

1.0 INTRODUCTION

1.1 Preface

The University of Louisiana at Lafayette is a public research University with high research activity offering a diversity of degrees in eight colleges. These educational colleges are supported with extensive research and public service programs to form a complete and progressive academic environment. The University is housed in some 275 buildings and over 1500 acres of land. It is the mission of the University to promote economic and cultural development, explore solutions to national and world issues, and advance its reputation among its peers.

Although Louisiana State agencies are not required to comply with Federal Occupational Safety and Health Administration (OSHA) regulations, this policy is modeled after and references OSHA, The Louisiana Department of Environmental Quality (LaDEQ), the Louisiana Office of Risk Management (ORM), and other governing agencies whenever possible.

1.2 Safety Policy Statement

In order to realize its mission, the University must use its resources to provide an environment that is both safe and secure. This requirement extends to all University employees and to students. Long-term safe practices are created through education and leadership by example. To do this, the University will:

- Assign various safety responsibilities throughout the campus
- Provide a program for inspecting and maintaining its physical facilities
- Conduct safety meetings to increase awareness and remedy unsafe conditions
- Provide safety training to educate people on all issues related to safety
- Develop a campus-wide Emergency Preparedness Plan

Thus, the University will succeed in reducing accidents, hazards, and risk exposure. The Environmental Health and Safety Director is committed to administering this policy. It will serve as a guide for incorporating safe working and learning ethics for all employees and students at the University of Louisiana at Lafayette.

Approved and signed on this _____ day of _____, _____.

President: _____

EH & S Director: _____

1.3 Contact Information

Note: The information in the table below shall be updated yearly.

Nature of your business	Department to Call	Phone Number
Medical Emergency	911 University Police Dispatcher	911
Fire	911 University Police Dispatcher	911
Criminal Activity	911 University Police Dispatcher	911
Motor Vehicle Accident	911 University Police Dispatcher	911
Accidental Chemical Ingestion	Poison Control Center	1-800-256-9822
Hazardous Material Problems	EH & S Office	482-5357
Safety with Radioactive Materials	Louisiana Accelerator Center	482-6184
Unsafe Conditions	** Departmental Safety Coordinator or EH & S Office	482-5357
Electrical Problems	Facility Management	482-6440
Plumbing Leaks	Facility Management	482-6440
Air Conditioning/Heating Problems	Facility Management	482-6440
Telephone Problems	Information and Media Networks	88#
Computer Networking Problems	Information and Media Networks	88#

**Note: Departmental Safety Coordinators are listed on the EH&S Webpage at:

<http://www.safety.louisiana.edu>

(click on “Coordinators”)

1.4 Quick Reference Guide

The Quick Reference Guide is designed to provide campus employees with readily available information for dealing with hazards. It is not intended to be a substitute for the Environmental Health and Safety Policy, but rather a fast way to get useful information.

This information will be provided to every employee on campus. New employees will be given this information during their formal orientation process and should keep it readily available throughout their employment at the University. All departmental safety coordinators will be trained on the Quick Reference Guide and shall be available to assist employees on its contents (see sections 2.6, 7.3). Finally, the Quick Reference Guide is available for download from the EH&S website at <http://www.safety.louisiana.edu>.

Information to be included in the Quick Reference Guide

- Emergency Contact Sheet
- The UL Lafayette Campus Safety Rules
- Handout on “What to do if you have an accident”
- Sample copy of the Accident Investigation Form (ORM DA-2000)
- Copy of the Motor Vehicle Driver’s Accident Report (ORM DA-2041)

Department Heads and Directors shall also be informed of the purpose and scope of the Quick Reference Guide and how it can be used in performing university business pertaining to safety.

The following pages contain a sample of a University employee Quick Reference packet.

Joseph “Joey” V. Pons IV
Environmental Health & Safety Director

Office, Parker Hall, room 214 Phone: 482-5357, Fax: 482-5830

Email: safetyman@louisiana.edu

Quick Reference Guide, revised 6/2009 – What’s In This Document?

