

**LOUISIANA STATE UNIVERSITY
AT EUNICE
SAFETY MANUAL**



AUGUST 2007

LSUE SAFETY MANUEL

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APPENDIX

- A. Management Safety Policy
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Note: Please see the distribution section located on page 2 of this manual for access to information contained in this appendix.

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INTRODUCTION

Technology has proven beyond reasonable doubt that optimum control of losses from personal injury or property damage requires that prevention and control consideration be directed toward the system and not just man alone. Looking at the four major components of any system, which are man, equipment, material, and environment, we must consider the three stages of loss control where measures can be taken to prevent or control losses surrounding any of the components.

The term “contact” is used in describing each of the control stages since, with few exceptions, all accidents involve some type of undesired physical contact between man, equipment, material, or environment.

The term “contact” is also used for practical purposes, since it focuses attention more concretely on something specific that we are trying to prevent. When we consider contacts rather than losses or accidents, we recognize more potential sources of undesired events. A discussion of safe practices or a planned observation of an employee’s action on the job would be an excellent example of pre-contact action.

A contact level would be the wearing of safety glasses or a face shield to prevent or minimize an injury resulting from an accident. Post contact action for employees would be prompt effective first aid or rehabilitation.

Preventive or control action can be taken with man, equipment, material, or environment at any or all of the three stages.

SAFETY MANUAL / PROGRAM

Purpose

- To establish the LSUE Safety Program.
- To provide a basic source of policies, procedures, and guidelines to assist University administrators in carrying out their responsibilities for implementing the University Safety Program.

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Objectives

- To provide protection to life and property by prevention of all types of accidents, including fire, occupational diseases and hazards, explosions, hazardous chemicals/materials/substances, and other accidents resulting from equipment or personal failure.
- To provide a safe environment in which to pursue educational goals of the University.

Distribution

- A hard copy of the original August 2000 revised LSUE Safety Manual was initially distributed to all faculty and staff during the Fall 2000 workshop (with the exception of the items contained in the appendix). New employees are also issued a hard copy of the LSUE Safety Manual. All information in the appendix, i.e., policy statements, sample procedures, various forms, etc., can be obtained from the following offices: **Chancellor, Vice Chancellors of Academic, Business, and Student Affairs; Division of Business & Technology, Continuing Education, Liberal Arts, Nursing/Allied Health, and Sciences; LeDoux Library, and the Physical Plant Department.** In addition, access to review the policy statements can be obtained as follows: *In word, click on the open file icon. Make sure the “files of type” at the bottom of the open box shows “all files”. If it doesn’t, locate, click on “all files”. Select, from the look in dialog box at the top, and click on “policies on ‘Acadian’ (S:)”. An index and all of the Policy Statements listed by number should appear.*

Please note that additional copies along with subsequent changes, corrections, additions, etc. to the existing LSUE Safety Manual can be obtained from the LSUE web site.

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GENERAL POLICY

The personal safety and health of faculty, staff, students, and the visiting public are of primary concern to the University. Providing a safe environment in which to pursue educational goals is of such consequence that it will be given high priority, support, and implementation wherever necessary. To the greatest degree possible, this Safety Program is provided to reduce or completely eliminate incidents that cause injury to personnel, damage to property, fire or explosion, and hazards to health.

Safety is a responsibility not only of University officials and administrators, but also of every individual employee and student. Your careful attention to the requirements of this program for its effectiveness is dependent, to a large extent, upon the interest and cooperation of each one of us.

The success of this Safety Program depends upon support at all academic and administrative levels, but particularly at the level of direct supervision exercised by the immediate professor or supervisor. Practices and activities within each department must be examined on a constant and continuing basis to ensure the development, application, and maintenance of appropriate safe practices and the elimination of hazardous conditions.

The LSUE campus adopts the “Basic Loss Control Program” and safety policies of the Louisiana State University System.

DEFINITIONS

1. **Accident:** An undesired and unplanned event that results in personal injury and/or property damage.
2. **Accident Analysis:** Involves reviewing accident reports to determine trends in accident occurrence and to apply remedial measures to reduce and/or eliminate these trends.
3. **Accident Investigation and Reporting:** Accurately recording and assessing the conditions and action concerning an individual accident and the recording of these facts accurately and clearly to prevent the accident from occurring again.
4. **Administrator (Management):** Chancellors, Vice Chancellors, Division Heads, Directors, and Supervisors.
5. **Building Custodians:** Individuals designated by appropriate University administrators who are responsible for safety, maintenance and security of public areas of a specific building.

