

SAFETY NEWSLETTER

Newsletter 1

Fall 2017

Flu Shots...Save the Date!!

What: 2017 Annual Enrollment Benefits Fair and Flu Shots

When: Monday, October 7, 2017, 10AM—2PM

Where: UC Ballroom

Details to follow from LSUS HR Management



Ask the Safety Guy.....

Q: I just found out that I have to present at a conference in Baton Rouge. What should I do to be authorized to drive to this conference and be covered by LSUS insurance?

A: You must be on our Authorized Driver's list in order to drive a rental vehicle, your personal vehicle, or a state owned (fleet) vehicle. This is addressed in LSUS Policy Statement 6.13.00. Here are the basic steps in this process:

1. Complete Form DA2054 (<http://www.doa.la.gov/orm/PDF/2054.pdf>)
2. Take the defensive driving course found on the HR website ([Defensive Driving Course](#))
Print a completion certificate
3. Send the completion certificate, Form 2054, a copy of your unexpired driver's license, and a copy of your current insurance card to the Campus Police (ATTN: Kim) If you have a license from another state, you must send a copy of your driving record obtained from the DMV of that state. This expense may be reimbursed at the discretion of your department.
4. Campus Police will run your license and if there are no problems, place you on the Authorized Drivers' List.



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For a Good Read, Check Out....

LSUS Policy Statement 6.01 (General Safety) [PS 6.01.00](#)

This policy statement outlines our Safety Program and contains two key pieces of information that the Office of Risk Management requires us to present to all employees annually.

First is our **General Safety Rules** which provide general (and pretty obvious) rules for all employees. Take special note of the requirement to report all accidents, incidents, and injuries IMMEDIATELY regardless of severity.

Second is **Safety Responsibilities** which outlines individual responsibilities relative to our Safety Program.

Your acknowledgement of this newsletter will reflect that you have read these two sections.



The LSUS Safety Program is outlined in LSU Policy Statements 6.01—6.17

Ask the Safety Guy (continued from page 1)

Q: I am taking a group of students for an overnight competition in Lake Charles. Several students have offered to drive their personal vehicles. Are they allowed to do this?

A: Short answer is **YES**. However, the following must be done before departure:

All students, regardless of if they are driving must complete a Hold Harmless Agreement . Instructions and Forms are found on the HR website at <http://www.lsus.edu/offices-and-services/human-resource-management/forms/risk-management>

Students that are driving must also complete a Certificate of Privately Owned vehicle. Instructions and form are found on the HR web site at <http://www.lsus.edu/offices-and-services/human-resource-management/forms/risk-management>

All students must be covered by LSU Trip Travel Insurance. Form and instructions are on the LSUS Website at <http://www.lsus.edu/offices-and-services/human-resource-management/forms/risk-management>

Q: I am planning on travelling with several students to Spain to represent LSUS at a conference. In terms of insurance, what are my responsibilities?

A: [PM 73](#) contains travel regulations for all LSU System employees. Note that per Paragraph VIII of PM 73, once approval for international travel is made by the chain of command, it is required that a **Request for Authorization to Travel** be submitted on line to the LSU Office of Risk Management. LSUS Accounting Services is our department that administers travel by LSUS employees and it is highly recommended that you contact them prior to international travel.

Q: My department is hosting an event at a venue off campus and the owner is asking for a certificate of Insurance. What do I do?

A: Contact the safety Guy in HR and provide him a copy of the agreement with this venue. He will coordinate with the Office of Risk Management to get the certificate. Note that doing this the day prior to the event will probably not result in getting the certificate in time.



The LSUS Safety Recognition Award

The highly coveted LSUS Safety Award is given to any member of the LSUS family that has helped make our campus safer. Written nominations may be made to the Safety Guy in HR. It is a beautiful certificate that looks great on any office wall.



This could

be you or one of

“Survey says...”



48% of drivers admit answering their cell phone while driving and of those who answered the phone while driving, 58% continue to drive and talk

14% of drivers said they read text messages or e mails while driving

However.....

94% of drivers support a ban on texting while driving

74% of drivers support a ban on hand held cell phone use while driving

Any Conclusions Here?