Minimum safety information that all University employees need to know

- How to report emergencies - dial 911 – from any telephone on or off campus.
- UL Lafayette General Safety Rules
- An informational sheet on what to do if you have an accident
- A copy of an accident reporting form – entitled DA2000
- A copy of the Motor Vehicle Accident reporting form – DA2041 (keep this in your glove box)
- Bloodborne Pathogens Information/Meningitis General Information

Other Matters Of Safety That You Need To Know

1. Environmental Health and Safety Website (<http://www.safety.louisiana.edu>)

- Safety Policies
- Supervisor Responsibilities (section 2)
- Safety Training classes with schedule
- Safety Forms (downloadable)
- Departmental Safety Coordinators – find out who yours is.

2. Driver’s Safety Training

- Training is mandatory for all drivers, but some people cannot become drivers.
- Check out article “Who has to take the driver safety course?” on webpage for more information.
- Check Website for Schedule
- CD-Rom course is available – CURRENT VERSION FOR THE CD IS 1.5
- Monthly “Face to Face” class is also taught
- Travel Request documents require a training date for expenses relative to driving motor vehicles.

3. Violence In The Workplace Policy

- Copy available on the Safety Website – safety.Louisiana.edu (click on “policy”)
- If threatened or assaulted, report to either University Police or Elwood Broussard

4. Employee Drug Testing Policy

- Copy available on the Safety Website – safety.Louisiana.edu (click on “policy”)
- Includes Pre-employment, Post Accident, Random for Safety Sensitive Positions, Reasonable Suspicion

5. Other Employee Policies of Interest – NOT included in this handout

- ADA Policy Statement - <http://infotech.louisiana.edu/>
- EEOC Policy Statement - <http://infotech.louisiana.edu/>

- Sexual Harassment Policy - <http://infotech.louisiana.edu/>
- Asbestos Management Plan - <http://www.physicalplant.louisiana.edu/asbestos.shtml>

6. Emergency Preparedness (website – safety.louisiana.edu)

- Hurricane/Tropical Storm Preparedness, 3-phased plan
- Pandemic Flu Preparedness, 4-phased plan
- Emergency Notification System – ens.louisiana.edu (cell phone text messages)

Contact Information for Emergencies and Unsafe Conditions

DIAL 911 FOR ALL EMERGENCIES

University Police are the First Responders for ALL Emergencies

Notice for University Employees Regarding Safe Work Practices

Good safe work ethics are required from every University employee. Any employee who repeatedly commits unsafe acts is a danger to himself or herself and to others around him or her. Once any unsafe condition is discovered, it should be reported to a Departmental Safety Coordinator or supervisor immediately. Departmental supervisors are responsible for initiating corrective action and for ensuring that all employees are trained on how to do these tasks safely.

UL Lafayette General Safety Rules

Note: These rules shall be distributed to every university employee as required by the Office of Risk Management. These rules shall also be available for students.

- Every employee is expected to take responsibility for his or her own safety.
- DO NOT knowingly put yourself in an unsafe working environment.
- Determine who is your Departmental Safety Coordinator – as your supervisor if you are not sure
- Report accidents or any unsafe activity to a Departmental Safety Coordinator or Supervisor.
- Possession or use of any weapons on campus is prohibited by law.
- UL Lafayette is an alcohol and drug free zone. Possession or use of these on campus is prohibited
- Smoking is not allowed in any University building
- Horseplay and fighting are not tolerated on campus.
- Notify your supervisor of any impairment that may reduce your ability to perform tasks in a safe manner.
- Operate equipment only if you are trained and authorized to do so.
- Use Personal Protective Equipment (safety glasses, ear protection, etc) to protect yourself from hazards
- Keep an orderly work environment. Pay close attention to hazards that can cause slips, trips, or falls.
- Store flammables, hazardous materials, and hazardous waste in appropriate containers.
- Bend your knees when lifting objects. DO NOT bend your back when lifting objects.
- Fasten safety belts before starting any motor vehicle.
- Additional safety procedures and policies may be applicable for certain departments. Consult your Departmental Safety Coordinator or the EH & S Policy for more information on these. If you do not know who your Departmental Safety Coordinator is, contact the EH & S office at 482-5357.

What to do if you have an accident...