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6. Classification of Hazards

- Class “A” Hazard: A condition or practice with potential for causing loss of life or body part, serious injury or illness resulting in permanent disabilities, or extensive loss of structure, equipment or material.
 - Class “B” Hazard: A condition or practice with potential for causing serious injury or illness resulting in temporary disabilities, or property damage that is disruptive, but less severe than Class “A”.
 - Class “C” Hazard: A condition or practice with probable potential for causing non-disabling injury or illness or non-disruptive damage.
7. **Major Activity:** A major administrative department of the LSUE campus, i.e., Chancellor’s Office, Business Affairs, Physical Plant, Student Affairs, etc.
 8. **Occupational Illness:** Any abnormal condition or disorder of an employee, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with his employment.
 9. **Occupational Injury:** Any injury that results from a work-connected accident or from exposure in the work environment.
 10. **Potential Hazard Analysis:** Recording and appraising “near miss” occurrences, except for lack of unusual skills and circumstances, which might become accidents. Such appraisal should lead to developing measures to prevent potential accidents.
 11. **Proper Job Instruction (PJI):** The instructing of an employee by presentation and demonstration on how to perform his tasks to ensure safety and quality.
 12. **Safety Education:** The teaching of the need to use wisely, and at appropriate times, the skills and habits developed through training.
 13. **Safety Inspection:** Evaluation of structures, equipment, grounds, program and personnel performances to eliminate hazardous conditions and correct unsafe behavior.
 14. **Safety Management:** The planning, organizing, directing, and controlling the accident prevention effort at each level of management to include the lowest supervisory level, employee and student.
 15. **Safety Promotion:** Maintaining safety awareness through the use of mass communication, e.g., safety meetings, group discussion sessions, news releases, bulletin board notices, posters, safety drives, etc.
 16. **Safety Standards and Codes:** Minimum specifications required to maintain safe equipment, procedures, and performance.
 17. **Safety Training:** The process through which attitudes, knowledge, and skills, as they relate to safe practices, are developed.
 18. **Supervisor:** The person exercising direct supervision over an individual or a group of employees in the performance of assigned jobs or work tasks. This applies also to professors in their relation to students in their classes or in field operations and instruction.

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19. Work Area Factors:

- **Apparatus:** An assemblage of instruments, machinery, material, etc. for a particular use.
- **Buildings and Structures:** Anything built or constructed.
- **Conditions:** Housekeeping, lighting, temperature, noise, fire protection, dust, spray, gases, fumes.
- **Devices:** Inventions or contrivances.
- **Equipment:** Anything used or provided for any task, such as tools, protective clothing, etc.
- **Machines:** Any mechanical contrivance used in the performance of some kind of work
- **Materials:** Anything found in the work areas, such as chemicals, containers, raw stock, flammables, acids, explosives, etc.

TERMINOLOGY

1. **Accident:** An unplanned, sometimes but not necessarily injurious or damaging event, which interrupts the completion of an activity, and is invariably preceded by an unsafe act and/or unsafe condition or some combination of both.
2. **Asbestosis:** A disease of the lungs caused by the inhalation of fine airborne fibers of asbestos.
3. **Auto-Ignition Temperatures:** The lowest temperature at which a flammable gas or vapor air mixture will ignite from its own heat source, or a contacted heated surface without the necessity of spark or flame. Vapors and gases will spontaneously ignite at lower temperature in oxygen than in air and their auto-ignition temperature may be influenced by the presence of catalytic substance.
4. **Boiling Point:** The temperature at which the vapor pressure of a liquid equals atmospheric pressure.
5. **Carcinogenic:** Carcinogen – Producing cancer.
6. **Combustible Liquids:** Combustible liquids are those having a flash point at or above 140 F. They are known as Class III liquids. Class III A includes those having a flash point at or above 140 F, but below 200 F. Class III B includes those having flash points at or above 200 F.
7. **Decibel (dB):** A unit to express the ratio of two amounts of electric or acoustic signal power. The decibel is equal to ten times the logarithm of the signal power ratio as expressed by the following equation:

