



GENERAL SAFETY MANUAL

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Responsible Office: Safety and Risk Management

Division: Operations, Finance, & Administration

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GENERAL INFORMATION

Grambling State University, in its efforts to provide safe and efficient services to its students, faculty, staff and visitors, has developed and implemented a comprehensive safety and loss prevention plan identified as our General Safety Manual (Plan). This manual includes information, policies and procedures designed to assist Grambling State University as it complies with LA R.S. Title 39, Section 1543-4.

The General Safety Manual contains safety concepts, policies, and procedures ideal for the daily operations at Grambling State University. It is the responsibility of each department to have a sufficient safety program and that plan is outlined within this General Safety Manual for the benefit of every employee. It is the intent for this general safety manual to serve as a readily available reference for the most common situations that may arise in addition to the support from designated department heads and executive leadership.

GENERAL SAFETY MANUAL

The General Safety Manual is a University Policy.

The safety manual is reviewed during new-hire orientation and when changes are made.

COMPLIANCE WITH UNIVERSITY POLICIES

This is a non-negotiable. All employees must comply with the policies and procedures that are documented in the Grambling State University General Safety Manual.

If an employee does not comply with the rules and regulations set forth in the General Safety Plan, the University has the right (and duty) to take action, and may chose non-disciplinary or disciplinary action against any non-compliant employee, depending on the seriousness of the infraction.

UNIVERSITY POLICIES & PROCEDURES

GSU university policies and procedures on located on the webpage <https://www.gram.edu/faculty/policies/>

GENERAL SAFETY PROGRAM

Grambling State University's General Safety Program is designed to meet the requirements of Louisiana Office of Risk Management (ORM) Loss Prevention Program agency classification. Effective July 1 of each Fiscal Year, the Office of Risk Management classifies each audited state agency as either Class A or Class B based upon the results of the agency's most recent audit or compliance review. This classification determines how often, monthly or quarterly, the agency is required to conduct safety meetings and building inspections. It also determines whether the agency will pay a 5% penalty on its insurance premium.

The audit is a "university-wide audit", that means it is a unified process which requires everyone to meet the compliance expectations.



GENERAL SAFETY MANUAL MANAGEMENT POLICY STATEMENT

Grambling State University is committed to providing a safe and healthy institution for our faculty, staff, students, and visitors to work, study, and enjoy. This commitment is supported with a Safety Program designed to provide a safe working, teaching, and learning environment with all in mind.

As the President of Grambling State University, it is my responsibility to promote and ensure the safety of our campus; however, it is the responsibility of all the staff, students, and visitors to adhere to the safety policies, procedures, and protocols. All faculty, staff, and students must participate in all Safety training sessions, as we have a shared responsibility to ensure our safety and well-being on campus daily. As we continue to enhance the safety of our University, we strongly encourage you to offer constructive suggestions for improving the Safety Program.

Grambling State University must comply with all state, federal, and local safety requirements, codes, standards, rules, and regulations. Proactive measures to prevent injury, illness, and property damage are top priorities. The GSU Office of Safety and Risk Management and the Safety Committee will provide safety guidance and support to the campus community through training and safety education. Employees, students, and visitors are expected to report all accidents to the responsible personnel.

The University intends to provide ongoing Safety training to maintain a campus free of unnecessary risks and dangers through collaborative measures. The success of Grambling State University's Safety Program depends on everyone.

All questions regarding the Safety Program at GSU should be directed to the GSU Safety and Risk Management Director.



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ASSIGNMENT OF SAFETY RESPONSIBILITIES
GENERAL SAFETY POLICY STATEMENT

Grambling State University is fostering a culture of safety. Focusing on a Culture of Safety will ultimately lead to greater controls of exposure and protect workers, the environment and the overall community at Grambling State University. WHERE EVERYBODY IS SOMEBODY, we all play an important role in the growth and sustainability of our educational institution. With the support of every employee, we systematically eliminate noncompliance, manage risk, improve performance, increase productivity, and build rapport and positive working relationships.

GENERAL SAFETY DUTIES AND RESPONSIBILITIES

A. Executive Management - The President & Vice Presidents

1. Responsible for safety of all employees.
2. Assigns safety responsibilities and delegates authority required to implement the safety program.
3. Approves safety policies as formulated by the safety officer, safety committee, and policy consultation & approval committee.
4. Participates in the safety program as recommended by the safety officer and committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety programs, and reviews safety audits).