For All Accidents (Including those involving a Motor Vehicle)

- If necessary, dial 911 or report to an emergency medical center of your choice
- Contact Departmental Safety Coordinator (DSC)
- For any employee injury, DSC will complete **ORM DA -2000** (keep copy for your records)
- For an injury to a NON-employee, the DSC will complete **ORM DA -3000**
- For an employee injury requiring medical attention, contact:

Ms. Jenny Dorsett
Human Resources Analyst
Human Resources Department

Martin Hall, room 174
482-6246
jmd4516@louisiana.edu

(This is for Worker's Compensation paperwork)

Additional Information For Accidents Involving a Motor Vehicle

- Contact University Police or the Police Authority Having Jurisdiction - Dial 911
- Complete Form **DA-2041** – *Driver's Accident Report Form*
- Contact:

Joey Pons, Director
Environmental Health and Safety
Parker Hall, room 214
482-5357
safetyman@louisiana.edu

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE
INCIDENT/ACCIDENT OCCURRED**

MANAGEMENT SECTION, DA2000 (continued)

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT _____
17. POSITION/TITLE _____
18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION ____ Y ____ N
19. WAS EQUIPMENT INVOLVED ____ Y ____ N (If no, skip to question 20)
- A. TYPE OF EQUIPMENT _____
- B. IS THERE A JSA FOR EQUIPMENT ____ Y ____ N
- C. DATE LAST JSO PERFORMED _____
20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED ____ Y ____ N
21. DID INCIDENT INVOLVE SAME INDIVIDUAL ____ Y ____ N
22. SAME LOCATION ____ Y ____ N
23. WAS THE SCENE VISITED DURING THE INVESTIGATION ____ Y ____ N
- A. DATE & TIME _____
- B. ARE PICTURES AVAILABLE ____ Y ____ N
- C. IF NO, REASON FOR NOT VISITING _____

ROOT CAUSE ANALYSIS

<p>UNSAFE ACT (PRIMARY): <input type="checkbox"/> Failure to comply with policies/procedures <input type="checkbox"/> Failure to use appropriate equipment/technique <input type="checkbox"/> Inattentiveness <input type="checkbox"/> Inadequate/lack of JSA/standards <input type="checkbox"/> Incomplete or no policies/procedures <input type="checkbox"/> Inadequate training on policies/procedures <input type="checkbox"/> Inadequate adherence of policies/procedures</p> <p>Other (specify) _____</p> <p>Detailed explanation of checked box _____</p> <p>_____</p>
<p>WHY WAS ACT COMMITTED:</p> <p>_____</p>
<p>UNSAFE CONDITION (PRIMARY): <input type="checkbox"/> Inappropriate equip/tool <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate training <input type="checkbox"/> Wet surface <input type="checkbox"/> Worn/broken/defective building components <input type="checkbox"/> Broken equipment <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Electrical hazard <input type="checkbox"/> Fire Hazard</p> <p>Other (specify) _____</p> <p>Detailed explanation of checked box _____</p> <p>_____</p>
<p>WHY DID CONDITION EXIST:</p> <p>_____</p>
<p>CONTRIBUTORY FACTORS (IF ANY):</p> <p>_____</p>
<p>IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:</p> <p>_____</p>
<p>LONG RANGE ACTION TO BE TAKEN:</p> <p>_____</p>

WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:

KEEP COMPLETED FORM ON FILE AT LOCATION WHERE ACCIDENT OCCURED

DA2041, ACCIDENT REPORT LOUISIANA STATE DRIVER SAFETY PROGRAM

For questions regarding this form please call Joey Pons at 482-5357 or email at safetyman@louisiana.edu

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	1. Agency's Name	2. Person to Contact	3. Phone No.	4. Loc. Code
	5. State Vehicle Drivers Name (PRINT)	6. Drivers Social Security No.	7. Date of Accident	8. Time of Accident € €
9. Exact Location of Accident (Use street numbers, mileage markers, etc. to pinpoint location)				
10. DESCRIBE HOW ACC. HAPPENED				
11. Seat Belt in Use € Yes € No				

STATE VEHICLE INFORMATION				
If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.				
12. State Vehicle Driver's Address (Street No., City, State, Zip Code)			13. Home Phone	14. Work Phone
15. Driver's Lic. No.	16. Age	17. Sex € M € F	18. Vehicle Owner's Name and Address	
19. Year Vehicle	20. Make Vehicle	21. Model Vehicle	22. Body Type	23. Vehicle Lic. No./Equip. No/Vin
24A. Where can Vehicle be seen?		24B. Describe Damage		