$$n \text{ (dB)} = 10 \log \frac{(P_i)}{(P_2)}$$

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8. **Dermatitis:** Inflammation of the skin from any cause. There are two general types of skin reaction, primary dermatitis and sensitization dermatitis.
9. **Exposure:** Proximity to a condition that may produce injury, death or damage from dusts, chemicals, high-pressure explosives, etc.
10. **Hazard:** That dangerous condition, potential or inherent, which can bring about an interruption or interference with the expected orderly progress of an activity.
11. **Industrial Hygiene:** That science and art devoted to the recognition, evaluation and control of those environmental factors, or stresses arising in or from the work which may cause sickness, impaired health and well-being, or significant discomfort and inefficiency among workers or among the citizens of the community.
12. **Loss Time Injury:** A work injury that results in death or disability and in which the injured person is unable to report for duty on his/her next regularly scheduled shift.
13. **Lower Explosive Limit (LEL):** The minimum concentration of combustible gas or vapor in air of flammable liquids or gases below which propagation of flame does not occur on contact with a source of ignition.
14. **Mechanical Hazards:** Unsafe conditions involving machinery, equipment, tools, etc. Mg/m³. Milligrams of contaminant per cubic meter of air. u. The abbreviation of micron. (1 u = 1/10,000 cm 1/25,000 inch).
15. **Nip Point:** The point of intersection of contact of two opposed circular surfaces, or a plane and a circular surface.
16. **Nuclear Energy:** The energy released in a nuclear such as fission or fusion. Nuclear energy is popularly, though mistakenly, called atomic energy.
17. **Occupational Illness:** Any abnormal physical condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.
18. **Personal Protective Equipment:** Any material or device worn to protect the worker from exposure to, or contact with, any harmful material or force.
19. **Pinch Point:** Any point at which it is possible to be caught between the moving parts of a machine, or between moving or stationary parts of a machine, or between the material and the moving parts of a machine.
20. **Radiation:** The emission and propagation of energy in the form of waves through space or through a material medium. Usually refers to electromagnetic radiation such as gamma rays, ultraviolet rays, heat waves, etc.
21. **Silica:** Silicon Dioxide (SiO₂) which occurs in nature as quartz, sand, flint, etc. and is used in the manufacture of glass and ceramic products, and also is found in the sand used in foundry operations.
22. **TLV:** Threshold Limit Value. Referenced to airborne concentrations of substances and represent conditions under which it is believed that nearly all workers may be repeatedly exposed to day after day without adverse effect.

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ASSIGNMENT OF SAFETY RESPONSIBILITIES

Safety is everyone's responsibility and all employees should be actively involved in the General Safety Program. To meet this goal, specific safety responsibilities at Louisiana State University at Eunice have been assigned as follows:

Chancellor and Executive Staff (Chancellor and Vice Chancellors)

1. Appoint a Campus Safety Committee
2. Assign safety responsibilities, delegate authority required to implement LSUE's Safety Program and incorporate all necessary accommodations and safety measures associated with Services for Persons with Disabilities (See Appendix D).
3. Approve and implement safety policies formulated by the Campus Safety Committee and the Safety Coordinator.
4. Take under consideration recommendations on safety issues from the Campus Safety Committee and the Safety Coordinator.

Campus Safety Committee (CSC)

The Campus Safety Committee meets bi-annually for the purpose of discussing and taking appropriate action on the principal accident producing conditions. Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures and hazards on campus. The CSC shall review problems, develop means and methods for resolving these problems and develop procedures for placing acceptable measures into effect. The committee shall:

1. Review reports of serious accidents or fires.
2. Provide suggestions and/or recommendations based on professional safety advice and in compliance with applicable safety regulations (federal, state, local) to correct hazardous conditions.
3. Review current policies and, if needed, recommend changes and/or assist in development of new policies to minimize unsafe conditions.
4. Recommend physical or structural alterations required to eliminate or control hazards.

