



**POLICY STATEMENT**

**NO. 6.01.03**

**COORDINATED BY:** Office of Risk Management

**EFFECTIVE:** July 01, 2008 (formerly PS 1.04.02)

**REVISED:** April 01, 2009; January 28, 2021

**PUBLISHED ONLINE AT:**

<https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>

**SUBJECT: GENERAL SAFETY**

---

**I. PURPOSE**

The purpose of this policy is to establish the General Safety Program for Louisiana State University Shreveport. This policy shall establish an operational program to help ensure a safe and secure environment for our faculty, staff, and students and help to manage risk for the University. This policy shall establish the organizational structure, delineate procedures and guidelines, and fix responsibilities for the administration and implementation of our General Safety Program.

**II. ADMINISTRATIVE SUPPORT FOR THE SAFETY PROGRAM**

Protecting the health and safety of employees, students, guests, and the environment is a primary concern of the administration of LSUS. We will meet this goal through the development of a comprehensive and effective environmental health and safety plan that endeavors to eliminate unsafe conditions and minimize the impact of hazardous situations. Such a program can benefit the University community by reducing illness and injury to students and personnel, preventing property damage, and preserving the environment.

It is the expectation that every employee will make every reasonable effort to promote, create, and maintain a safe and healthful environment by taking personal responsibility for safety. This will be accomplished through enforced adherence to basic safety principles, sound management practices, and compliance with applicable federal, state, and local codes, laws, and standards.

**III. RESPONSIBILITIES OF DESIGNATED SAFETY PERSONNEL**

1. Risk Management Officer: The Chancellor shall designate a Risk Management Officer to serve as the primary liaison for the campus with the Office of Risk Management. The Risk Management Officer shall oversee the Risk Management/Safety Program to ensure compliance.
2. Loss Prevention Coordinator: The Risk Management Officer shall designate a Loss Prevention Coordinator for the campus. The Loss Prevention Coordinator shall serve as the primary liaison with the Office of Risk Management (ORM). The Loss Prevention Coordinator will be responsible for implementation of the General Safety Program and carry out all mandatory requirements as part of ORM's Loss Prevention Program.
3. Safety Committee: The Provost shall approve members of a campus-wide Safety Committee. The Safety Committee advises the Chancellor on all matters regarding campus safety. It shall meet quarterly to review all incidents and changes to Safety Policies and Procedures as presented by the Loss Prevention Coordinator and make recommendations to the Chancellor. The Safety Committee shall be comprised of:
  - a. Loss Prevention Coordinator (Chair)
  - b. Chair of the Department of Chemistry and Physics
  - c. Chair of the Department of Kinesiology and Health Science OR the Health and Physical Education Building Manager
  - d. Director of the Office of Human Resource Management
  - e. Director of the Office of Facility Services
  - f. Director of the Office of University Police
4. Safety Representatives: In order to achieve a concerted communication effort, each college and division shall name a Safety Representative. The Safety Representative will be responsible for disseminating safety information and collecting responses for all Safety Newsletters. He or she shall act as a conduit of information from the campus to the Safety Committee and Loss Prevention Coordinator.

**IV. RESPONSIBILITIES OF ALL EMPLOYEES**

1. Chancellor: The Chancellor of Louisiana State University Shreveport will promote accountability, provide resources, and enforce all safety regulations. He or she shall lead by example, working in a safe manner and

- attending all safety meetings and trainings. He or she shall ensure that all other employees participate in the Safety Program, as well.
2. Department and Division Heads: A safe working environment is only achieved through a top-down approach. Department and Division 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 ensure 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 policy and lack of participation.
  3. University Police: University Police provide frontline support for safety and security on campus. University Police shall act as first responders for all safety incidents and investigate 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.
  4. Human Resource Management: Worker's Compensation and Injury claims shall be handled exclusively through Human Resource Management (HRM). HRM shall also be consulted for all policy changes that involve employment legislation.
  5. Facility Services: Facility Services serves a valuable role in the maintenance and safety of our campus grounds. All employees in facility services shall place a priority on tasks that enhance safety and be constantly vigilant in identifying and correcting safety risks.
  6. 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.
  7. All Employees: All employees shall work in a safe manner in compliance with all safety rules and regulations. It is the responsibility of all employees to report incidents and unsafe conditions. All employees shall participate in safety meetings/newsletters and safety trainings. Employees who do not comply with safety rules shall be subject to disciplinary action and poor performance review. Each employee will have access to all safety rules and regulations on the LSUS webpage.

**V. GENERAL SAFETY RULES**

The following general safety rules shall be observed by all faculty and staff. These rules shall be reviewed annually through the first Fall Safety Meeting. Adherence to safety rules is a condition of employment.

