Subject: General Safety Policy

I. PURPOSE:
The purpose of this policy is to establish the General Safety Program for Louisiana State University in Shreveport. This policy shall establish an operational program to help ensure a safe and secure environment for our faculty, staff, students, and members of the public and to help manage risk for the University. This policy shall establish the organizational structure, delineate procedures and guidelines and fix responsibilities for the administration and implementation of our General Safety Program.

II. ADMINISTRATIVE SUPPORT FOR THE SAFETY PROGRAM
Protecting the health and safety of employees, students, guests, and the environment is a primary concern of the administration of LSUS. We will meet this goal through the development of a comprehensive and effective environmental health and safety plan that endeavors to eliminate unsafe conditions and minimize the impact of hazardous situations. Such a program can benefit the university community by reducing illness and injury to students and personnel, preventing property damage, and preserving the environment.

It is the expectation that every employee will make every reasonable effort to promote, create, and maintain a safe and healthful environment by taking personal responsibility for safety. This will be accomplished through enforced adherence to basic safety principles, sound management practices, and compliance with applicable federal, state, and local codes, laws, and standards.

III. RESPONSIBILITIES OF DESIGNATED SAFETY PERSONNEL
A. Risk Management Officer
The Chancellor shall designate a Risk Management Officer to serve as the primary liaison for the campus with the Office of Risk Management. The Risk Management Officer shall oversee the Risk Management/Safety Program and ensure compliance.

B. Loss Prevention Coordinator
The Risk Management Officer shall designate a Loss Prevention Coordinator for the campus. The Loss Prevention Coordinator will be responsible for implementation of the
General Safety Program and carry out all mandatory requirements as part of ORM’s Loss Prevention Program.

C. Safety Committee
The Provost shall approve members of a campus-wide Safety Committee. The Safety Committee advises the Chancellor on all matters regarding to campus safety. It shall meet quarterly to review all incidents and changes to Safety Policies and Procedures as presented by the Loss Prevention Coordinator, and make recommendations to the Chancellor. The Safety Committee shall be comprised of the following or his or her designee:

- Loss Prevention Coordinator (chair)
- Chair of Chemistry and Physics
- Chair of Kinesiology and Health Science or HPE Building Manager
- Director, Human Resource Management
- Director, Facility Services
- Director, University Police
- Director, University Center

D. Safety Leadership Representatives
By nature of the responsibilities of some positions, there are employees that have greater safety duties that most employees. The person holding these positions shall have a direct role in various safety functions requiring additional training and responsibility for the annual audit/compliance review. These safety leadership representatives shall participate in the Office of Risk Management audit process and attend ORM sponsored conferences and training, as required by ORM. These positions include, but are not limited to the Director of Facility Services, the Director of University Police, the Facilities Services Administrative Coordinator for Safety and any other employee as dictated by the Risk Management Officer.

E. Campus Communication Safety Representatives
In order to achieve a concerted communication effort, each college and division shall nominate a Safety Representative to work with the Loss Prevention Coordinator. The Safety Representatives will be responsible for disseminating safety information and collecting responses for all Safety Newsletters. He or she shall act as a conduit of information from the campus to the Safety Committee and Loss Prevention Coordinator.

IV. RESPONSIBILITIES OF ALL EMPLOYEES
A. Chancellor
The Chancellor of Louisiana State University in Shreveport will promote accountability, provide resources, and enforce all safety regulations. He or she shall lead by example, working a safe manner and attending all safety meetings and trainings. He shall ensure that all other employees participate in the safety program as well.

B. Division and Department Heads
A safe working environment is only achieved through a top-down approach. Division and Department Heads shall promote a safe working environment by setting safety goals and enforcing safety rules. They shall provide appropriate resources and allow time for
training to ensure that all employees are properly equipped to perform their duties in a safe manner. They will enforce participation in all safety meetings and training and hold employees accountable for violations of safety policy and lack of participation.

C. University Police
University Police provide frontline support for safety and security on campus. University Police shall act as first responders for all safety incidents and conduct an investigation into all incidents. They shall compile a police report and incident report and file those reports with the Loss Prevention Coordinator. It is the responsibility of all Police Officers to be vigilant for safety and security risks and to report them to the Loss Prevention Coordinator.

D. Human Resource Management (HRM)
Worker’s Compensation and Injury claims shall be handled through HRM. HRM shall also be consulted for all policy changes that involve employment legislation.

E. Facility Services
Facility Services serves a valuable role in the maintenance and safety of our campus grounds. All employees in facility services shall place a priority on tasks that enhance safety and be constantly vigilant in identifying and correcting safety risks.

F. Supervisors
Any employee with supervisor responsibilities shall enforce all safety rules and provide employees with the tools they need in order to perform their duties in a safe manner. Supervisors shall mandate that all employees participate in safety meetings/newsletters.

G. All Employees
All employees shall work in a safe manner in compliance with all safety rules and regulations. It is the responsibility of all employees to report incidents and unsafe conditions. All employees shall participate in safety meetings/newsletters and safety trainings. Employees who do not comply with safety rules and responsibilities shall be subject to disciplinary action and poor performance review. Each employee will have access to all safety rules and regulations on the LSUS website, http://www.lsus.edu.

