



LSU Shreveport

# Safety Newsletter

Newsletter 1 Spring 2015

January 10, 2015

## LSUS 2014 Safety Stats

Total Incidents	33
Faculty Incidents	3
Staff	14
Students	9
Guests	7
Slips/Falls	15
Cut/Scrapes	5
Other	13



### 2014-2015 Safety Committee

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

## Flu Season Is Here!!

According to the Center for Disease Control, Louisiana now has over 300,00 cases of the flu making us among the top in the nation. Even if you have had a flu shot, you may still catch the flu. Here is some helpful information concerning the flu

**You could have the flu if you have some of these symptoms:**

*Fever*  
*Cough*  
*Sore throat*  
*Runny or stuffy nose*  
*Body aches*



*Headache*  
*Chills*  
*Fatigue*  
*Sometimes diarrhea and vomiting*

**Most people have mild illness and do not need medical care or antiviral drugs; however, the flu can be an especially serious disease for young children, older adults, and people with certain chronic health conditions, such as asthma, heart disease or diabetes (Type 1 or Type 2).**

***Seek medical care for the following emergency warning signs associated with the flu:***

- |   |                  |
|---|------------------|
| Difficulty breathing or shortness of breath                               | Sudden dizziness |
| Pain or pressure in the chest or abdomen                                  | Confusion        |
| Flu-like symptoms that improve but then return with fever and worse cough |                  |
| Severe/persistent vomiting  |                  |

**Your doctor may prescribe antiviral medicine to treat the flu. These drugs, such as Tamiflu<sup>®</sup>, can help you feel better faster and may also prevent serious complications. They work best when you start them within 2 days of getting sick.**

***Be respectful of your co workers....Stay at home and rest.***

Avoid close contact with well people in your house so you won't make them sick.  
 Drink plenty of water and other clear liquids to prevent dehydration.  
 Treat fever and cough with medicines you can buy over the counter.  
 If you get very sick or if you are in a high risk group (see above), call your doctor.  
 Remain at home for at least 24 hours after your fever is gone.

***This is an appropriate use for sick leave!***



For more information, visit [www.cdc.gov](http://www.cdc.gov) (Centers for Disease Control).

## ***Safety is Both an Individual and Shared Responsibility***

Most organizations have a “safety guy” who is responsible for administration of the safety program. A common misconception is that only the safety guy is responsible for safety in the organization. In reality, safety is everyone’s responsibility and without sincere commitment from all members of the LSUS family, our safety program will not be first class.

### ***Here are some tips on how you can help make LSUS safer:***

- \* Do not ignore unsafe conditions or assume someone else will correct or report them.
- \* Read and understand our General Safety Rules
- \* Make suggestions and provide feedback on safety issues to the Safety Guy (bill.wolfe@lsus.edu) or your supervisor
- \* Look out for the safety of fellow employees and students
- \* Slow down, be careful, and stay alert
- \* Report all accidents, regardless of severity or injury to the Campus Police immediately

Quote of the Quarter:

**“You get the level of safety that you walk past”**

Unknown Safety Guy



## **From the Safety Guy.....**



Welcome back from what I hope was a safe and restful break. Once again it is that time of year.....Mardi Gras, cold weather, new semester, and annual ETHICS TRAINING! As you know, state law requires all employees to take one hour of Ethics Training annually. This training is traditionally a crowd favorite, most likely because of the dynamic nature of the on line presentation. I will be sending information to the campus soon on this event. However, if you are one of the many who just cannot wait to start this training, the link may be found on the HR web page. Be sure to send a copy (either scanned, faxed, or through campus mail) to Stella in HR.

As you can tell from the data on page 1, slips and falls continue to be our biggest source of accidents at LSUS. The key in preventing such accidents is very simple—awareness. Be careful and encourage others around you to be careful. Have a great semester!

SG

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# From HR.....



## Insurance Changes allowed outside of Annual Enrollment for “Qualifying Events”

This past week, an employee walked into HR with their hand on their left cheek and said, “I want to add dental insurance.” This wasn’t a new employee. We proceeded to ask if him if he had just lost dental coverage – perhaps through his spouse’s place of employment. He said, “No. I never elected it here but I am having a problem with my tooth and I need the insurance.” We explained that if he had just lost dental coverage (within 30 days) that is considered a “qualifying event” and it could be added. Other than that, he will have to wait to elect the insurance during annual enrollment.

Most LSUS employees have their insurance premiums deducted on a pre-tax basis through the “Premiums Only Plan” more commonly known as the “IRS Section 125: Cafeteria Plan.” Due to the tax advantages employees receive under this plan, the Internal Revenue Service imposes restrictions on the changes that can be made to insurance plans during the plan year and when those changes can be made.

Special Enrollment Periods are provided when qualifying events occur and allow eligible participants and dependents to enroll or request changes to plan elections outside of Annual Enrollment Periods. Enrollment and changes requested within a Special Enrollment Period must be completed within 30 days of the qualifying event and will require supporting documentation. If enrollment or changes are not completed within 30 days of the qualifying event, the enrollment or plan election changes may not be made until the next Annual Enrollment Period. Annual enrollment is held during the month of October with plan changes effective January 1<sup>st</sup>.

What are some examples of qualifying events? What paperwork is required?

**Marriage** - A new eligible dependent acquired through marriage must be enrolled within 30 days of date of marriage. Coverage will be effective as of the date of marriage.

*Required Documentation: Enrollment form and employees will also need to present a certified copy of the marriage certificate. HR will make a copy of the certificate for the state dependent verification requirement.*

**Birth** – A newborn must be enrolled within 30 days of the child's date of birth.

*Required Documentation: Enrollment form and a birth letter from the hospital is required to add the child to the insurance. The original birth certificate must be presented to HR within 6 months of the date of birth to complete the state dependent verification requirement. If this isn't completed, the child will be dropped from the insurance.*

**Adoption or Placement for Adoption** - New eligible dependent(s) acquired through adoption or placement for adoption must be enrolled within 30 days of adoption or placement for adoption. Coverage will be effective as of the date of adoption or placement for adoption.

*Required Documentation: Enrollment form and additional documentation of adoption date is also required.*

**Loss of Other Coverage** - If an eligible participant or dependent were covered under another group health plan (including COBRA continuation) or had other medical insurance coverage when enrollment was declined, and has lost or will lose coverage under the other plan as a result of loss of eligibility (due to such reasons as death of a spouse, divorce, legal separation, termination of employment or reduction in the number of hours of employment or, cessation of the employer's contributions to such coverage) or exhaustion of COBRA continuation coverage, eligible participants and dependents must be enrolled within 30 days from the loss of other coverage.

*Required Documentation: Enrollment form and additional documentation of divorce, death of spouse or legal separation date or HIPAA certificate/letter from former plan is required.*

**Qualified Medical Child Support Orders** - Eligible participants and dependent(s) may be enrolled in accordance with the terms of the order.

*Required Documentation: Enrollment form and documentation of court order is also required.*

*Note: Employees may owe insurance premiums to the university depending on “when” the paperwork is submitted to HR. Also, the timing could also affect the date that coverage begins. For example: if paperwork is completed by the 14<sup>th</sup> day of the month, then insurance can be added on the first day of the next month. If paperwork is completed on or after the 15<sup>th</sup> day of the month, the employee will have to wait approximately 1.5 months before insurance will become effective.*

**Please contact Kristin Fiser in HR with any questions.**

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