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Director of Physical Plant and Safety Coordinator

The Director of Physical Plant and Safety Coordinator shall work closely with the Campus Safety Committee, administrators and supervisors to ensure facilities are maintained in safe condition. He/she shall:

1. Serve as chair of the Campus Safety Committee.
2. Initiate topics and facilitate campus wide safety meetings to promote increased safety awareness and accident prevention throughout the campus.
3. Accumulate, maintain and analyze accident records.
4. Provide a bi-annual report to the Executive Staff on the status of the safety program and concerns for the university.
5. Furnish information on losses as requested by the State Office of Risk Management.
6. Conduct examinations for compliance of the fire alarm systems, fire extinguishers, pipeline safety, hazardous material reporting, elevator safety, asbestos management, etc. with local, state, and federal rules and regulations.
7. Coordinate and oversee regular and periodic campus wide inspections of facilities, grounds, and equipment by utilizing the campus work order system.
8. Promptly execute all work orders identified as safety related.
9. Conduct inspections of requested areas and report findings.
10. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

University Division Heads & Unit Directors

Each administrator is accountable for safety within his or her area of responsibility. Delegation of authority to supervisors, managers, etc., is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections, etc. They shall:

1. Indoctrinate new employees on job safety requirements and procedures.
2. Enforce safety rules and work regulations within their area of responsibility.
3. Report to the Department of Physical Plant any unsafe condition and practices and make suggestions for improved safety.
4. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Instructors

Instructors are responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions involving the handling, use, and storing and disposal of hazardous materials. Instructors shall:

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1. Inform students and enforce the safety rules and regulations of their respective areas.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.
3. Serve as a good role model for his/her students.

Supervisors

Supervisors are responsible for the day-to-day implementation of safety rules and regulations. Supervisors shall:

1. Indoctrinate new employees on job safety rules, requirements and procedures.
2. Enforce safety rules, regulations and procedures within their area of responsibility.
3. Investigate and follow-up on accidents and ensure that accident reports are filed through the Human Resources Office.
4. Ensure equipment and work area(s) are in safe functioning condition. Monitor work procedures and practices to ensure employees are performing their respective duties in a safe manner at all times.
5. Be a good role model for employees under his /her supervision.

Employees

Each employee is responsible for abiding by LSUE's General Safety Program. Employees shall:

1. Work in accordance with accepted safety rules, regulations, and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor.
2. Report to their supervisor any unsafe conditions/practices and make suggestions for improved safety.
3. Observe all safety rules and regulations.
4. Attend safety meetings and safety training programs as required.

LSUE CAMPUS SAFETY COMMITTEE

Purpose

The LSUE Campus Safety Committee should have but one primary function, notwithstanding the fact that many items may be included legitimately on the agenda. There is, nevertheless, one and only one main objective. It can be stated as follows: A safety committee meets for the purpose of discussing and taking effective action on the principal accident-producing conditions.

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Duties of the LSUE Safety Committee

The LSUE Campus Safety Committee shall assist the Safety Coordinator in reviewing safety problems, developing means and methods for resolving the problems. They shall assist the Safety Coordinator in developing necessary procedures for placing the acceptable means into effect. Specifically, the Campus Safety Committee will:

1. Assist in developing Safety Education/Training programs designed to create and maintain an interest in job safety.
2. Review reports of serious accidents or fires.
3. Provide suggestions and recommendations to correct hazardous conditions and/or unsafe acts.
4. Recommend changes to existing policies or recommend new policies to minimize unsafe acts.
5. Recommend physical or structural alterations required to eliminate or control hazards.

SAFETY MEETINGS

Campus wide safety meetings will be conducted at the Faculty/Staff workshops that are held at the beginning of each spring and fall semester. The workshops are mandatory and each employee is required to sign an attendance sheet. During the second and third quarter of each year, information regarding safety will be communicated to all LSUE employees in the form of handbooks and/or “Safety Tip” emails. Additional monthly safety meetings will be held with the physical plant employees.

SAFETY RULES

1. Smoking is prohibited inside any building on the LSUE campus.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.

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10. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
11. Operators should obtain special safety permits when required. Examples of conditions requiring special safety permits are electrical transformer maintenance and confined spaces.
12. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
13. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
14. Report any smoke, fire, or unusual odors to your supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.
17. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.

Employees who do not comply with the LSUE safety rules will not be considered desirable for continued employment.

