



Risk Management and Safety

Safety Meetings to be held twice per semester

Inside this issue:

<i>Become an Authorized Driver Today</i>	2
<i>Protecting our Assets</i>	2
<i>Personal Safety</i>	2

Driver Safety Reminders:

- Always wear your seat belt
- Only University employees are authorized to drive in or ride in state owned or rented vehicles
- Any traffic violations incurred while on University business are the responsibility of the employee
- Failure to report an accident in a university owned or rented vehicle will result in disciplinary action, up to and including the restriction of driving privileges

In conjunction with requirements by our state safety carrier, the Office of Risk Management, safety meetings will be held twice each semester. Attendance is mandatory for all full time faculty, staff, adjuncts and student workers. Attendance will be measured by written acknowledgement, through paper format, email, or web-based.

Each college and department has appointed a Safety Representative to administer safety meeting information and to take safety suggestions.

Campus Safety Representatives

College of Business	John A. Vassar
College of Science	Wayne Gustavson
College of Education and Human Development	Timothy Winter
College of Liberal Arts	TBA
Continuing Education	Tisha Taylor
Student Affairs	Joseph Pearson
Academic Affairs and Chancellor's Office	Betty Taylor
Business Affairs	Larry Laborde
Development	Dolly Salter
Library	Kirk Fontenot

What is the Office of Risk Management (ORM)?

ORM is the Property and Casualty and Worker's Compensation Insurance for all state departments, agencies, boards and commissions. This includes coverage for employee bonds, crime, automobile liability and physical damage, comprehensive general liability, personal injury liability, boiler and machinery, medical malpractice, road hazards and miscellaneous tort coverage for those claims otherwise not covered. In order to be fully covered, we must comply with the ORM Safety and Risk Management programs and policies. Find out more at: <http://www.doa.la.gov/orm/>

Safety Meeting Acknowledgments are due to your Safety Rep by **SEPTEMBER 15th**
Next Safety Meeting: November 1st

Authorized Driver Program

As an employee at LSU, you may be required to drive a state vehicle, or a rented vehicle, or your personal vehicle in course and scope of your job duties. In order to be authorized to drive for the state, you must follow our Safe Driving Program.

If you fail to meet the requirements of this program, you will not be authorized to drive a university vehicle,

rent a vehicle through the university or be reimbursed for mileage on your own vehicle.

Your driving record will be reviewed annually. If during the course of the year you receive any violations, you may be placed into the High Risk category and your driving authorization may be revoked. You should report any driving violations that would exceed three convictions

in the previous 12 months, or any single convictions for DUI, hit and run, vehicular negligent injury, reckless operation of a vehicle or similar violation, to your immediate supervisor, who in turn will notify University Police.

It will take on average, two weeks to authorize you as a driver for the University. This may negatively impact your business driving needs.



TO BECOME AN AUTHORIZED DRIVER:

1. Fill out Authorization Form, available at <http://www.state.la.us/orm/word/2054.doc>
1. Take it to your supervisor to review and initial
2. Fax Form to the Police Department at 798-4141 or bring to the Switchboard
3. Your driving record will be reviewed by the Police Department
4. Go online to <http://www.doa.louisiana.gov/orm/LPOST/lpost.htm> to complete the Driver Safety Course. The agency code is 4520. *Must be done every three years*
6. Fax your Certificate of Completion to the Police Department at 798-4141

Protecting our Assets

Through our technology fee, grants, and other sources, we are excited to have a campus filled with state-of-the art equipment.

It is everyone's responsibility to safeguard our assets. Use the following tips to ensure that we protect our assets:

- Lock all doors to classrooms with permanent equipment
- Secure all storerooms
- Ensure all equipment is properly checked out and returned
- Never bring equipment home without permission from your dean
- Follow all maintenance schedules
- Be careful when moving or transporting equipment
- Be careful with food or drink around electronics
- Be alert to unauthorized people moving state equipment. When in doubt, call University Police.

Your Personal Safety—Preventing Heat Related Illness

- Drink more fluids. Don't wait until you're thirsty to drink.
- Don't drink liquids that contain caffeine, alcohol, or large amounts of sugar
- Stay indoors and, if at all possible, stay in an air-conditioned place. If your home does not have air conditioning, go to the shopping mall or public library
- Taking a cool shower or bath, or moving to an air-conditioned place is the best way to cool off.
- Wear lightweight, light-colored, loose-fitting clothing.
- NEVER leave anyone in a closed, parked vehicle.
- Some people are at greater risk than others. Check regularly on:
 - Infants and young children
 - People aged 65 or older
 - Those who are physically ill

Next Safety Meeting
November 1st:
 Safety Policy Updates
 Mandatory Training Schedules
 Incident Reporting