

Safety Newsletter

Major Safety Audit Coming in October

Every three years, the Office of Risk Management conducts a detailed audit of our Safety Program. As our insurance carrier, ORM considers the results of this audit when calculating our insurance premium. *Successful completion of the audit will result in a 10% premium, discount or about \$65,000.*

All aspects of our safety program will be looked at. Areas of special emphasis include lab safety, hazardous material control, authorized driver procedures, and equipment maintenance. To prepare for this audit, it is recommended that departments review requirements in the 14 policies that make up the LSUS Safety Program. These policies may be found under "Policies and Manuals" on the LSUS website. Direct questions concerning the upcoming audit to the Safety Guy in HR.



How will your department do?



Campus Workman's Compensation Claims at Record Low

During the fiscal year just ended, LSUS had the lowest amount in Workman's Compensation claims since 1988 (data prior to 1988 is not available). Workman's Compensation Insurance covers employees who are injured on the job. As with automobile insurance, lower claims lead to lower premiums so working safely **definitely** helps our university financially.

Well Done LSUS!



From the Safety Guy.....

Welcome back for another safe year. Everyone should be commended for the decrease in our Workman's Compensation claims. I believe we are improving because our safety "awareness" has increased—i.e. number of reports we receive about unsafe conditions has increased in the past year. This has enabled us to correct some of these conditions before an accident occurs. So, continue to immediately report **all** incidents, even if there is no injury to the campus police. I think we are getting better at looking after each other—on a recent business trip, one employee was observed correcting his co workers for not using seat belts and using a cell phone while driving.....Safety Award material there!

We have received many inquiries concerning insurance requirements for student travel. Specific information on this may be found on the HR website. Additionally, the Safety Newsletter #1 for Spring 2011 contains step by step procedures. The link to this newsletter is on the HR website under "Risk Management and Safety"/Safety Newsletter Archives.



Safety Guy

Don't forget to complete your annual Ethics training and send completion certificate to HR

What is "LO/TO?"

LO/TO is an acronym for Lock Out/Tag Out which is a process to ensure employee safety by identification of 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 LSU LO/TO Program and will coordinate placement of all LO/TO devices on campus.

Examples of LO/TO devices are pictured at right. **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. If you observe equipment that is not operating properly, immediately discontinue use and report the problem to Facilities Services.



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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 6.01 which may be found on the LSUS website. Please read our rules and direct any questions to the Safety Guy

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.



Turning 65 soon? Eight things every employee should know about Medicare



Medicare is our country's health insurance program for people age 65 or older. Medicare Part A is hospital insurance and Medicare Part B is medical insurance. Certain people younger than age 65 can qualify for Medicare, too, including those who have disabilities and those who have permanent kidney failure or Lou Gehrig's disease.

Things you should know:

Active employees and covered dependents should contact the Social Security office about three months before their 65th birthday to sign up for Medicare Part A only. The Medicare Part A card should be presented to Human Resources.

State health insurance remains primary insurance for employees and covered dependents that also have elected Medicare Part A long as the LSUS employee is actively working.

Employees and covered dependents ages 65 and older need to apply for Medicare Part B coverage approximately 3 months before the LSUS employee retires. The Medicare card should be presented to Human Resources upon receipt.

Medicare Part A and B becomes primary insurance upon retirement for retirees and/or covered dependents (ages 65 or older).

Employees and covered dependents eligible for Medicare Parts A & B must elect the coverage upon retirement. This is important because state health insurance plans will not pay for claims that Medicare could have paid.

Retirees and covered dependents (younger than age 65) must elect Medicare Parts A & B as soon as they become eligible. There may be a premium penalty if the retiree and/or covered dependent do not elect the coverage as soon as they become eligible.

Medicare Part A (Hospital Insurance) coverage is typically free insurance coverage. The Medicare Part B premium is \$104.90 each month in 2013. Retirees who have a modified adjusted gross income as reported on your IRS tax return from 2 years ago (the most recent tax return information provided to Social Security by the IRS) is above a certain amount, you may pay more for Medicare Part B.

State health insurance premiums are lowered when the employee has retired and either the employee and/or spouse has elected Medicare A and B. Human Resources must be notified and copies of the card should be presented to HR.

Employees and covered dependents younger than 65 may continue their state health insurance into retirement. Please remember to check with Human Resources regarding the "retiree participation schedule" or view the article included in the spring 2012 safety newsletter for additional details.

Save the Date!

2014 Annual Enrollment Benefits Fair

Wednesday, October 9th

University Center Ballroom (Presentations)

Caddo / Bossier and Webster room (Vendor tables)

9:00 am – 1:00 pm