



SAFETY ADVISOR

JULY 2024

Preparations for the Hurricane Season

By Keith Myhre

Central Office, FDOT Occupational Safety and Health Programs

Hurricane season 2024 has begun, and for many of us we are in the process of cleaning up, or fixing up, after last year's storms. The following page is a comprehensive list of items to collect, and actions to undertake, so that you and your family are prepared at home. For many, we have this system down. We have been through it enough times to know what's needed and what isn't. For others, you may use this as a guide for your own list of essentials when you experience flooding, loss of power, assisting elderly family, or evacuating. Evacuating your home to live in a temporary location is a difficult and stressful upheaval to your routine. Having necessary items and important documents in hand, will help to make the day to day progress more bearable. Remember your elderly family members who may need assistance for planning ahead.



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DISASTER SUPPLY KIT CHECKLIST



General

- Two week minimum supply of medication, regularly used medical supplies, and a list of allergies
- A list of the style, serial number, and manufacturer information of required medical devices
- Batteries
- Flashlights
Do not use candles
- NOAA Weather Radio
Battery operated or hand cranked
- Cash
Banks and ATMs may not be available after a storm
- Cell phone chargers
- Books, games, puzzles or other activities for children

Phone Numbers

- Maintain a list of important phone numbers including:
County emergency management office, evacuation sites, doctors, banks, schools, veterinarian, a number for out of town contacts, friends and family

Clothing

- Rain gear such as jackets, hats, umbrellas and rain boots
- Sturdy shoes or boots and work gloves

Special Needs Items

- Specialty items for infants, small children, the elderly, and family members with disabilities

First Aid

- First Aid Manual
- Sterile adhesive bandages of different sizes
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- Scissors
- Tweezers
- Sewing needle
- Moistened towellelettes
- Antiseptic
- Disinfectant wipes
- Hand sanitizer
- Thermometer
- Tube of petroleum jelly
- Safety pins
- Soap
- Latex gloves
- Sunscreen
- Aspirin or other pain reliever
- Anti-diarrheal medicine
- Antacid
- Laxative
- Cotton balls
- Q-tips

Food and Water

- Food
Nonperishable packaged or canned food and beverages, snack foods, juices, baby food, and any special dietary items to last at least 7 days
- Water
1 gallon per person per day
- Non-electric can opener
- Paper plates
- Napkins
- Plastic cups
- Utensils

Important Documents

- Insurance cards
- Medical records
- Banking information
- Credit card numbers
- Copies of social security cards
- Copies of birth and/or marriage certificates
- Other personal documents
- Set of car, house, and office keys
- Service animal I.D., veterinary records, and proof of ownership
- Information about where you receive medication, the name of the drug, and dosage
- Copy of Will

**Items should be kept in a water proof container*

Vehicle

- Keep your motor vehicle tanks filled with gasoline

Pet Care Items

- Pet food and water to last at least 7 days
- Proper identification
- Medical records/microchip information
- A carrier or cage
- Muzzle and leash
- Water and food bowls
- Medications
- Supplies for your service animal

Find more disaster preparedness tips at FloridaDisaster.org

Personal Injury and Illness Reporting

By Keith Myhre

Central Office, FDOT Occupational Safety and Health Programs

Are you a new employee or new supervisor, who has not yet experienced responding to a work-related injury or illness? The FDOT Security Loss and Prevention Manual (SLPM Chap. 4), identifies the response mechanism when assisting an injured or ill employee.

Employees: are responsible to report work-related injuries or illnesses to their immediate supervisor. **Sections A and B of the Injury/Illness Report (Form 500-000-18).**

Explain in detail, how the injury/illness occurred, activity being performed, any equipment or tools used, work environment, PPE required and what may have caused this incident.

Immediate Supervisors: ensure that employees are provided with appropriate first aid or medical treatment. The Managed Care Provider and Worker's Compensation coordinator must be notified. First aid cases without medical treatment are required to be called in to the Managed Care Provider only. **Sections C and D of the Injury/Illness Report (Form 500-000-18),** must be filled out.

