

LSUS Safety Newsletter

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Spring Fire Drills a Success



2009 LSUS Safety Committee Members

- Aaron Suckle
- Dr Tim Winter
- Dr Cindy Sisson
- Don Bloxom
- DeAnn Arnold
- Rebecca Chiles
- Bill Wolfe

On April 13, 2009, LSUS conducted fire drills, an accomplishment favorably noted during a recent Office of Risk Management audit. Annual campus fire drills are now mandatory.

Alarms sounded in two buildings simultaneously and while building occupants evacuated to designated safe areas, a team consisting of Facilities Services personnel and Campus Police noted any problems with safety equipment, alarms, or procedures. Don Bloxom, Director of LSUS Facilities Services commented that the drills “were an excellent opportunity to validate the correct operation of equipment such as air handlers, electronic doors, and alarms that are an integral component of

our fire protection system. We learned a lot”.

Students, staff, and faculty evacuated in a timely and orderly manner. “The drill was beneficial in familiarizing people with the evacuation plan. Several recommendations have been made concerning location of safe areas and we are evaluating some alternatives as a result of this feedback” stated Rebecca Chiles, LSUS Director of University Police.

Scheduling the fire drills posed a challenge. ORM requires fire drills to be conducted during normal operating times when a majority of the population is present. Feedback from across the campus suggests that the early

part of the winter semester may be a more appropriate time to conduct the drills. This recommendation is being considered by the LSUS Safety Committee along with other ways to improve next year’s fire drills. Other recommendations for future drills can be sent to Bill Wolfe in the Human Resource Office.

“We learned a lot.”

...Don Bloxom, Director of Facilities commenting on recent campus fire drills

Inside this issue:

LSUS General Safety Rules	2
ORM Audits LSUS	2
Authorized Driver Program	3
Student Trip Travel Insurance	3
New HAZMAT Rules	3
Safety Statistics	4
From the Editor....	4

Jimmy Dillard Receives First LSUS Safety Award

Jimmy Dillard, Assistant Director, Facilities Services is the first recipient of the LSU Safety Recognition Award.

This award was created to recognize any member of the LSUS community who has helped to make LSUS a safer campus.

Jimmy has been instrumental in the implementation of many of the new safety programs required by the state. He has developed (and willingly

shared with other departments) training packages to deliver mandatory safety training. He was instrumental in development of departmental HAZMAT lists and getting them posted on a shared drive. He insists on safe work practices for the entire custodial staff and goes the extra mile by doing “whatever it takes” to keep his staff safe.

Congratulations Jimmy!



Chancellor Marsala presents the first LSUS Safety Award to Jimmy Dillard

General Safety Rules

Each year, LSUS is required to conduct training on the General Safety Rules which are listed below. The General Safety Rules are located in LSUS policy 6.01 which may be found on the LSUS website. Please read our rules and direct any questions to Bill Wolfe, LSUS Loss Prevention Coordinator.

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.

Office of Risk Management Conducts LSUS Safety Audit

The Louisiana Office of Risk Management (ORM) recently concluded an audit of the LSUS Risk Management Program. ORM, which is considered to be the university's "insurance carrier" conducts annual audits to insure compliance with state wide loss prevention policies. Success on the audit can result in a 10% reduction in premiums charged by the state to LSUS.

LSUS fared very well on the audit. ORM cited the following as strengths of the campus risk man-

agement program: Safety Policies, Authorized Driver Program, Safety Newsletter Program, Campus Safety Committee, Blood Borne Pathogen Program, Inspections, and Equipment Management Program.

Areas where ORM felt LSUS could improve included Emergency Preparedness, Hazard Communication, and Safety Meeting Attendance.

The Safety Committee will strive

to sustain our safety strengths while improving in identified weak areas.



How to Become (and Stay) a LSUS Authorized Driver

Prior to operating a vehicle on university business, LSUS Policy 6.08 requires any member of the LSUS community (students, staff, and faculty) be designated as an "Approved Driver". This includes operation of a state vehicle, vehicle rented through the state, or a private vehicle operated in the course of university business.

The Campus Police maintain the LSUS Authorized Driver list and share the information with departments such as Accounting and Purchasing who

are actively involved in procurement and reimbursement for official university travel.

If you already an authorized driver, you are required to report any traffic citations you receive to Campus Police immediately, regardless of whether you were driving on university business. Additionally, if you utilize your private vehicle for official travel, you must provide Campus Police with current proof of insurance.



Newest Authorized Driver!