BUILDING SAFETY INSPECTIONS / HAZARDOUS CONTROL LOGS

The Director of Physical Plant/Safety Coordinator or his designee shall conduct campus wide building safety inspections quarterly (the LSUE Building Inspection Quarterly Report form can be found in Appendix U). After each inspection, work orders will be submitted to the Physical Plant Department for correcting any deficiencies. Also, follow-up with Division Heads regarding any other possible departmental deficiencies such as housekeeping issues, etc., will be addressed. While the scheduled quarterly building inspections will be officially conducted by the Director of Physical Plant or his designee, all faculty, staff and students are encouraged to report any hazards or possible hazards at any time primarily to the associated Building/Area Coordinator, or as a secondary contact, to the Physical Plant Department. For your information, a guide to building inspections can be located in appendix V. A list of the LSUE Building / Area Coordinators, their physical location, extension, and assigned area are as follows:

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LSUE BUILDING/AREA COORDINATORS

| Coordinator | Physical Location | Ext. | Assigned Area |
|--------------------|--------------------------|-------------|-------------------------------|
| Melanie Ceaser | M-117 | 291 | Campus Wide |
| Linda Thomas | S-105 | 201 | Science 1st floor |
| O'Sanna Vidrine | S-207 | 233 | Science 2nd & 3rd floors |
| Janice Manuel | A-112 | 218 | Acadian Center |
| Angel McGee | M-147 | 308 | Manuel Hall 1st floor |
| Tanva Huval | M-205 | 313 | Manuel Hall 2nd floor |
| Donald Alfred | H-111 | 362 | Health & Physical Ed Building |
| Janet Prudhomme | L-105 | 380 | Ledoux Library |
| Amy Fuentes | T-104 | 357 | Health Technology Building |

Each Building/Area Coordinator shall maintain a hazard control log (a sample of the LSUE Hazard Control Log can be found in appendix W). The purpose of this log is to facilitate the reporting, evaluation, and control of all hazards and potential hazards on campus recognized by faculty, staff, and students. Each Coordinator shall forward reported concerns to the Physical Plant Department via phone, email or hard copy on a daily, weekly, or monthly basis, depending on the severity of the hazard. It is important that all Coordinators record each hazard reported to them on their respective Hazard Control Log. The Coordinator should obtain a work request number at the time the unsafe condition is communicated to the Physical Plant Department. At the end of each month, regardless of if any activity has been reported or not, all Hazard Control Logs for that given month must be submitted to the Physical Plant Department.

In addition to the official quarterly building inspections and unsafe condition/deficiencies reported through the hazardous control logs, LSUE will continue to utilize the Physical Plant Departments computerized maintenance work order program that prints out individual quarterly inspection checklists to include, but not limited to the following: exit signs, fire extinguishers, exit doors, vent hoods (in labs), emergency showers, general lighting, grounds, vehicles, etc., for all areas on campus. The Physical Plant Department shall conduct these inspections using hardcopy work orders that will be signed, dated, and eventually fed back into the computerized system for accurate tracking, equipment history, and overall record keeping. Emergency requests will take priority over all other requests.

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PROCEDURES FOR ACCIDENT INVESTIGATION

Accidents may occur in spite of an emphasis on safety and regular preventive inspections. When an accident does occur, it must be thoroughly investigated to determine the cause and any contributing factors in order to prevent a reoccurrence.

Under Louisiana Worker Compensation Rule 15 an investigation must be conducted for any injury requiring a visit to a clinic or physician. The investigation report must include information on the person injured, a description of the incident, a statement of what caused or might have caused the accident, and any corrective action that has been taken. The supervisor of the work unit involved is primarily responsible for notifying the Human Resources Office of the incident along with assisting that office in anyway possible with the Emergency First Aid/Accident Report and the accident investigation. Others, such as the safety coordinator and/or the safety committee, may be involved depending upon the nature and severity of the accident. A sample procedure of accident investigation and supporting forms are located in Appendix Q.

Another component of accident investigation is job safety analysis. Job safety analysis is a procedure used to review work methods and uncover hazards that may result in accidents. The hazards might have been overlooked in the inspection of the building, workstation, equipment, tools or processes. The hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel.

Job safety analysis is one of the first steps in hazard prevention, accident analysis and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have a history of resulting in personal injury or property damage. There are three objectives in job safety analysis: 1) to systematically evaluate jobs and work methods to eliminate hazards and potential hazards, 2) to develop a tool to assist in the teaching of safe work procedures, and 3) to provide a framework for accident analysis. A sample Procedure for Job Safety Analysis is located in Appendix R.

CONTROL OF HAZARDOUS MATERIALS

The majority of the hazardous materials used and stored at LSUE are normally below the reportable quantities as prescribed by the Environmental Protection Agency and the Louisiana Department of Environmental Quality. In addition, the Safety Coordinator does not monitor the purchasing and direct use of hazardous materials throughout campus. However, the overall control of hazardous material is considered an important part of the LSUE Loss Prevention Program and therefore is a part of the Safety Manual.

