

Did you know.....

- Slips & Falls are the major cause of injuries at LSUS
- LSUS pays over \$750,000 for insurance
- The majority of accidents at LSUS occur from September through December

Safety First!!
August 19, 2010

LSUS Safety Newsletter

LSU SHREVEPORT

LSUS Prepares for State Safety Audit

LSUS pays over \$750,000 annually in insurance premiums to the Louisiana Office of Risk Management (ORM). This provides LSUS general liability, theft, vehicle, and workman’s compensation coverage. As with any type of insurance, premiums are based on the frequency of past claims as well as the expected probability of future claims.

To reduce risk, ORM has mandated that all state agencies develop and implement risk management programs designed to lower claims (and hence costs) through reduction or elimination of risk. At LSUS, this program consists of 17 Policy Statements which may be found under the heading of “Safety Program” on the LSUS website. (www.lsus.edu/facultystaff/policieshb/policystatements/)

ORM provides oversight of our Risk Management Program through annual Audits or Compliance Reviews. Full audits are extremely comprehensive and are conducted every three years. Compliance Reviews are conducted in years when a full audit is not scheduled. Successful completion of an audit or Compliance Review will result in a significant **PREMIUM REDUCTION** for LSUS.

LSUS is due for a full audit in September. During the audit, ORM representatives will examine all aspects of our safety program to insure we are in compliance with standards established by the state.

Of particular interest to auditors is documentation of lab safety training, safety newsletter acknowledgements, authorized driver procedures, conduct of fire and tornado drills, and compliance with accident reporting procedures.

The importance of this audit for LSUS not only from a safety perspective, but from a financial perspective cannot be overstated. At a time when every budget dollar counts, it is critical we earn the biggest discount as possible on our insurance premiums. Everyone can contribute to a successful outcome on the audit by knowing and understanding our safety rules, acknowledging the Safety Newsletter in a timely manner, promptly reporting all accidents/incidents, and reporting any unsafe condition or situation on campus. The Safety Guy in HR can answer any questions concerning the audit process.



The Office of Risk Management will conduct an extensive audit of the LSUS Risk Management Program in September

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LSUS 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 Statement 6.01 which may be found on the LSUS website. Please read our rules and direct any questions to Bill Wolfe, LSUS Risk Management Officer.

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.

LSUS Accident Statistics - FY 2010

Staff/Faculty: 14 accidents

Slips/Falls: 6 (43%) *

Pinch/Jam: 4 (28%)

Other: 4 (28%)

Students/Visitors: 8 accidents

Slips/Falls: 4 (50%) *

Lab: 1 (12%)

Other: 3 (38%)



** See a trend?*

What is Lock Out/Tag Out ?

LO/TO is an acronym for Lock Out/Tag Out which is a process to ensure employee safety by indentifying devices that have been turned off or shut down while they are being repaired or when a hazard exists.

The Department of Facilities Services manages the LSUS LO/TO Program and will coordinate placement of all LO/TO devices on campus.

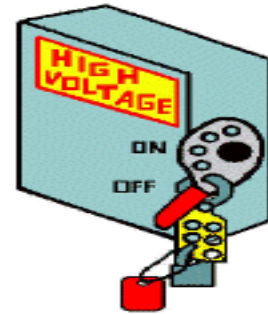
NEVER remove or touch

one of these safety devices or attempt to operate anything that has been locked or tagged. Never reset a circuit breaker, even if it is not locked out – it tripped for a reason and should be reset only after Facilities Services has identified and corrected the cause of the problem.

More information on the LSUS Lock Out/Tag Out program is found in LSUS Policy 6.18 found on the LSUS website or from Facilities Services.



Examples of Lock Out/Tag Out devices



Report ALL accidents, incidents, or injuries to Campus Police Immediately

**On campus: #999
Cell: 455 5497**

Accident Investigations.....

Some Classic Quotes

A key component of accident investigations is getting detailed statements from employees involved in the accidents. The following quotes from actual workman's compensation claims illustrate just how challenging this may be:

“ I did something I shouldn't have done. Now my back hurts”

“ I ran down the steps and when I got to the end, my feet wouldn't stop”

“ I looked into the hose to see why the water did not come out. It came”

“ Accident unnecessarily occurred on account of a misjudgment”

(Note from the Safety Guy - these were not LSUS employees)

2010 LSUS Safety Committee Members

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



Safety First!!

LSUS Safety Recognition Award enters 2d Year

The LSUS Safety Recognition Award was established in August 2009 to recognize LSUS Faculty, Staff, and students who have helped make LSUS a safer campus. Previous winners include Jimmy Dillard (Facilities Services), Dr Linda Webster (Communications), Dr Tara Williams-Hart (Biology), and the staff of Noel Library. It is especially encouraging that there is an increasing number of nominations every quarter.

Nominations for the Safety Recognition Award may be made to any member of the Safety Committee or directly to the Safety Guy in Human Resources.

From the Safety Guy....



Welcome back! This fall promises to be busy from a safety perspective as we prepare for our big audit from ORM sometime in September. If we do well on this audit, we will earn a large discount of the premiums we pay the state to insure us. This would certainly be welcome in this time of reduced funding. During our last visit from ORM in Fall 2009, it was noted that LSUS had made great strides in improving its Safety Program. Your support of our Safety Program has been instrumental in making this happen. A special thanks to our departmental reps for getting timely acknowledgements of our quarterly Safety Newsletters. ORM looks very closely at our acknowledgement rates which continue to improve. Thanks for your help in getting all faculty, staff, adjuncts, graduate assistants, and student workers to acknowledge reading the newsletter. Hope you have a safe semester!!

Bill Wolfe

Renting a car for university travel????

The Office of Risk Management has issued Notice 2011-5 which specifies:

“ Prior to taking possession of any rental vehicle, whether a motor pool vehicle or other rental company vehicle, the State employee should inspect the vehicle for any prior damage, such as scratches, dents, windshield cracks, torn upholstery, etc on both the outside and inside of the vehicle. Any damage found should be noted on the lease agreement prior to taking possession. This same process should be completed with the leasing agent or company once the vehicle is returned. This practice will limit the State’s responsibility to only damages that we owe and decrease the claims for those damages that should not be our responsibility.”



LSUS Policy 6.13.00 contains information on becoming an Authorized Driver. Forms are on the HR website



Easy Steps to Prevent Trips and Falls

1. Avoid wet surfaces!
2. Wear supportive footwear!
3. Use the handrail!
4. Slow down!
5. Be attentive – no cell phone!
6. Awareness, awareness, awareness!



Stairwells are some of the most hazardous places at LSUS.....

BE ALERT !!!!