B. University Safety and Risk Management

1. Develops and implements a comprehensive safety program which provides the following:
 - a. Regular reports of facility and equipment inspection
 - b. Investigation of employee job related accidents
 - c. Safety and training programs for supervisors, employees, faculty and students
2. Reports to the executive management on a quarterly basis concerning the status of Safety programs, concerns and problems.
3. Maintains accident records.
4. Submits information requested by the Louisiana Office of Risk Management of all losses.
5. Serves on the University Safety Committee.
6. Maintains current safety manual and distributes new safety information of the university.
7. Conducts educational activities.
8. Responsible for the overall safety program of the university.
9. Has primary responsibility for coordinating the safety operations of the university.
10. Checks for compliance with applicable safety laws and codes.
11. Communicates with building coordinators.

C. Facilities Management and Campus Services

1. Serves as member of safety committee to ensure safe work conditions
2. Executes work orders promptly.
3. Maintains a regular maintenance schedule on all equipment and keep maintenance records.
4. Makes regularly scheduled inspections and keeps records of inspection.
5. Develops and implements a boiler/machinery preventative maintenance program.

D. Department Heads/Supervisors and/or Foremen

1. Implement safety programs within assigned areas.
2. Provide new employees with job safety requirements and procedures.
3. Enforce safety rules and work regulations within assigned area of responsibility
4. Set a good example through proper attitude, discussions, and observance of safety rules and regulations.
5. Inspect work area for compliance with safe work practices and safety rules.
6. Obtain prompt first aid for the injured employees.
7. Report and investigates accidents and work with safety officer to determine cause and correct problem.
8. Ensure that only trained employees operate equipment.
9. Provide protective clothing and equipment necessary to meet regulatory requirements.

E. Instructors

1. Advise students of safety rules, regulations, and standard operating procedures.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.
3. Serve as a good role model for students under their instruction.

F. Building Coordinators

1. Coordinate fire and emergency drills with the Safety and Risk Manager.
2. Report any potentially hazardous condition in building to Facilities and/or Safety office. TMA work order submission or report by phone for an immediate emergency response.
3. Insure that emergency numbers are posted on/near telephones and throughout assigned building.

G. Safety Committee

1. Reviews written safety instructions and/or policies and makes recommendations for improvements.
2. Makes recommendations concerning reports summaries of incident/accident reports and other reports.
3. Promotes safety awareness to the entire campus community.

H. Employees

1. Work in accordance with accepted safety practices.
2. Report unsafe conditions and practices.
3. Observe all safety rules and regulations.
4. Make safety suggestions.
5. Attend safety meetings and safety training as required.

SAFETY RULES

- General Safety Rules are given to every employee during New Hire Orientation
- The general safety rules must be reviewed annually.
- This review will be the topic of the 1st quarter campus-wide safety meeting, during the month of March, each calendar year through [BannerWeb](#).
- One hundred percent participation is required in compliance with state regulations.
- Each employee attending will be documented through GSU's online monitoring system. Records of attendance will be maintained in the GSU Office of Safety and Risk Management.

The following safety rules are to be adhered to:

1. Smoking is prohibited on the campus of Grambling State University. (GSU Policy # 20200)
2. Horseplay and fighting are not tolerated in the workplace.
3. Possession of unauthorized weapons and firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
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 protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Do not operate equipment or machines without proper training and authorization.
7. Inspect the workstation for potential hazards and ensure that it is in safe operating condition before using it.
8. If there is any doubt about the method of work to be used, consult the supervisor.
9. Follow recommended work procedures outlined for the job.

10. Return all tools and equipment to a designated place after use. Put scrap and waste material in a designated refuse container.
11. Report any smoke, fire, or unusual odors to your supervisor.
12. Use proper lifting techniques. For object exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
13. Do not throw objects or attempt to catch a falling object.
14. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape or “wet floor” sign to identify the area before leaving it.
15. Immediately report all incidents and accidents to a supervisor or the GSU Police Department.
16. Fasten seat belts before starting any motor vehicle.
17. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
18. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
19. Jewelry, neckties, scarves, and other wearing apparel should be secured when working around equipment that may grab them.
20. Notify your supervisor of any breakage or malfunction of machinery or equipment.
21. Wear eye protection, respirators, or protective clothing in regulated areas or during functions requiring protective gear.
22. Report frayed electrical cords immediately.
23. Do not use electrical extension cords as a permanent electrical line.
24. Never turn on an electrical switch unless you know what it operates and have had the adequate training on that piece of equipment
25. Keep flammable items away from electrical outlets, cords or other electrical apparatus.

Employees who do not comply with university safety rules may be subject to disciplinary action.