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The procedure for controlling hazardous materials used by or housed in any facility at LSUE is as follows:

The supervisor of each unit or department will:

1. Inventory and maintain an up-to-date list of hazardous materials in excess of 500 pounds by recording the information on the Hazardous Material Survey Form (See Appendix S)
2. Ensure all hazardous materials are properly labeled.
3. Submit on a quarterly basis the description of the given waste and quantities to the Purchasing and Director of Physical Plant/Safety Coordinator's offices to ensure the proper disposition of all hazardous materials in a timely fashion (See Appendix T).
4. Forward Material Safety Data Sheets (MSDS) to the Director of Physical Plant/Safety Coordinator's office for any hazardous materials or chemicals in excess of 500 pounds per given item that have been utilized or stored on any one day between January 1 and December 31 of a given calendar year. The MSDS must be forwarded immediately upon receipt, usage and/or storage of the products.
5. Provide safety instructions to employees/students covering proper handling, health considerations, protective gear, storage, emergency response and disposition of hazardous materials.
6. Ensure appropriate MSDS information is readily available to personnel/students in the area where hazardous materials are used/stored.

The Safety Coordinator will utilize the information requested in items 1, 3, & 4 above to file the required hazardous waste report to the Department of Environmental Quality and a hazardous material and chemical inventory report to the Louisiana Department of Public Safety and Corrections, Office of State Police.

Radiation Safety

See Presidential Memorandum 30, located in Appendix K.

LSUE EMERGENCY RESPONSE PROCEDURES

- **Emergency first aid is defined as the immediate care given to the victim of a sudden illness or injury until medical help can be obtained.**
- **LSUE's First Aid Team Members Duties – Report to scene, assess the situation, provide reasonable care to the victim, call 911 for emergency assistance if and as needed, complete an incident/accident form and submit to the Human Resource office – Science rm. 116.**
- **Violence is defined as commission of assault or battery or the making of a credible threat.**

For all campus emergencies, the following general procedures should be followed:

If victim is unconscious, has trouble breathing, has chest pain or pressure, or is bleeding severely, call 911 (9-911 from a campus telephone) before notifying first aid team! **If violence or potential violence is observed, call Campus Security (below) and/or 911.**

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1. First aid team members should be called to the scene by contacting the Office of Student Affairs (Acadian Center Room 112, ext. 217 or 218) or by contacting team members directly. First response team members with current AED/CPR/First Aid certification follow:

**CAMPUS SECURITY Cell # 580-0720 or 580-1433
(Acadian Center 101) ext. 225**

William Gotreaux Floyd Menard
Amanda Bordelon Ervin Wilson

Acadian Center Dr. Althea Jackson, A-108B, ext. 395
Thanda Domingue, A-114, ext 390

Health & P.E. Bldg. Coach Michael Bari, H-209B, ext. 394
Coach Brian De Witt, H-209A, ext. 435
Coach Chad Menard, H-106, ext. 403
Coach Jeff Willis, H-106, ext. 287

Physical Plant Allen Poullard, ext. 294

Science Bldg. Caletta Soileau, S-116, ext. 202

2. Team members called to the scene will assess the situation and administer necessary first aid until additional assistance arrives or can be obtained.
3. The first aid team will respond to emergency situations during regular university business hours, 8:00 a.m. – 4:30 p.m., Monday-Friday. In the event of any emergency situation occurring before 8:00 a.m., after 4:30 p.m., or on the weekend, call 911 (9-911 from a campus telephone) to contact local agencies or authorities. These include the Eunice Police Department, Eunice Fire Department, Acadia Parish Sheriff Department, and Acadian Ambulance. Also notify Campus Security at 580-0720 or 580-1433 (cell phones).

Note: Acadian Ambulance can also be notified by dialing 511 (9-511 from a campus telephone) and will not charge a fee unless victim is transported.