Authorized Driver Procedures

1. Submit Form DA 2054 (Authorized Driver Form) to your supervisor for approval. Read LSUS Policy 6.08 (on LSUS website)
2. Complete on line defensive driving course (link on HR website) and print Certificate of Completion
3. Submit certificate and the DA 2054 to Campus Police/switchboard. Include personal proof of insurance if using private vehicle.
4. Campus Police run DMV check. If clear, you are placed on Authorized Driver list for 3 years.
5. You will be contacted when it is time for renewal.
6. Report all traffic violations, regardless of where cited to campus

Science Labs Face New ORM Requirements

Accidents at science laboratories are among the leading causes of fires and injuries on college campuses across the nation.

The Louisiana Office of Risk Management recently passed new guidelines for campus laboratories and other organizations where hazardous substances are present. These requirements have been incorporated into LSUS Policy 6.08 which is available on the LSUS web page.

Here are some highlights of the policy:

All LSUS departments must identify any hazardous materials they maintain. A list of these materials should be maintained and provided to the Campus Loss Prevention Officer.

Documented employee training must be conducted and maintained by departments who maintain hazardous materials. Training guidelines are outlined in LSUS Policy 6.08.

All hazardous materials must be properly labeled, stored, and disposed of.



The ABCs of Student Trip Travel

LSU System Permanent Memoranda 4 (PM-4) outlines conditions and procedures to provide insurance for students and faculty who travel while representing the university. Once a determination is made that coverage of an event is made, specific procedures to obtain the coverage are on the LSUS HR website under Forms—Risk Management. Questions concerning student trip

travel insurance should be directed to Bill Wolfe in the HR Office.

To Obtain Student Travel Insurance:

1. Use PM-4 to determine if insurance is required. PM-4 can be found at <http://www.lsusystem.edu>
2. Complete Student Trip Travel

Form found on LSUS HR website (Forms—Risk Mgt) Current premium rates are on website also

2. Take to cashier's cage for payment
3. Give a copy of the Trip Travel Form to HR as proof of payment of premium

LSUS Safety Summary—2009 year to date

Accidents/Incidents:

Staff/Faculty:	5
Students:	10
Total:	15

Primary Cause:

Slips/Falls:	5	(33%)
Lifting:	1	(6%)
Lab:	1	(6%)
Auto:	2	(14%)
Sports:	2	(14%)
Other:	4	(28%)

Listed below are departmental **Safety Communication Representatives** who have been tasked to distribute the quarterly Safety Newsletter within their areas and consolidate acknowledgements. Please support these representatives who are tasked to perform this challenging additional duty

Stacey Martino	Liberal Arts
Chief Rebecca Chiles	Business Affairs
Dr Tim Winter	HPE
Dolly Salter	Development/RRR
Dr Bill Bigler	Business
Dr James Ingold	Science
Tisha Taylor	Continuing Ed
Aaron Suckle	Academic Affairs
Betty Taylor	Chancellor's Office
Ashley Wood	Library

“Caution is the parent of safety”

Chinese Proverb

“Don't Learn Safety by Accident”

Unknown

From Bill the Safety Guy.....

The start of another academic year is an appropriate time to congratulate all members of the LSUS community for their efforts in making our campus safer. One year ago, the Louisiana Office of Risk Management issued a series of new safety mandates which led us to implement many changes in our safety program. These changes were felt across all areas of our campus and included new laboratory HAZMAT requirements, mandatory HEP B immunizations for certain staff members, mandatory fire drills, and even establishment of a Water Vessel Policy for the LSUS fleet maintained by the Red River Watershed Management Institute. Everyone's hard work on these new programs was validated by an ORM audit in late spring when we were commended for our solid efforts in many of the new areas.

*ORM did, however, note some areas where we need improvement such as attendance at quarterly safety meetings. As many of you know, ORM allows us to substitute our safety newsletter for these safety meetings as long as we can document that a minimum of 75% of our employees have read and understand the newsletter. While we are usually able to meet this minimum requirement, ORM is adamant that we make a greater effort to reach all of our employees including staff, faculty, **student workers**, graduate assistants, and **adjunct faculty**. Please support your departmental representative who has the thankless job of consolidating newsletter acknowledgements by quickly returning your acknowledgement.*

Congratulations to Jimmy Dillard for earning the first LSUS Safety Recognition Award. Based on nominations from across the campus, the Safety Committee would like to present one award each quarter. The criteria is fairly subjective - the nominee should have taken actions to make LSUS a safer campus.

Finally, a characteristic of all good safety programs is the active involvement of all members of the organization. Please do not hesitate to contact any member of the Campus Safety Committee (see page 1) to discuss any aspect of campus safety. Feedback on the safety newsletter or any safety issue, including Safety Award nominations are always welcome - simply contact Bill Wolfe, the Campus Loss Prevention Coordinator (aka “Safety Guy”) who may be found in the HR Office .

Best of luck for a safe and productive semester!