEE YOU BEFORE YOU SEE THEM.**

**DON’T DRINK & DRIVE.**



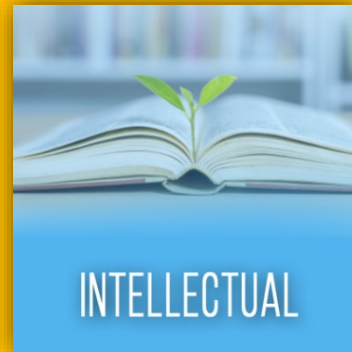
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*Balance and Stability Continued...*

### **Professional Goals**

Goals of Professional Development is not out of reach. FDOT has numerous resources to support your efforts in obtaining goals related to professional development. These resources in the Professional and Intellectual Wellness pages include: E-library, Computer Based Trainings (CBTs), Instructor Led Trainings and Tuition Waivers.



Goals don't have to be big or scary and you don't have to find all the resources alone. FDOT has tons of resources to assist in your success. New year, new opportunities to be a better you! Welcome to 2022.

**New! FDOT Safety Awards**

**TARGET ZERO**  
FATALITIES & SERIOUS INJURIES

★	★	★	★
<b>Target Zero - Safety Shoutout</b>	<b>Anytime Safety Award</b>	<b>Annual Safety Award – Honoring Jeanette Rouse</b>	<b>Secretary's Safety Award</b>
Recognition given to an employee by another employee.	Awarded Anytime to one or more employee(s).	Awarded annually to one FDOT employee in each District.	Awarded annually to one FDOT employee statewide.

Recent statewide training hosted by the Department of Financial Services Division of Risk Management highlighted the keys to an effective employee safety awareness program: communication, education, demonstration of safe work practices, involvement of safety personnel, and **recognition of employees.**

These represent elements that support an **organizational safety culture**, which aligns with the mission and vision of the Florida Department of Transportation – not just related to transportation safety, but also workplace safety for employees! This ensures every FDOT employee understands the critical importance of safety and their role to support it.

Broadening the approach to employee safety awareness and supporting this culture of safety, FDOT created a comprehensive package of Safety Awards for employees to recognize their peers for improving **both transportation and workplace safety!**

Nominate a colleague here: <https://fdotewp2.dot.state.fl.us/AwardNominationAndReview/>

# 2022 Resolutions

Repeat after me ... I resolve to be risk free in 2-0-2-2! That means assessing safety risks within your work environment and taking action now.

## Removing Trash

Although trash removal sounds like a simple task, it poses a real risk of back injuries for all employees when performed improperly. Consider these safety changes to reduce this risk:

- Replace large trash receptacles with smaller ones, making loads easier to manage.
- If you can't replace large trash receptacles, don't overfill and use a new bag when it gets half full.
- Make it mobile; pushing cans is easier than lifting them.
- Use dumpsters with a side door. The side sliding door will ease the burden of tossing and hoisting.

## Equipment & Machine Guards

Protective guards are often removed from equipment and tools for easier use, but sharp, hot, or exposed rotating parts can be dangerous. Consider these safety changes to reduce risk:

- Ensure maintenance, shop, and even

- office equipment have properly installed guards.
- Check for broken equipment, frayed cords, over loaded outlets, and any other machines that need proper cleaning.
- Authorized staff should lock and tag items for repair or disposal.

## Walking Surfaces Inspections

A stroll down the sidewalks on at your work locations will help identify sidewalk hazards. Reporting and fixing these problem areas to reduce the risk of slips, trips, and falls:

- large cracks and gaps.
- uneven surfaces.
- low hanging branches.
- broken concrete.
- exposed rebar.
- improper drainage.

If areas with high traffic have these problems, repairing and improving them should be prioritized. Sidewalk joints should be installed because they let the concrete expand rather than buckle during hot weather. Finally, all areas being repaired should be clearly marked and blocked off to avoid slips, trips, and falls.