To report a natural gas odor in or around a building during normal operating hours, please call the following extensions at the Physical Plant Department in this order until someone is reached: 291, 292, 293, and 290. During evenings or weekends, call (337) 580-6341, (337) 580-3040, (337) 831-5164, (337) 363-1970, (337) 580-6519. (*Policy Revised Dec. 8, 2004; List of Members Updated August 2006*)

EMERGENCY PREPAREDNESS PLAN

Every unit on the LSUE campus must be prepared to effectively cope with the unique problem that arises in an emergency situation. Therefore, the purpose of an emergency preparedness plan is to ensure the safe evacuation of all persons in an affected area and the rapid control of hazards during life threatening situations.

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Emergency-preparedness is critical to protect employees, citizens, clients, students and property against all natural disasters and other incidents such as fires, bomb threats, and civil disorder. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well publicized, flexible, and tested plan; and clear delineation of the responsibilities of employees. Each departmental unit must stress the importance of being prepared in emergencies.

Procedures for Handling Specific Emergency Situations

Natural Disasters

The following are some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes.

1. Only enter disaster areas if it is essential.
2. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas line or flammable materials.
3. Do not touch fallen or damaged electrical wires.
4. Immediately leave the area upon discovering a leaking gas line.
5. Formulate plans to isolate people from potential hazards.
6. Identify the disconnecting switch or master control valves for utility services and make them accessible.
7. When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is an underground shelter or ditch or a steel-framed or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.

Fire Prevention and Control – General Information

Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention, control and training principles include the following:

- Prevent a fire from starting by using fire resistant construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.

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- If a fire is promptly discovered at its inception, and you feel confident and safe using a fire extinguisher that is readily available; extinguishing the fire can prevent it from growing out of control, thus stopping or minimizing human or property loss. Nevertheless, you should not be alone or should notify someone prior to attempting to extinguish the fire.
- Limit the spread of fire by providing suitable fire barriers and keep the amount of combustibles stored to a minimum. Unorganized storing of large amounts of unused items in attics, basements, closets, etc. should not be practiced.
- Maintaining clear paths to exit a building (normal exit routes) from any given location of a building is a must.

Fire Drills, False Alarm & Alarm Response Procedures

- For Occupants of a Building

Please be aware that campus wide unannounced fire drills shall take place once each semester. Here are some helpful instructions and guidelines for scheduled drills and/or false alarms:

- In most cases, the fire drills will be scheduled within the first two weeks of the spring and fall semesters.
- **Treat every alarm, whether an unannounced scheduled drill or false alarm, as an actual emergency.** In every instance, when an alarm sounds, all students, faculty, staff, and visitors are expected to fully cooperate in safely exiting the given building.
- Occupants should begin the evacuation process **immediately** upon alarm.
- Occupants should move swiftly and orderly to the nearest building exit evacuation route and position themselves away from the given building.
- The last person to leave a given classroom, office, etc., should close the door completely.

Fire Drills, False Alarm & Alarm Response Procedures (Continued)

- For Occupants of a Building

- Occupants must not use elevators when evacuating a building during a fire emergency.

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Fire Drills, False Alarm & Alarm Response Procedures *For Physical Plant Personnel*

- Prior to the scheduled campus fire drills, the Physical Plant Director/Safety Coordinator or his designee, will contact the fire alarm monitoring company, local fire and police departments, to properly inform them of the safety exercise.
- Alarm response – Actual or false - the operator engineer shall call 9-1-1.
- In the event of a false alarm or actual alarm, trained members of the Physical Plant staff will proceed to the fire alarm panel in that given building to investigate and try to determine the nature or location of the fire. If possible, trained Physical Plant staff will take steps to extinguish, **SAFELY**. Other Physical Plant personnel with radios will make themselves available at the exterior of the building for support such as yielding radio communication equipment to the Chancellor or available Vice Chancellor in charge to ensure they are well informed of the given situation and circumstances, assisting with clearing occupants away from the building, assisting with getting emergency vehicles to the given building, etc.
- When the Fire Department arrives, the officer in charge takes command of the scene.
- If the Physical Plant Director/Safety Coordinator or his designee determines that the alarm is FALSE, prior to the Fire Department arrival, call 9-1-1 and relay the information to Fire Department Dispatcher.
- **DO NOT RESET THE ALARM UNLESS INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT!**
- The Fire Department will notify the fire companies in route to your building that a false alarm has been indicated. Generally, one fire company will continue to your building to verify the alarm is false, and all other response will be cancelled.
- **IT IS EXTREMELY IMPORTANT TO NOT RESET THE FIRE ALARM WHEN YOU BELIEVE AN ALARM IS FALSE, UNTIL DIRECTED TO DO SO BY THE FIRE DEPARTMENT.** If the alarm is reset prior to Fire Department permission, it may be necessary for the Fire Department to conduct a complete search of your building to verify that the alarm was false.

