

## NOTICE TO LSUS EMPLOYEES AND STUDENTS

The LSU Shreveport campus has natural gas pipes located underground throughout the campus. The gas is used for heating buildings, water and preparing food in the University Center building. The natural gas is purchased from CenterPoint Energy at a single metering point located in the southwest corner of the campus. From this point there is a single 2” steel gas line underground delivering gas to the following buildings: Central Utility building, Physical Plant, Physical Plant office, Science Building, backup generator, Fine Art Complex, University Center, Health & Physical Education Building and museum. The natural gas being delivered from CenterPoint Energy has an odorant chemical applied to the gas so it can be detected by smell if a leak should ever occur. If anyone on the campus of LSU Shreveport smells a gas leak or suspects a leak, they should contact the LSUS Campus Police at (318) 455-5497 as soon as possible.



Immediately report any unusual smells to LSU S Facilities Services

## Dr. Taylor is Latest Safety Award Winner

Professor of English Dr. Helen Taylor was approved by the Safety Committee to receive the esteemed LSUS Safety Recognition. This award, which is given to any member of the LSUS Community who helps to make our campus a safer place was presented to Dr. Taylor for pioneering the guest columnist program for the LSUS Safety Newsletter. Dr. Taylor's literary gem, entitled "There Are Aliens Among Us" has inspired greater awareness of the unique safety hazards faced by our international faculty and students. Thanks you Dr. Taylor for inspiring future guest columnists!

**Safety Guy Note:** Guest columns may be emailed to the editor at: [bill.wolfe@lsus.edu](mailto:bill.wolfe@lsus.edu) Safety Award nominations can be made to any member of the Safety Committee or directly to the Safety Guy in HR



Dr. Taylor accepts the Safety Recognition Award from Dr. Sisson

# Know the (LSUS General Safety) Rules

As a component of the Risk Management Program, the state mandates that all state agencies develop “General Safety Rules and Responsibilities” that apply to all employees and to document that all employees are made aware of the rules and responsibilities upon hire and annually after that. The LSUS General Safety Rules may be found at the following link: [LSUS General Safety Policy](#)  
Please review these rules. Your acknowledgment of the Safety Newsletter indicates that you have reviewed the rules. Thanks for your help on this—it is an audit item on our Office of Risk Management Audit this fall.

## LSUS General Safety Rules.....

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.



# From the Safety Guy.....

It is hard to believe we are approaching the end of another spring semester. The year has certainly flown by with all the lively discussion on topics ranging from LSU 2015 to 8 week terms. One of the efficiencies that LSU 2015 may offer is cost savings associated with pooling all campuses to achieve better insurance premiums. As I participate in these discussions I am pleased to see just how few injury accidents LSUS has when contrasted with other organizations. This is a direct result of every member of our university family being safety conscious—KEEP UP THE GOOD Work and remember that even a single injury is too many.

I'd like to give a special thanks to all members of the Safety Committee for their regular attendance (Usually on short notice!) and valuable input. Also, thanks to Dr. Helen Taylor for getting the ball rolling on our guest columnist program. I encourage letters to the editor or guest columns.

Summer may be a bit late, but it will shortly be here. As you travel and enjoy the summer, THINK SAFETY! Seek shelter when it storms, be aware of heat injury, and watch out for sun burn and critters that bite!

SG

## **2012—2013 Safety Committee**

**Dr. Laura McLemore**

**Dr. Kui Chen**

**Dr. Jesse DeMello**

**Tulin Melancon**

**Aaron Suckle**

**Rebecca Chiles**

**Don Bloxom**

**Safety Guy**



## Integrow (Payroll) Time / Attendance Approval

### Instructions for Managers

#### Salaried employees

*Faculty, unclassified employees, classified employees and adjuncts appear under this screen*

- ✦ Step One: HR (Human Resources)
- ✦ Step Two: AA (Authorize Employee Attendance by Department)
- ✦ Step Three: Enter actual check date (mm/dd/yyyy), S (salary), Dept. number (15 for Small Business Development Center), then "Enter"
- ✦ Step Four:
  - Enter "DI"
  - Enter "DI" again
  - Enter F4 to view the actual time that is entered. Make sure that the time entered matches the time that what was actually taken.

Step Five: Enter F2 twice to back out of the screen. Once you are back to the screen that lists the salaried employees, your department number and the check date, then change the Authorize: "N" to "Y."

Remember – as a manager, you are "certifying" that this is correct.

#### Hourly employees

*Graduate Assistants, Student workers and temporary employees appear under this screen*

- ✦ Step One: HR
- ✦ Step Two: AA
- ✦ Step Four: Enter Check Date, H (hourly), Dept. number, then "Enter"
- ✦ Step Five: Enter "DI" twice for each person, Enter F4 to view the actual hours worked and time that is entered. Managers should make sure that corresponds with the actual number of hours each employee worked from the hours entered on their timesheet.

Step Six: Enter F2 twice to back out of the screen. Once you are back to the screen that lists the salaried employees, your department number and the check date, then change the Authorize: "N" to "Y."

*New managers will need to have appropriate accesses to approve payroll which are granted through IT Services and Human Resources.*