SAFETY MEETINGS

The purpose for safety meetings is to educate, inform, motivate, and examine work practices for potentially unsafe acts that could produce bodily injury and provide a method to preclude recurrences. Safety meetings vary from formal presentations to informal discussions of safety problems. Safety meetings are mandatory and required for all employees of each work unit. Grambling State University conducts safety meetings monthly and maintains record of each topic discussed and persons in attendance.

Workers' suggestions are highly recommended for safety meetings as they have the potential for implementation of new safety policies and procedures that could reduce hazards, increase productivity, and improve work methods.

A. Safety Meetings Requirements

All employees will attend a minimum of *twelve (12) safety meetings annually*. The safety meeting objective is:

- a. Change unsafe acts and/ or unsafe conditions
- b. Provide information
- c. Introduce new materials, machines, or processes
- d. Report of past injury experiences
- e. To conduct policy orientation

Non-negotiable mandatory annual safety meetings

1. General Safety Rules
2. Bloodborne Pathogen
3. Return to Work
4. Drug Free Environment
5. Hazardous Communication

B. Safety Meeting Procedures

- The Grambling State University Office of Safety and Risk Management develops monthly safety trainings.
 - The Information Technology Center (ITC) created a monthly safety meeting requirement notice connected to every employee BannerWeb account that informs employees to login to the safety meeting.
 - When an employee logs in to BannerWeb for the first time each month the employee will first be prompted to complete the safety training, then be given access to BannerWeb.
 - BannerWeb is the university connection to all employees, it manages employee profiles, and it is the source for completing bimonthly and monthly employment timesheets. To ensure this process works effectively all employees should be completing monthly timesheets through BannerWeb.
1. ITC uploads the Safety Meetings, provided by the Safety & Risk Department, to the intranet.
 - a. Employees log in to <https://www.gram.edu/> BannerWeb
 - b. Employees are automatically prompted to complete monthly training

- c. Employee safety meeting attendance reports are generated through Argos; an Information Technology reporting software
- d. The Department of Safety and Risk Management reviews Argos monthly for safety training reports.

It is the responsibility of GSU Human Resources Department to notify GSU Safety and Risk Management of new hires that do not have computer access within the initial hiring period. If active employees are identified on the incomplete list, they are personally notified before the month ends to complete the necessary training.

C. University Safety Committee

The committee's purpose is to educate, establish safety guidelines to mitigate risk during daily activities and special events. The committee coordinates with various divisions on health and safety concerns and overall management.

- a. The meetings shall be announced by the university safety committee meeting chair or co-chair at least one (1) week prior to the meetings. The announcement shall be in writing via email to every safety committee member and conducted primarily through Microsoft Teams. The meetings may be conducted in a classroom-like setting with lecture, video, and/or demonstrations when members are available.
- b. The University Safety Committee meeting shall include:
 - 1. Incentives to promote the safest campus environment.
 - 2. Methods of communication to increase safety and awareness.
 - 3. Best cleaning practices for classroom occupancy, living, and workspace.
 - 4. Reports of injuries since the last meeting and a discussion of accidents that occurred, to assist in determining the root causes, procedures, and corrective actions to prevent the recurrence of similar incidents. The corrective actions from the previous meeting will be reviewed for effective mitigation.
 - 5. Safety Inspections review for identifying and correcting safety hazards.
 - 6. Discussions about how and where safety can be improved.
 - 7. Lectures, demonstrations, or visual-aid presentations on appropriate safety topics, with reference to events under review and planned.
- c. All safety meetings should be followed with a report in writing, listing the items discussed and action taken. Prepared minutes of these meetings shall be filed with the University Safety and Risk Management Department. These meeting records shall be kept until all issues identified in the meeting have been corrected.
- d. The Director of Safety and Risk Management shall make recommendations or suggestions to the Executive Staff about actions that are warranted as mitigation appropriate from University Safety Committee review.

Committee members:

Chief Operations Officer- Chair
VP of Compliance- Co-Chair
Deputy Chief of Staff
Student Affairs
Chief of Police
Director of Facilities Management
Director, Office for Civil Rights and Title IX
Director of Student Health Services
Director of Human Resources
Director of Safety and Risk Management
Director of Campus Living and Housing
Information Technology
Director of Counseling Center
Intercollegiate Athletics
Director of Dining
SGA President
Miss Grambling
President of Faculty Senate

NEW EMPLOYEE TRAINING

The Louisiana State Office of Risk Management has directed all agencies to develop general safety rules and policies which apply to all employees and departments task, and specific rules which apply to a particular department.

GSU is required to have a documented review of written policies with employees and conduct documented awareness on the following topics. Such awareness shall be completed within 90 days of hire and additionally as indicated thereafter, and may count toward the monthly/quarterly safety meeting requirements.

