

THE SUPPORT REPORT

The PFW Campus Support Staff Advisory Committee (CSSAC) Newsletter

Hazard Communication Training

From Erin Turner, Environmental Health and Safety Specialist

Every year we all get a reminder to complete our Hazard Communication (HazCom) training, or at least we should. Each department/area has a Designated Trained Individual (DTI) who acts as liaison between employees and the Environmental Health and Safety (EHS) department on campus for all things safety-related, including annual training. If you're not sure who your DTI is, it is the person who requests you complete HazCom training and submit the signed training certification form acknowledging you completed the training.

HazCom is the minimum safety training required by the Occupational Safety and Health

Administration (OSHA) for all paid employees on campus to protect them from physical and health hazards they may be exposed to at their jobs.

HazCom focuses mainly on potential chemical exposures but ergonomic education was added in recent years to address the concerns employees have about proper office setup. HazCom program information and training

can be found on the safety training section of the [EHS website](#). If you have

any questions about the training, you can reach out to your DTI or contact

EHS directly (ehs@pfw.edu). We are always happy to help with any campus

safety concern.

Did You Know?

Due to staffing limitations, Student Life is pausing all departmental inventory borrowing for the 2025-26 academic year.

Items not in use by Student Life, Student Leadership, Campus Recreation, or SAB can still be requested by student organizations and EMSE departments.

Resource Highlight: Microsoft and Adobe

PFW staff get free access to Microsoft Office 365 and Adobe products! And it's not just for your job—these software are licensed for individual use, too, so you can use them on your personal devices for non-work purposes.

To install Microsoft Office products, go to the [Office 365 portal](#) and log in with your Purdue Career account information. You can then use Office products on the web or install them on your device. You can install Office 365 on up to 5 devices completely free.

To install Adobe products, go to [Adobe.com](#) and log in with your Purdue (not PFW) email address and your password. You can then download the Adobe products you want.

For more details or to get help, visit [this page](#).

Benefit Breakdown: Healthy Boiler Incentives

Purdue's [Healthy Boiler Wellness Program](#) is a comprehensive approach to holistic wellbeing. With the program, employees and covered spouses can earn incentives for completing wellness activities.

To participate in the [incentive program](#), participants must [complete an annual physical](#). For additional incentives, they can also complete annual biometrics, health risk assessment, dental or vision exam, anxiety/depression screening, an annual preventative wellness screening based on gender and age (e.g. a mammogram or colonoscopy), and one annual vaccination such as a flu shot. Incentive activities can be completed in any order, but no incentives will be paid until the annual physical is completed.

Employees can earn up to a maximum of \$550 in incentives and those with family on their plan can earn up to \$1,100 in additional funds. The incentive program runs yearly from January 1 until December 31, so there's still time to participate for 2025!

Incentive payments are made monthly into employees' Health Savings Accounts (HSA) or Health Reimbursement Arrangements (HRA). Incentive funds will be paid by the end of the business day following the employee's last pay day of the month, the month following completion being logged in the [Healthy Boiler Portal](#).

Questions? Please see the [FAQ page](#), see the [Healthy Boiler Guide](#) or contact healthyboiler@121.health. Additionally, you can contact Amy Jagger in Human Resources at anjagger@pfw.edu.

Reminder: Open Enrollment

Open Enrollment for 2026 is going on now and runs through **November 11!**

Many benefits do roll over, but things like HSA contributions, working spouse information, and tobacco status don't. Even if you don't want to change your benefits, make sure to re-verify during Open Enrollment to keep contributing to your HSA and avoid paying working spouse and tobacco surcharges.

Connect with CSSAC!

- **Submit an idea, question, or concern to CSSAC:** Submitting a [Bridge Question](#) will bring your ideas, questions, or concerns to CSSAC's attention. You can even choose to submit anonymously.

- **Learn more about CSSAC:** Visit the [CSSAC website](#) to learn more about who we are and what we do.

- **Want to serve as a CSSAC member?** Fill out the [form](#) to let us know you're interested!