

# Safety Newsletter

Newsletter 1

Fall 2014

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**AY 2014-2015**

**Safety Committee**

- Dr. Kui Chen
- Bruce Nelms
- Tulin Melancon
- Dr. Laura McLemore
- Aaron Suckle
- Rebecca Chiles
- Dr. Jesse Demello
- Safety Guy

## Drug and Alcohol Refresher

*“It shall be the policy of Louisiana State University in Shreveport to maintain a drug-free workplace and a workforce free of substance abuse. Employees are prohibited from reporting for work or performing work for Louisiana State University in Shreveport with the presence in their bodies of illegal drugs, alcohol above the prohibited concentration level, controlled substances, or designer (synthetic) drugs...”*

The above quote is from LSUS Policy Statement 6.02.00 which outlines our Drug and Alcohol Policy. Every LSUS employee is required to receive an orientation on this policy upon hire and every 5 years thereafter. Here are some highlights from the policy:

1. Employees who, if impaired, might pose a greater risk to themselves and others are placed on a roster of safety Sensitive Personnel. These employees are randomly tested for illegal substances.
2. All other employees may be tested if reasonable suspicion exists that they are above the legal limits.
3. A blood alcohol concentration level of 0.04 or greater is considered to be above the prohibited alcohol concentration level.
4. Under appropriate circumstances and in accordance with the law, the University, in conjunction with law enforcement authorities reserves the right to conduct unannounced searches and inspection of campus facilities and properties, including vehicles.
5. Any LSUS employee arrested on a criminal drug or alcohol offense must notify his supervisor within one work day or upon the employee’s return to the workplace.
6. Assistance for employees with a substance abuse is available. Human Resource Management can provide information on such services



## Required Training Update—Are YOU Current?

As you may recall, the state requires all employees to periodically be given training on various topics. Sexual Harassment Training and Ethics Training are required annually for all employees. Additionally, Blood Borne Pathogen Training is required every 5 years. If you have not completed training in these three areas this year, use the following link for instructions on how to complete this training:

<http://www.lsus.edu/offices-and-services/human-resource-management/training>



# The "Safety Pyramid" - Are Accidents Predictable?

Everyone has had a "close call" such as a scratch, cut, or a slip. According to the findings of several studies, such a close call is actually a serious accident giving advance notice that it is coming.

In 1929, William Heinrich developed the Heinrich Accident Triangle to explain the relationship between hazards, close calls, minor injuries, major accidents, and fatalities. As shown in the diagram below, Heinrich postulated that the relationship between hazards and close calls was 10 to 1 and the relationship between close calls and minor injuries was also 10 to 1. Furthermore, his research indicated a 10 to 1 relationship between minor injuries and major injuries as well as a 30 to 1 relationship between major injuries and fatalities.

In the 1960s, Frank Bird, Director of Engineering Services for the Insurance Company of North America expanded on the work of Heinrich by analyzing 1,753,498 accidents reported by 297 cooperating companies. His findings supported the pyramid theory, but produced different numbers

see diagram below).

In 2003, Conoco-Phillips conducted a similar study finding a relationship between the number of serious accidents and near misses/close (see diagram below).

While the numbers of each study vary, what emerges is a definite relationship between hazards, minor injuries, and serious injuries/fatalities. For example, Heinrich's data suggests if LSUS had 3 accidents last year that were serious enough to report (which we did), 300 unsafe conditions that we do not know about exist and cannot therefore be corrected. Carrying this example further, a mere 30,000 such unsafe conditions will lead to a fatality.

While the different ratios in these

models can be debated, what we, as LSUS staff, faculty, and students need to take from this theory is the importance of identifying and reducing the number of unsafe conditions. Unsafe conditions range from physical hazards (slippery floor, office clutter), to behavior hazards (not wearing safety glasses, not following proper procedures) to training hazards ( inadequate safety orientation, supervision).

Reducing unsafe conditions is every-one's responsibility. Resist the temptation to ignore an unsafe condition or to think that surely someone else will address it. Remind fellow employees and especially students of the need to follow LSUS safety policies and procedures. If you think it might be unsafe, it probably is. Do not hesitate to report possible unsafe conditions.

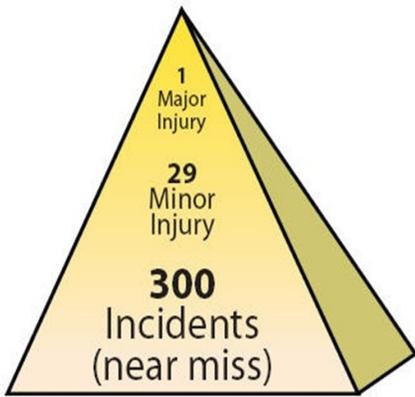
**Are accidents predictable.....  
.....you decide.**