## Office Safety

Do not be fooled by the appearance of a pleasant office environment. Hazards inside the office are a growing problem and are often overlooked.

# 2022 Resolutions

Tasks with repetitive motions, poor lighting, noise pollution, and improperly placed equipment are real problems with potential easy fixes. Ask your District Safety personnel for help with ergonomics

## Ladder Maintenance

Ladders are helpful tools but they should not be overlooked for dangers. Inspect them when they are new, each time before using, and especially if they have been dropped or damaged. Consider replacing ladders that have:

- missing rungs.
- cracks.
- signs of wood rot.
- loose steps or loose/missing screws.
- signs of excessive wear like corrosion and rust.
- faulty locking mechanisms.

Never use any ladder that is bowed, twisted, or wobbles.

## Ventilate Volatile & Toxic Substances

Chemicals should always be stored in secured and ventilated areas within the workplace. Consider these additional safety rules to reduce risk:

- Properly label all chemicals whether

they are in District offices, Maintenance facilities or in our repair shop.

- Use proper words, symbols, and pictures for clear warnings.
- Store chemicals at the manufacturer's recommended temperature and humidity.
- Segregate chemicals based on their hazards and take additional precautions with combustibles, acids, and flammables.
- Have an emergency exhaust fan available for use when needed.

Hazardous materials can be a complicated subject, so please ask your District Safety representatives if you have questions.

## Emergency Exits

In case of emergency, the ability to leave quickly is of utmost importance. All doorways should be identified with an "Exit" or "No Exit" sign. Exit signs should be lit and routine testing on backup batteries should be completed monthly. Exit doors should remain unlocked at all times from the inside and should never be blocked, allowing for a quick and safe way out.

**New Year resolutions are not just about hitting the gym, spending less, or reading more. Commit to these simple safety resolutions that will protect and benefit all here at FDOT.**

**Make 2022 the Year of Safety!**

## **Why Have Safety Meetings?**

As a method of communicating and evaluating work-place safety and health issues, safety meetings are an important element of a successful safety program. They provide an opportunity to disseminate information directly to employees and to focus on safety and health efforts, based upon a specific injury that may be of concern. Meetings are also valuable as an opportunity to collect data, feedback, and suggestions for further improvements.

Safety meetings are not intended to be a substitute for routine communications between employees and supervisors. Rather, they are an opportunity to involve employees in the safety and health process and contribute to the development of a proactive culture of safety within an organization.

Many people think that safety related topics are boring. How we can make an interesting safety meeting without losing our audience?! The following are some tips on conducting an interesting safety meeting:

- Select topics which apply to the workplace. They should be focused on areas that need improvement.
- Prepare and post an agenda prior to every meeting that outlines the main points you plan to cover. On the agenda indicate the time for each topic, this way, you make sure you have planned a safety meeting that is substantial but not overly full.
- Have handouts, they can remind people what you taught and also provide a reference.
- Use multi-media and audio-visual equipment to reinforce content and add variety to meetings. For example, PowerPoint presentations can greatly enhance a talk. Flip Charts are best used when highlighting major points or reviewing a detailed list.
- Get other people involved in the Safety meeting may be the biggest challenge one can face. It may be easy to get the group to attend, but it is another thing to make them sit up and take notice. You could also invite a speaker or an experienced worker from outside of your group to talk.
- Start your meeting promptly. Keep it straightforward and simple. Don't bore your participants by reviewing the entire safety manual in one session.
- Be flexible enough to respond to concerns but keep to the topic. Control the meeting – don't let it turn into a social hour. Don't forget to use humor; it will keep the attention of your audience.
- Encourage questions; everyone learns when one person asks a question, because questions will also give you a clue as to whether you have put your point across to the audience. Remind the participants that there is no such thing as a dumb question.
- You don't have to have all the answers. If you don't know, look into the matter and report back at the next meeting. Also, remember to listen to what the participants say.
- End your meeting on a positive note and thank the participants for their involvement.