V. GENERAL SAFETY RULES
The following general safety rules shall be observed by all faculty and staff. These rules shall be reviewed annually as the topic of the first Fall Safety Meeting. Adherence to safety rules is a condition of employment:

1. No smoking inside any campus building, or within 25 feet of any building entrance
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Operate equipment only if you are trained and authorized.
5. Immediately report any recognized potentially unsafe condition or act to your supervisor.
6. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
7. Report any smoke, fire, or unusual odors to your supervisor immediately.
8. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
9. If your work creates a potential slip or trip hazard, correct the hazard immediately. Special attention should be paid to electrical cords that stretch across walkways.
10. Fasten restraint belts before starting any motor vehicle.
11. Obey all driver safety instructions.
12. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
13. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
14. Adhere to departmental rules and procedures specific to departmental operations.
15. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

VI. PERSONAL PROTECTIVE EQUIPMENT
Personal Protective Equipment (PPE) shall be provided to all employees, at no cost to the employee, as deemed necessary by the task being performed and the equipment being used. Each department performing safety sensitive tasks shall review tasks and equipment to ensure that proper PPE is available, used, and that training on PPE is provided to the employee. Contaminated or worn out PPE should be properly disposed of and taken out of use. Failure of the employee to use proper PPE may be grounds for disciplinary action.

VII. SAFETY MEETINGS
Safety meetings shall be held quarterly during the academic year. All employees must attend and participate in safety meetings. This includes all classified staff, unclassified staff, faculty, adjunct faculty, part time employees, and student workers. Each College Safety Representative will distribute the safety newsletter and each department shall determine the most effective manner to conduct the safety meetings. Safety meetings may be conducted in person or through email. LSUS shall strive for 100% participation in safety meetings. Participation in safety meetings is a condition of employment.

VIII. TRAINING
A. Annual
Training on the General Safety Rules and General Safety Policy will be conducted annually through the Fall Safety Newsletter. Participation in this training is mandatory and a condition of employment. Training on Blood Borne Pathogens for high risk employees shall be conducted by the Loss Prevention Coordinator on an annual basis.

B. Every Three Years
Participants in the Authorized Driver Program will complete Driver Safety Training every three years.

C. Every Five Years
Every employee shall participate in training on Sexual Harassment, Blood Borne Pathogens for low risk employees, and the Drug Free Workplace Training within one year of hire and every five years thereafter.
D. Non-Scheduled Training
Any employee performing a new, safety-sensitive task or operating a new piece of equipment shall be trained on the proper procedure and use of the equipment. This on the job training (OJT) shall be documented and sent to the Loss Prevention Coordinator.

IX. INSPECTIONS
Regular inspections shall reinforce to employees the importance of safety and act as a preemptive measure to avoid unsafe conditions. All buildings on campus shall be inspected quarterly by facility services. These inspections shall be done on a campus approved checklist and documented. Any hazards identified through inspection shall be quickly remedied and such remedies documented and attached to the inspection.

X. DRILLS
Fire Drills and Tornado Drills shall be conducted by the University Police Department on a semi annual basis. Documentation of the drills shall be forwarded to the Loss Prevention Coordinator immediately following the drill.

XI. PROCEDURES FOR INCIDENTS/ACCIDENTS
University Police are the first call for all incidents and accidents. Any employee or visitor involved in an incident or accident should call (318) 455-5497, #999 from any campus phone or any exterior Emergency Call Station. University Police are trained in first aid and the proper procedure to respond to any nature of event. University Police work 24 hours a day, seven days a week; however, if University Police are unavailable, employees should call 911. University Police shall file the appropriate ORM reports with the Loss Prevention Coordinator and these shall be retained for three years.

The ORM Form DA2000 shall be used to report incidents/accidents involving employees. The Form DA3000 shall be used for visitors, students, or other members of the general public involved in an on-campus incident.

Any employee involved in a car accident involving a state vehicle, a vehicle rented through Purchasing, or a personal vehicle being used on LSUS business shall report the accident to the University Police within 12 hours of the occurrence, regardless of the location of the accident, on or off campus. The Campus Police, Campus Risk Manager, or Loss Prevention Coordinator will complete ORM Form 2041 and insure it is sent to ORM within 48 hours of the accident.

Failure to report an incident or accident in a timely manner may result in disciplinary action.

A root cause analysis shall be conducted by University Police, in conjunction with the Loss Prevention Coordinator, for all incidents and accidents. These root cause analyses will provide opportunities for improvements and/or changes that may be made to ensure the incident or accident is prevented in the future when possible. Any corrections or training required as result of a root cause analysis shall be done in a timely manner and
documented. Documentation shall be forwarded to the Loss Prevention Coordinator and retained with the incident/accident report.

All reports shall be reviewed by the Loss Prevention Coordinator for completeness and accuracy. Further, the safety committee shall review all incidents quarterly.

XII. RECORD KEEPING
Good record keeping is essential to occupational safety and loss prevention. LSUS shall retain the following records for three (3) years plus the current working year: inspection reports, hazard control logs, job safety analyses, incident/accident investigations, minutes of safety meetings and training records. The following records shall be kept for five (5) years plus the current working year: documentation for training on Blood Borne Pathogens, Drug Free Workplace, and Sexual Harassment.

XIII. QUESTIONS AND CONCERNS
Questions and concerns about the general safety program should be directed to the LSUS Loss Prevention Coordinator.

APPROVED

Michael T. Ferrell ________________________ April 3, 2009
Michael T. Ferrell, Vice Chancellor of Business Affairs

Vincent J. Marsala ________________________ April 3, 2009
Vincent J. Marsala, Chancellor