An Agency's drug-free workplace policy/awareness program should be in accordance with RS 49:1001 et seq. and any other relevant statute.

- Drug-Free Workplace (once every 5 years) **Policy #53014**
[Drug Free Workplace Policy](#)
- Preventing and Addressing Retaliation **Policy #53034.6**
[Preventing and Addressing Retaliation Policy](#)
- Return to Work (once every 5 years) **Policy #53038**
[Transitional Return to Work Policy](#)

Agencies are encouraged to continue awareness and/or training on:

- Violence in the Workplace **Policy #53042**

[Violence in the Workplace](#)

- Sexual Harassment **Policy #53034 & Policy #53034.5**

New Employee Training - [Sexual Harassment Policy and Procedures Procedure for Complaints of Sexual Harassment & Retaliation](#)

- Retaliation Prevention **Policy #63034.6**

- Code of Governmental Ethics **Policy #53013**

[Employee Code of Ethics](#)

- Sexual Misconduct **Policy #62002**

[Sexual Misconduct Policy](#)

- Sexual Misconduct Procedures **Policy #62002.1**

[Sexual Misconduct Procedures - Policy](#)

- Power-Based Violence/ Sexual Misconduct **Policy #62003**

[Power-Based Violence / Sexual Misconduct Policy](#)

- Power-Based Violence / Sexual Misconduct **Procedures #62003.1**

[Power-Based Violence / Sexual Misconduct Procedures](#)

EMPLOYEE SAFETY TRAINING

Employee safety trainings address topics that are specific to employees in a particular department or perform a specific task. Each department should ensure that new hires receive appropriate training to perform the functions of their role.

GSU Supervisors or trained staff must provide for new staff

1. instruction in correct work procedures
2. use of safety equipment
3. availability of assistance

Training should be documented with signatures and date of training, or electronic acknowledgement.

Supervisors have five (5) basic responsibilities:

1. To establish work methods
2. To give job instructions
3. To assign people to jobs
4. To supervise people at work
5. To maintain equipment and the workplace

Where supervisors perform these basic responsibilities properly, the result is a safer work environment. New supervisors must also be made aware of their specific safety responsibilities including conducting safety meetings, inspecting the work area, investigating accidents, planning safe work methods, training employees in safe work methods, analyzing jobs for safety, and demonstrating leadership skills in safety.

SAFETY TRAINING PROCEDURES

1. Identify the employees that need to be trained
2. Select the training Topics

[11 Training Safety Topics](#) are recommended as essential to each Agency or facility

Click on the link to view page 29-30 of the Louisiana Office of Risk Management Loss Prevention Manual. <https://www.doa.la.gov/media/gicmc4qe/2022-general-safety-program.pdf>

3. Develop Training Objectives (Lesson Plan)
 - a. Title: Clearly identifies the topic
 - b. Objectives: States what the trainee should know or be able to do at the end of the training period. A well-written objective limits the subject matter, is specific, and stimulates thinking on the subject.
 - c. Estimated Time of Instruction: States the length of the training session. Ample time should be allowed to thoroughly cover the subject.
 - d. Materials: States material to be used in training including equipment, tools, charts, slides, films, videos, etc.
 - e. What the Instructor Will Do: Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.).
 - f. What the Employee Will Do: Indicates how employees will apply the material in the training session.
 - g. Evaluation: Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.
 - h. Assignment: Provides employees an opportunity to apply the material on the job.

ALL TRAINING MUST BE DOCUMENTED:

1. Name and signature of each attendee
2. Date of Training, Topic(s) Discussed
3. Instructors Name
4. Teaching Aids used
5. Training application, hands-on if required
6. Training evaluation
7. employee suggestions/follow up

The Office of Risk Management requires 100% participation by the “target audience”, so the instructor must provide “make up” sessions for those, not in attendance. Copies of this documentation must be kept for a minimum of 5 years in the respective Department and are subject to inspection at any time.

RECORD KEEPING

The following safety records should be kept for at least one (2) years or for varying periods as noted below. Copies of forms are included with exhibits describing the specific procedures as noted.