**BE**

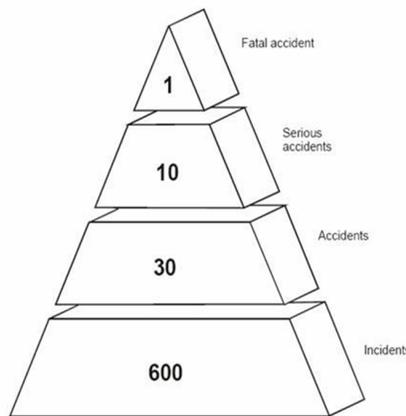


**REPORT UNSAFE CONDITIONS!**

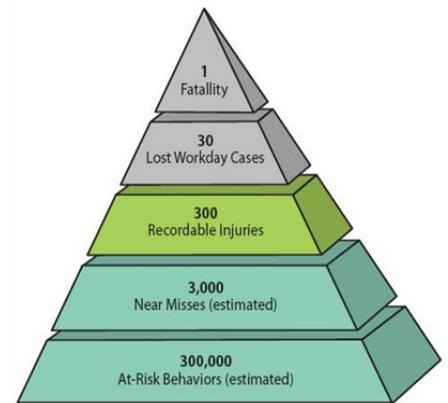
**...the data suggests if LSUS had 3 accidents last year that were serious enough to report (which we did), 300 unknown unsafe conditions exist....**



**Heinrich 1929**



**Bird 1969**



**Conoco-Phillips 2003**

# LSUS Employee Safety Responsibilities

Per LSUS Policy 6.01.00, assigned safety responsibilities are as follows:

## Division and Department Heads

A safe working environment is only achieved through a top-down approach. Division and Department Heads shall promote a safe working environment by setting safety goals and enforcing safety rules. They shall provide appropriate resources and allow time for training to ensure that all employees are properly equipped to perform their duties in a safe manner. They will enforce participation in all safety

## University Police

University Police provide front-line support for safety and security on campus. University Police shall act as first responders for all safety incidents and conduct an investigation into all incidents. They shall compile a police report and incident report and file those reports with the Loss Prevention Coordinator. It is the responsibility of all Police Officers to be vigilant for safety and security risks and to report them to the Loss Prevention Coordinator.

## Supervisors

Any employee with supervisor responsibilities shall enforce all

and provide employees with the tools they need in order to perform their duties in a safe manner. Supervisors shall mandate that all employees participate in safety meetings/newsletters.

## All Employees

All employees shall work in a safe manner in compliance with all safety rules and regulations. It is the responsibility of all employees to report incidents and unsafe conditions. All employees shall participate in safety meetings/newsletters and safety trainings. Employees who do not comply with safety rules and

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## What is Trip Travel Insurance?

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. 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

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## From the Safety Guy.....



Welcome back to another academic year. So far, we

have escaped the excessive heat of the past two summers, but this is Louisiana and there is plenty of time for 100 degree days. Keep an eye on those you work with, especially our students who may be new to this climate to make sure they stay hydrated. We have had the usual reports of late summer forced entry by several area snakes so if you should encounter a snake, call Facilities Services or Campus Police - don't try and be a hero! Slips and falls continue to be our primary cause of accidents. Pay attention when walking and especially when using the stairs. Do not text and walk (who would be stupid enough to do that?) Watch out in our parking lots for other vehicles and pedestrians. If you work in one of our labs, make sure your department is in compliance with the ORM rules concerning hazardous materials and lab safety training. As always, be sure to report all incidents, regardless of whether someone is injured IMMEDIATELY to your supervisor or to the Campus Police. Hope all of you have a great fall semester!

**SG**

# 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 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.



# ***From HR.....***

2015 Annual Enrollment begins October 1st and ends October 31st. During that period, employees will need to review current insurance plans and make changes to coverage, effective January 1, 2015. Many employees have already heard about some of the upcoming changes this year. It is true that there will be a lot of changes to insurance plans this year. Employees will need to pay careful attention to correspondence that is sent regarding annual enrollment.

The Office of Group Benefits is offering new health insurance plans and is requiring that employees who are enrolled in HMO, PPO, CDHP or Medical Home HMO enroll in a health insurance plan for 2015. Employees who are enrolled in a plan and do not make a selection by the end of the enrollment period, will be moved into a default plan selected by the Office of Group Benefits. It is our understanding that the LSU First health insurance plan is not requiring re-enrollment. There are also a lot of changes to the other insurance plans (dental, vision, life insurance, etc.)

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## **LSUS Food Drive in October**

Last year, LSUS faculty and staff donated 636 pounds to the Food Bank of Northwest Louisiana. We also received a LOT of support from the students in the Nursing Program. This year, faculty and staff are partnering with ALL LSUS students to collect donations for the food bank. We have increased our goal this year to 1500 Pounds of Food! The collection period will be during the month of October. There will be donation containers placed in each building on campus. Donations will be delivered to the Food Bank at the first part of November. This is a great way to have LSUS give back to the community.



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### ***Save the Date!***

2015 Annual Enrollment Benefits Fair  
Wednesday, October 8th  
University Center Ballroom (Presentations)  
Caddo / Bossier and Webster room (Vendor tables)