OTHER VEHICLE INFORMATION					
If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).					
25. Other Vehicle Driver's Name		26. Driver's Social Security No.	27. Driver's License No.	28. Age	29. Sex € M € F
30. Other Vehicle Driver's Address (Street No., City, State, Zip Code)				31. Home Phone	32. Work Phone
33. Vehicle Owner's Name and Address (Street No., City, State, Zip Code)					
34. Year Vehicle	35. Make Vehicle	36. Model Vehicle	37. Body Type	38. Vehicle I.D. No or Lic No.	39. Where can Vehicle be seen?
40. Other Vehicle Insurance Co.				41. Policy No.	
42. Describe Damage				43. Estimated Amount \$	

INJURED					
44. Name and Address	45. Phone ()	46. Ped	47. Ins. Veh.	48. Other Veh.	49. Police Investigated? € Yes € No
44. Name and Address	45. Phone ()	46. Ped	47. Ins. Veh.	48. Other Veh.	49. Type Report: € Sheriff € State € City
44. Name and Address	45. Phone ()	46. Ped	47. Ins. Veh.	48. Other Veh.	49. Report No. (Item No)

WITNESSES OR PASSENGERS					
50. Name and Address	51. € Witness	52. Phone	53. PED	53. Ins. Veh.	53. Specify

<input type="checkbox"/> Passenger	()				
50. Name and Address	51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone ()	53. PED	53. Ins. Veh.	53. Specify
54. State Driver's Signature			55. Name of Driver's Immediate Supervisor and Phone No.		

1.5 Emergency Information Floor Plan

Emergency Information Floor Plans have been posted in every building. These documents are located in the high-traffic areas for ease of reference (i.e. The intersection of two hallways). University employees should familiarize themselves with the information listed on the Emergency Information Floor Plan, which includes:

- Proper fire and emergency evacuation route(s)
- The point of assembly for all evacuees after exiting the building
- Location of the fire extinguishers
- Location of the Fire Alarm activation devices (pull stations)
- Any ADA approved facilitates in the building (if applicable)

Departmental Safety Coordinators shall check to ensure that these floor plans are posted during their quarterly building safety inspections (see section 3). To obtain a copy of any Emergency Information Floor Plan, contact the EH&S office at 482-5357 or safetyman@louisiana.edu.

The following page contains an example of this floor plan for the first floor in Martin Hall.

**TO OBTAIN A COPY OF ANY EMERGENCY FLOOR PLAN,
CONTACT THE EH & S OFFICE AT 482-5357 OR
safetyman@louisiana.edu.**

1.6 Policy Compliance Statements and Evaluation

The University of Louisiana at Lafayette is an Equal Opportunity Employer. This policy complies with the regulations set forth by The Louisiana Department of Administration, Office of Risk Management Loss Prevention Unit. The EH &S office and/or the UL Lafayette Campus-Wide Safety Committee shall review this document yearly and, if necessary, revisions for this policy shall be implemented accordingly (see section 2.9). Also, the policies and procedures listed in this manual are subject to a yearly external audit by the Louisiana Department of Administration, Office of Risk Management Loss Prevention Unit as described in Senate Bill no. 116 (Act 11) from the First Extraordinary Session, 1999.

1.7 Acknowledgements

For their assistance in preparing this policy, the University of Louisiana at Lafayette would like to express gratitude to the following (in no specific order):

The Louisiana Office of Risk Management, Loss Prevention Unit
The Louisiana Consortium of University Safety Administrators
The Louisiana Department of Administration
The American National Standard Institute
The Occupational Safety and Health Administration
The North Carolina Department of Labor
The Louisiana Department of Environmental Quality
The Louisiana Department of Health and Hospitals, Office of Public Health
The New Iberia Research Center
Southeastern Louisiana University, Office of Safety and Hazardous Materials Management
Northwestern Louisiana University, Department of Environmental Health and Safety
Louisiana State University, Office of Occupational and Environmental Safety
The University of New Orleans, Office of Environmental Health and Safety
The National Fire Protection Association
The Louisiana Office of the State Fire Marshall
Badger Fire Protection, Inc.
The Lafayette Fire Prevention Unit
The National Electrical Safety Code
The Elevator and Escalator Safety Foundation
The Department of the Navy, Bureau of Medicine and Surgery
The American Red Cross, Acadiana Chapter
The Louisiana Department of Wildlife and Fisheries
The Community and College Consortium for Health and Safety Training
The Great Environmental Safety Trainers Institute
FLI Learning Systems, Inc.