Remember, Safety meetings are excellent ways to keep in touch with current safety and health concerns. They are also an excellent opportunity to emphasize safety and health accomplishments that have been achieved by the group.

# Safety and Situational Awareness or, “How big is your bubble”?

Submitted by District 4 Safety

Each year, around the holiday season, the days are shorter and the nights longer which means more hours of the need for increased situational awareness... BUT just what is “Situational Awareness”?

Studies have shown that each person has an area (or “bubble”) of “personal space” that normally encompasses an area of about two to three feet surrounding them, and this “bubble” expands and contracts as their situational awareness increases or decreases in different surroundings.

Simply put, Situational Awareness is the level of awareness that any person has of their immediate surroundings at any given time. This level and intensity of awareness can vary greatly due to several factors which include, but are not limited to...

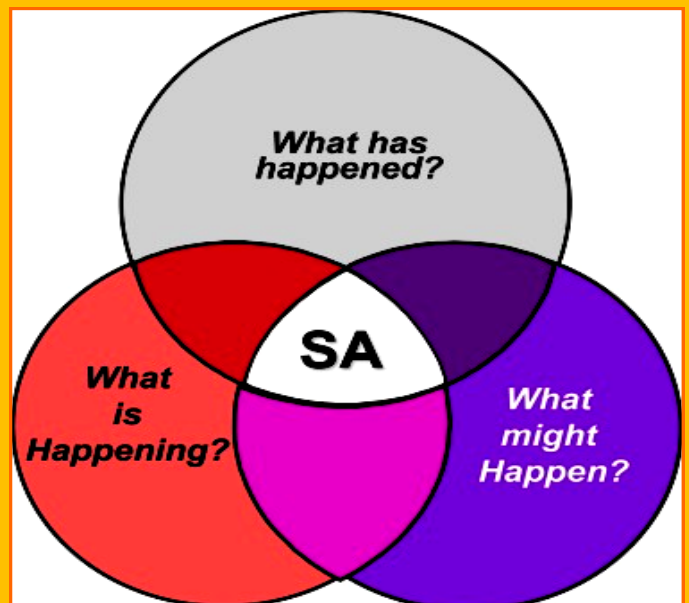
Where you are at the time (Home, work, traveling?)

What you are doing at the time (Desk work, walking, crossing street, shopping, driving, lost?)

What are the environmental factors at the time (Indoors, outdoors, hot, cold, windy, raining, snowing?)

What is your distraction level at the time? (Work issues, sick, death in family, divorce, wedding, new born baby?)

In other words, your Situational Awareness may be compared to, or considered as your “bubble of personal space”, which will very likely be much smaller at home with the doors locked, and you will likely have a much lower level of concern or situational awareness when walking alone, arms full of packages on a quiet road at night, adjacent to a city park with poor lighting and drunken, noisy people just out of sight in the dark. A person in this situation may well have a bubble extending well over fifty feet.