Conduct a non-fault finding investigation for the purpose of identifying causes and solutions to the incident. Gathering all of the facts before making any conclusions. This report should then be sent to the Unit Safety and Health Specialist or designee.

Unit Safety and Health Specialist or Designee: provides assistance in the accident investigation in a way that is fact finding without addressing fault, and looking for recommendations on how to prevent any future occurrences. **Section D of the Injury/Illness Report (Form 500-000-18)** should be completed, indicating any recommendations for preventative actions.

(continued on next page)



Personal Injury and Illness Reporting (continued)

Unit Managers Review comments from all staff reporting on the Injury/Illness report for completeness and a clear determination of the facts. The unit manager reviews information to ascertain as to the incident being preventable, an unsafe act, lack of training or improper work procedure.

If any unsafe conditions are identified, the unit manager must look into the training background, equipment used, improper work procedures or un-followed work procedures. Then, what preventative actions can be established. From this, an action plan must be developed. ***Injury/Illness Report (Form 500-000-18). Sections B and C***, must now be included into ***Section D***. A copy is forwarded to the District Safety and Health Manager or designated person.

District Safety and Health Manager (or designee): Shall provide assistance in identifying and implementing pro-active plans that may include specialized safety training, selections of personal protective equipment, safety plans or other actions that will help in preventing future incidents.

All of this information is then added into the department's Industrial Safety Information Management System (ISIMS) for reference and future trend analyses into on-the-job crashes and injuries.



July's Easy Lunch Wrap

RECIPES FOR THE ROAD — SPRING SERIES CRISP FLORIDA VEGETABLE GARDEN WRAPS

RECIPE CREATED BY:
CHEF JUSTIN TIMINERI



PREPARATION

On a clean surface, lay out each of the four wraps. Spread ¼ cup of the flavored cream cheese, pimento dip or hummus on half of each wrap. Evenly distribute all the vegetables covering the other half of each wrap. Add an even amount of the arugula to each wrap. Lightly drizzle the vegetables with olive oil, seasoning blend and a little squeeze of lemon juice. Start to roll each wrap from the half that has the vegetables on it relative tightly toward the side that has the cream cheese or hummus spread. Continue this process until all four wraps are rolled and laying crease side down. Cut wraps in halves or thirds. Serve with vegetable chips.

INGREDIENTS (SERVES 4)

- 1 large Florida tomato, cored and sliced thin
- 1 large or 6 small sweet Florida peppers, seeded and sliced thin
- 4 cups Florida arugula
- 1 cup Florida cucumber, sliced thin
- 1 cup your favorite cream cheese spread or use our hummus or pimento dip recipes
- 4 large sandwich wraps (your favorite)
- ½ lemon, to squeeze
- 1 teaspoon all-purpose seasoning blend
- Olive oil for drizzling

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WHEN BUYING INGREDIENTS.

Did You Know? First Aid at FDOT

Our FDOT Safety and Loss Prevention Manual (SLPM), explains the purpose of first aid and other medical assistance within the workplace. **Chapter 9 of the SLPM** outlines procedures for assisting co-workers with medical first aid. Such as, understanding bloodborne pathogen awareness, materials that can be found in a first aid kit, personal protective equipment needed for a response, first aid devices such as emergency showers, eye wash stations or drench hoses when response to a chemical exposure is needed. When you are a responder, it is critical that you protect yourself first from any threat of a bloodborne pathogen – if that is the type of injury. When required, obtain protective gloves, found in any first aid kit prior to assisting the injured coworker. When possible and physically able, the injured employee will perform self-aid and clean up to minimize exposure to others. Stay ready, look for first aid training sessions throughout the year in all districts.



The Safety Advisor is distributed electronically to all FDOT staff monthly to promote indoor and outdoor workplace safety and generate an overall awareness of safety in our lives. It is produced monthly by the State Safety Office in Tallahassee, Florida.

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See Department safety information at: <https://www.fdot.gov/safety>

Anonymously report hazards in your workplace: (850) 414-5255

