

Safety Newsletter



WORKDAY and Safety....

As you may have noticed, LSUS has converted to a new computer system to handle our financial, human resource, and purchasing functions. The Safety Guy's phone has been ringing off the hook from concerned employees asking how Workday will impact our Safety Program. Here is what Workday will **not** impact:

Accident and Incident Reporting – we will continue to report all accidents and incidents, regardless of severity immediately to Campus Police.

Safety Newsletter – it will continue to be distributed by your safety representative and we will continue to acknowledge it as before.

Slips and Falls – Workday will not stop our most prevalent accident from happening. On the contrary, Workday induced stress will only add to the slip/fall risk factors. Only attentive and alert employees wearing appropriate footwear will help lower our rate of slips and falls.

The (highly coveted) LSUS Safety Recognition Award – it will continue to be given to any member of the LSUS family that helps make our campus safer. It will continue to come with a beautiful certificate (suitable for framing), no cash, and a cheesy photo opportunity with the Chancellor. Send nominations to the Safety Guy in HR.

The Dreaded Safety Audit – our Safety Program will continue to be audited by the Office of Risk Management. Doing well on this audit will result in a significant reduction in our insurance premiums....frees up money for other things! The audit is scheduled for November.

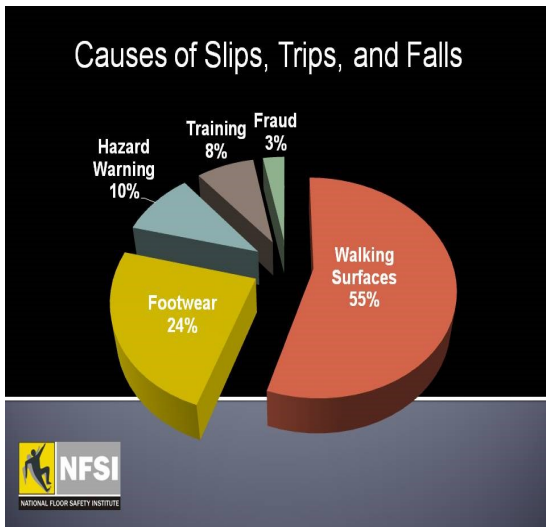
Mandatory Training – we will still be required to complete the always popular 1 hour Ethics Block and the Sexual Awareness/Title IX training annually. The Safety Guy will continue to hunt down those not in compliance.

Here are some things that Workday **will** impact:

Your Mental Health – the WD (Working like a Dog) syndrome may affect your ability to think clearly. This in turn lowers your guard and makes you more susceptible to workplace injuries.

Your Physical Health – we have received several reports of injuries caused by prolonged exposure to Workday. Head injuries (caused by beating one's head against the wall in frustration) seem to be the most prevalent. The preferred method to avoid such injuries is minimizing exposure to Workday. This, however, may lead to other work related issues.

YES...IT CAN HAPPEN TO YOU!!



Workplace Safety:
Slips, Trips, and Falls

1 MILLION Americans suffer a slip, trip, or fall injury every year.

These Injuries cost **EMPLOYERS \$40,000** per accident

which makes up almost **20%** of all job related injuries.

This accounts for **-15%-** of all accidental **DEATHS** (that's about 20,000 people annually)

1-in-6 of all lost-time work injuries result from slips, trips, and falls

TRIUMVIRATE ENVIRONMENTAL
Infographic produced by Triumvirate Environmental, a leading provider of enterprise waste management and environmental services to Healthcare, Education, Life Sciences, and Industrial markets.

Slips and falls are by far the biggest cause of injuries on our campus. They ARE preventable. Report unsafe conditions.



From HR.....

In the near future, HR will be posting revisions to the following forms:

Student Appointment Form
 PER –3 (Additional Compensation)
 TEA (Temporary Employment Agreement)
 Graduate Assistant Appointment Form
 PER-1

These forms have been revised to reflect information required for entry into Workday.
PLEASE USE THE FORM THAT IS POSTED ON THE WEBSITE. DO NOT STORE BLANK FORMS ON YOUR HARD DRIVE AS THEY ARE FREQUENTLY REVISED.

LSUS Employee Safety Responsibilities

The Office of Risk Management requires all employees to review their safety responsibilities annually. 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 en-sure that all employees are properly equipped to perform their duties in a safe manner. They will enforce participation in all safety meetings and training and hold employees accountable for violations of safety

University Police

University Police provide frontline sup-port for safety and security on campus. University Police shall act as first responders for all safety incidents and con-duct 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 safety rules 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 safe-ty rules and regulations. It is the responsibility of all employe-es to report incidents and unsafe conditions. All employees shall partici-pate in safety meetings/newsletters and safety trainings. Employees who do not comply with safety rules and responsibilities may be subject to disciplinary action .

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.