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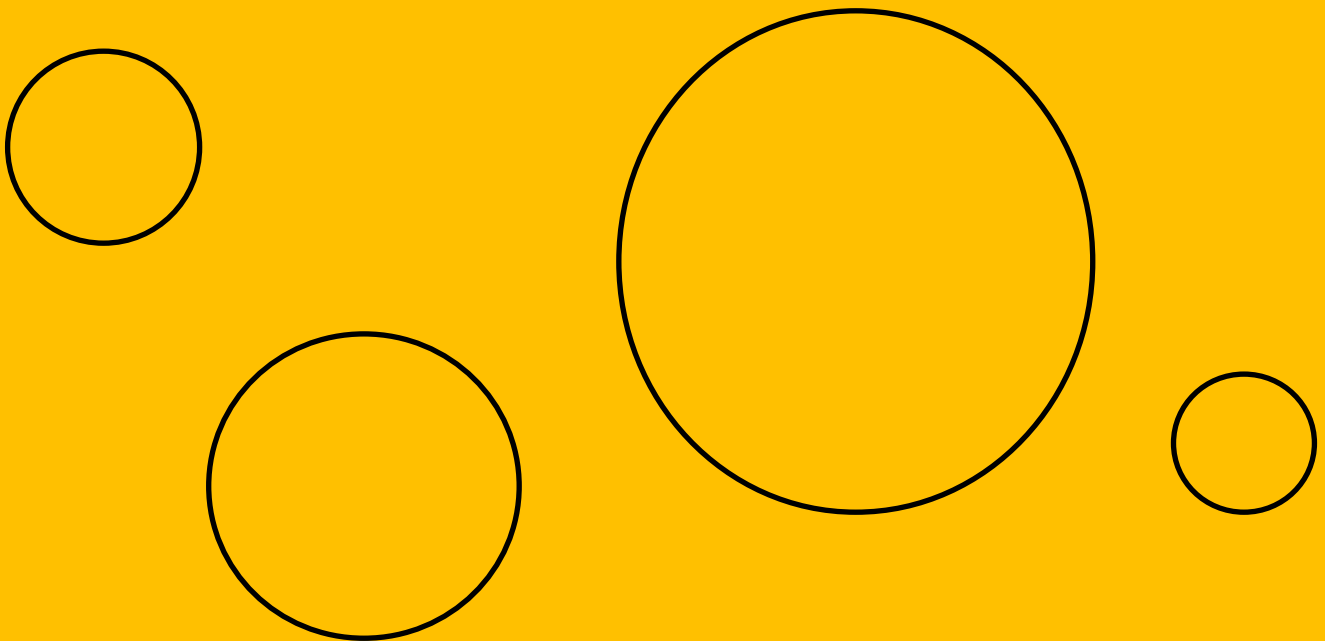
Interviews with criminals have revealed that many of them simply watched people and targeted those folks who were “not paying enough attention to their surroundings” or “were otherwise distracted” in order to gain the upper hand prior to them committing a crime. As we go through our personal and business day, please take a moment to expand your bubble of situational awareness and avoid shrinking it unnecessarily by paying too much attention to things that could be more safely addressed elsewhere at a different time.

Let’s all take this opportunity to think about what is going on around us as we go through our daily activities and additionally think about what is going on in our near future... Example: are you going to be working late at the office one evening? Since it gets dark earlier now, it would be worthwhile to relocate your vehicle closer to the building at lunch or break time, or coordinate walking to your vehicle with a coworker, or stop by the guard desk and ask that they monitor you with the cameras as you go to your vehicle.

Likewise, be responsible and consider what is going on around you (and yours) when shopping or simply enjoying an evening out. Please avoid making yourself easy prey for an opportunistic criminal, or inadvertently walking into an object while staring head down at your mobile phone while walking.

How big is your bubble?

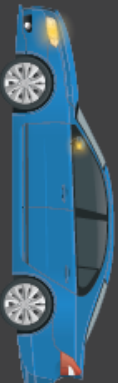
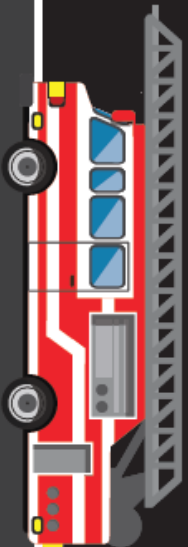
Be situationally aware, and most of all, BE SAFE.





**FLORIDA LAW**

**MOVE OVER**  
FOR STOPPED  
EMERGENCY VEHICLES



[flhsmv.gov/moveover](https://www.flhsmv.gov/moveover)

[https://www.flhsmv.gov/pdf/moveover/moveover\\_tearsheet.pdf](https://www.flhsmv.gov/pdf/moveover/moveover_tearsheet.pdf)





JOIN THE FDOT TARGET ZERO

# EMPLOYEE AMBASSADOR PROGRAM

## TOGETHER, WE CAN SAVE LIVES!



### GOAL

As FDOT employees, we aim to **eliminate fatalities** and serious **injuries** throughout Florida's transportation system through the efforts of **Target Zero**.