1. No smoking anywhere on campus.
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 severity.
7. Report any smoke, fire, or unusual odors to your supervisor.
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 will 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.

**VI. DEPARTMENT-SPECIFIC SAFETY RULES**

Departments that work in safety-sensitive environments, i.e., University Police, Facility Services, Chemistry Labs, etc., shall have department-specific safety rules. All employees in those departments shall review the rules annually. A

copy of department-specific rules should be filed with the Loss Prevention Coordinator.

#### **VII. SAFETY MEETINGS**

Safety meetings shall be held twice per semester in the Fall and the Spring. All employees must attend and participate in safety meetings. This includes all classified staff, unclassified staff, faculty, adjunct faculty, part-time employees, and student workers. Each college/division Safety Representative will distribute the safety newsletter and determine the most effective manner to conduct the safety meetings. Safety meetings may be conducted in person or through email. LSUS shall strive for 100% participation in safety meetings. Participation in safety meetings is a condition of employment.

#### **VIII. TRAINING**

1. Annual: Training on the general safety rules and general safety policy will be conducted annually through the first Fall Safety Newsletter. Participation in this training is mandatory and a condition of employment.
2. Every Three Years: Employees who wish to participate in the Authorized Driver Program must complete the Driver Safety Training every three years.
3. Every Five Years: Every employee shall participate in training on Sexual Harassment and the Drug-Free Workplace Training within one year of hire and every five years.
4. Non-Scheduled Training: Any employees performing a new, safety-sensitive task or operating a new piece of equipment shall be trained on the proper procedure and use of equipment. This on-the-job training (OJT) shall be documented and sent to the Loss Prevention Coordinator.

#### **IX. INSPECTIONS**

Regular inspections shall reinforce to employees the importance of safety and act as a preemptive measure to avoid unsafe conditions. All buildings on campus shall be inspected quarterly by Facility Services. These inspections shall be done on a campus-approved checklist and documented. The Director of Facility Services shall provide the Loss Prevention Coordinator with a quarterly report of the inspections. Any hazards identified through inspection shall be quickly remedied and such remedies documented and attached to the inspection.

**X. DRILLS**

Fire Drills and Tornado Drills shall be conducted by the University Police Department on an annual basis. Documentation of the drills shall be forwarded to the Loss Prevention Coordinator immediately following the drill.

**XI. PROCEDURES FOR INCIDENTS/ACCIDENTS**

University Police are the first call for all incidents and accidents. Any employee or visitor involved in an incident or accident should call 318/455.5497 or #999 from any campus phone. University Police are trained in first aid and the proper procedures to respond to any nature of event. University Police work 24 hours a day, seven days a week; however, if University Police are unavailable, employees should call 911. University Police shall file the appropriate ORM reports with the Loss Prevention Coordinator and these shall be retained for three years.

Any employee involved in a car accident involving a state vehicle, a vehicle rented through Purchasing, or a personal vehicle being used on LSUS business shall report the accident to the University Police within 12 hours of the occurrence.

Failure to report an incident or accident in a timely manner may result in disciplinary action or a poor performance rating.

A root cause analysis shall be conducted by University Police, in conjunction with the Loss Prevention Coordinator, for all incidents and accidents. These root cause analyses will provide opportunities for improvements and/or changes that may be made to ensure the incident or accident is prevented when possible. Any corrections or training required as result of a root cause analysis shall be done in a timely manner and documented. Documentation shall be forwarded to the Loss Prevention Coordinator and retained with the incident/accident report.

**XII. RECORD-KEEPING**

Good record-keeping is essential to occupational safety and loss prevention. LSUS shall retain the following records for three years: inspection reports, hazard control logs, job safety analyses, incident/accident investigations, minutes of safety meetings, and training records. The following records shall be kept for

Revised: January 28, 2021


6.01.03  
Page | 7

five years: documentation for training on Blood-borne Pathogens, Drug-Free Workplace, and Sexual Harassment.


**XIII. QUESTIONS AND CONCERNS**

Questions and concerns about the General Safety Program should be directed to the LSUS Loss Prevention Coordinator.

**AUTHORIZED BY:**


DocuSigned by:  
  
E44D9A0B641C492...  
William (Bill) Wolfe  
Loss Prevention Coordinator

02/12/2021  
Date Signed

DocuSigned by:  
  
191E7FA191414F6...  
Barbie Cannon  
Vice Chancellor for Business Affairs

02/16/2021  
Date Signed

**APPROVED BY:**

DocuSigned by:  
  
19F4092C379E478...  
Lawrence Clark  
Chancellor

02/16/2021  
Date Signed

This policy was written, approved and published in accordance with LSU Shreveport General Policy **1.01.01 Policy Manual** published at <https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>.