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Procedures for Persons on Upper Level Floors Who Are Unable to Use Exits (wheelchair bound, other special needs individuals, etc.)

If You Can Move to the Exit:

- Move to the exit door outside of the stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared. If the hallway or entrance outside the stairwell has been compromised (filled with smoke, heat, any life threatening exposure), enter and wait on the stairwell landing immediately. Two people should wait with you while Physical Plant personnel (building custodian) communicate to the Fire Department of your location. Make sure that the door to the stairwell is securely closed.
- Wait with your colleagues for further instructions. The Fire Department will send firefighters to assist you if evacuation is necessary.
- Colleagues should not attempt to carry you down the stairs unless conditions in the stairwell become threatening (if conditions deteriorate, firefighters and/or Physical Plant personnel can then proceed to carry you down the stairs to a safer area). Evac-chairs are available in the stairwells of all multi story buildings for use if and as necessary.

If You are Unable to Leave the Floor:

- If you do not have persons to assist you or are otherwise unable to leave, seek refuge on the floor by securing your area (such as blocking openings around doors or vents where smoke might enter, etc.). When possible, a totally enclosed room with a solid door, telephone, and window is most appropriate.

Survival Skills to “Protect in Place”

- Use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location. For example, exposing a piece of clothing outside the window.
- If smoke or fire enters your area, call 9-1-1 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to open or break windows. Often smoke from outside the building can enter through open windows. Breaking windows will put you at greater risk of smoke entering from the outside, and may hamper rescue efforts.

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All Threats – Including Telephone / Mail – Bomb, Bio-terrorist, etc.

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, voice characteristics such as raspiness, hoarseness, or stuttering and any other important information. *For telephone threats, please see appendix X for the “LSU at Eunice Phone Threat Check List”.* Report all threats immediately to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of Physical Plant (ext. 291). Do not share information with anyone else; your supervisor will contact the proper authorities. In general, always remember:

- If a suspicious object is found, **DO NOT TOUCH IT**, and clear the area.
- Keep a running log of events as they occur.

Civil Disorder

The following are some suggestions for handling civil disorders:

1. **Emergency Authority** – Supervisors may be given additional authority during civil disorders.
2. **Emergency Responsibility** – During emergencies, responsibility for areas vulnerable to attack or necessary for operations should be assigned to specific persons. Responsibility for decisions in these particular areas should be assigned to employees with knowledge of the area and who will be present at the emergency.
3. **Community Relations** – A person should be designated to communicate with news media and the public. The public should be informed of potential hazards as soon as possible.
4. **Security** – Strict security of the facility should remain in effect until the emergency is over. Gates and doors should be closed and perimeter fences maintained. Entry into the facility should be strictly controlled.

Other components of emergency preparedness procedures for LSUE are located in Appendix L: Policy Statement Number 72 - Emergency Response Plan & Appendix M: LSUE Crime Awareness and Campus Security Guide

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CAMPUS SECURITY

LSUE Campus Security is composed of three guards. Two guards work on day shift and one works evening shift to provide security for the LSUE campus community. Major areas of concentration include:

1. Parking and driving. All students with vehicles must purchase an LSUE parking decal and are given copies of the campus parking policy. Students are ticketed for improper parking/driving. Security also maintains the parking lot areas for safe driving policies. A copy of the LSUE traffic and parking regulations is located in Appendix O.
2. Security continuously patrols the campus to assure the safety and security of the campus community and their vehicles. They are in radio/telephone contact with the campus offices and emergency providers. Emergencies are reported to the Office of Student Affairs or to security, who will then make appropriate emergency contacts (police, fire, and ambulance) as necessary.
3. Evening shift security completes a night checklist that details specific findings such as defective campus lighting, unlocked doors, and vehicles parked on campus overnight, etc. A sample of the night officer's activity report is located in Appendix N. These reports are turned into the Student Affairs Office and circulated to appropriate campus administrators for information and implementation of corrective measures.
4. Evening shift security patrols the LSUE campus after dark to assure the safety and security of evening students and campus personnel and facilities. A copy of the LSUE campus map is located in Appendix P.

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