### MISSION

Target Zero Ambassadors are **advocates** for a **safe** and **inclusive** transportation network. We are dedicated to helping promote the strategies **vital** for FDOT and its partners to provide a safe **multimodal** system.



### VISION

We acknowledge the **power** we have within our **workplace** and **community** to help Florida reach its target of **zero** fatalities and serious injuries throughout our **transportation system**.

## OUR CORE VALUES

I

**INNOVATION:** We are committed to embracing and sharing techniques and technologies to create awareness and encourage safe driver behaviors, advocating for zero serious injuries and fatalities within the communities we serve.

C

**COMPASSION:** We want to make a true impact, keeping our families, friends, colleagues, and neighbors safe while traveling throughout Florida's transportation system.

A

**ACCOUNTABILITY:** Each of us is responsible for our behavior, actions, results, and consequences.

R

**REPRESENTATION:** We understand that we are responding to a call to action and, in doing so, we will serve as a champion for the Target Zero initiative.

E

**EMPOWERMENT:** We have the opportunity to lead and make decisions through responsible actions, education, and engagement with our communities and partners.



Register to be an Ambassador at:

<https://fdot.sharepoint.com/sites/FDOT-Portal/SitePages/Target-Zero-Ambassador.aspx>



# Word Search Puzzle

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

ALERT  
ALIVE  
AMBULANCE  
CHEMICALS  
CONSTRUCTION  
EMERGENCY  
EQUIPMENT  
EXPOSURE  
FINES  
FIRE TRUCK

FLORIDA  
GARBAGE  
HAZARDOUS  
INJURIES  
LAW ENFORCEMENT  
MACHINE GUARD  
MAINTENANCE  
MOVE OVER  
OFFICE

PROTECTION  
PUBLIC UTILITY  
RESCUE  
RESOLUTIONS  
RISKS  
SAFETY  
SANITATION  
TOW TRUCK  
WRECKER

**The Safety Advisor puzzle is generated from the  
<http://school.discoveryeducation.com/>  
Omissions or errors are possible and are the sole responsibility of the program  
and not the producers of this Newsletter.**

# SAFETY SLOGANS



**ALERT TONIGHT**  
FDOT  
**ALIVE TOMORROW**

Avoid Distractions.   

 Watch for pedestrians and bicyclists – especially at night.

 Wear bright colored clothing or reflective gear.

 Always use bike lights at night.

**CAN YOU SEE ME NOW?**

[www.AlertTodayFlorida.com](http://www.AlertTodayFlorida.com)



**PUT IT DOWN**  
DNT TXT N DRV



**Safety Hot Line**  
**(850) 414-5255**

You can report hazards by telephone.  
You can remain anonymous.  
Everything is confidential.

**Hotline** **Hotline** **Hotline** **Hotline** **Hotline**

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850-414-4176 / [mark.eacker@dot.state.fl.us](mailto:mark.eacker@dot.state.fl.us)  
Our internet address is: <https://www.fdot.gov/safety>





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27	28	29	30	31	1	
2	3	<b>MOVE OVER</b>				7	8
9	10	<b>AWARENESS</b>				14 PAY DAY	15
16	17 STATE HOLIDAY	<b>MONTH</b>				21	22
23 30	24 31	25	26	27	28 PAY DAY	29	

## THE MONTH OF JANUARY

January 2022 is Observed as	National Mentoring Month, National Blood Donor Month and Birth Defects Prevention Month.
Birthstone	Garnet.
January Flower	Carnation.
Astrological Signs	Capricorn (Till 19th) and Aquarius (20th →).
Other January Dates & Events	Human Trafficking Awareness Month, Martin Luther King Day Jan.17th.