1. Inspection Reports: Completed monthly or quarterly in each work unit following a general safety inspection. The completed inspection is retained in the GSU Office of Safety and Risk Management. These reports are readily available to the agency head and at the time of the university audit. The work unit should also keep a copy for inspection. [Sample Safety Inspection Checklist](#)
2. Hazard Control Log: Facilities Management and Campus Services work order system is used in lieu of placing the log in the various work centers. The GSU Office of Safety and Risk Management will forward any item that is not corrected in 30 days to the ORM Loss Prevention as required by the Loss Prevention Manual. [Hazard Control Log](#)
3. Incident/Accident Investigation Report: Completed for each accident or incident. The appropriate investigation report (DA2000-employees only; DA3000-visitors, clients/inmates only OR equivalent forms) shall include information on the individual injured, a description of the incident/accident (bodily injury vs. property damage). The supervisor retains the original. Copies are sent to the department head and the GSU Office of Safety and Risk Management. [DA2000 State Employee Accident Form](#) or [DA3000 Visitor/Client Accident Form](#)
4. Job Safety Analysis (JSA): Completed by supervisors in each work units. Documented employee training on completed/existing JSA's should be conducted at least annually and kept in an area accessible to all employees. Job safety analysis forms are kept in a file in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and date the job safety analysis was completed or revised. [JSA Form](#)
5. Safety Meeting Record: Records of monthly safety meetings are maintained in Argos. Argos is an IT system that documents each meeting by month and year, and compiles attendance records. The GSU Office of Safety and Risk Management reviews these records monthly to determine employee attendance status. The records will be printed to avoid the event of an electronic failure to retrieve records.
6. Training Documentation: Signed documentation of training completed by each employee following training sessions is maintained in the operating area for five years or until a refresher training has been completed. Training conducted by the GSU Office of Safety and Risk Management are filed by training and year within the Safety and Risk Management department.

SAFETY INSPECTIONS

The safety inspection program includes general housekeeping safety, rules and procedures for conducting safety inspections. Safety inspections shall be conducted on a regular basis by building coordinators even if a problem has not been reported. If hazards exist, corrections should be made immediately.

Mandatory safety inspections shall be conducted on a monthly or quarterly basis. University personnel conducting these inspections shall utilize the safety inspection checklist [Sample Safety Inspection Checklist](#). A completed checklist shall be made for each safety inspection and shall be sent directly to the GSU Safety and Risk Manager within seven (7) days of the completed inspection. These inspections should be conducted by the 20th day each month or by the 20th day of the second month of each quarter. Monthly or quarterly inspections are based on the university's compliance status. Work orders should be submitted into the TMA system by the employee completing the safety inspection at www.grambling-isd.webtma.net. See work orders on how to submit request.

The GSU Safety and Risk Manager shall conduct scheduled and unscheduled safety inspections to maintain standards and regulations are being reinforced with a safe work environment. All University facilities – building and grounds – are subject to safety inspections.

Area Inspections

All employees are responsible for reporting any potentially hazardous conditions or practice they find. University employees will utilize the Facilities Management and Campus Services work order system (TMA System) to report hazards or unsafe conditions. If the hazard cannot be corrected in 30 days, the GSU Safety and Risk Management Manager must report it to the Louisiana Office of Risk Management-Loss Prevention on a Hazard Control Log ([Form HC-1-90](#)).

Inspection checklist

The inspection checklist is used as a guide to ensure that critical items are not overlooked for compliance and safety.

Fire Safety and Emergency Equipment

- Fire extinguishers
 - Visible and accessible
 - Inspection tags in place (less than a year old)
- Fire alarm system
 - Tested within the past year
- Sprinkler heads
 - 18” clearance
- Smoke alarms
 - Push button tested
- Exits
 - Visible signs

- Illuminated (if battery operated, push button tested)
- Routes to exit are clear
- Evacuation plans
 - posted
- Fire/evacuation drills
 - annually
- Portable heaters-
 - automatic shut off
 - use away from flammable materials
- Emergency phone numbers
 - posted
- Emergency lights
 - Functioning (push button test)
- First Aid Kits
 - Visible and accessible
- Blood Borne Pathogen Spill Kits
 - Stocked and accessible

Building and Office Safety

- Slip, trip, and fall hazards identified
- Service holes, man holes, drains
 - Properly covered
- Well lit
- Ceiling, Doors, Flooring, Stairways, Windows
 - No missing ceiling tiles
 - Doors and windows are secure and lock
 - No loose or broken flooring or windows
 - Secure handrails
- Housekeeping
 - floors and workplaces free from unnecessary clutter
- Plumbing
- Security system
- Maintenance and mechanical areas
- Safety Rules
- Hazard Control Log

Unoccupied instructional, living, and working spaces: *Should be inspected according to the schedule listed below as a preventative maintenance measure to avoid environmental and safety issues that would normally be identified by occupancy.*

- Residential/Housing: **biweekly**
- Office: **monthly**
- Classrooms: **monthly**

If during the inspections of unoccupied spaces, a need for maintenance service is identified, work orders should be immediately submitted through the GSU university work order system (TMA System). See work orders on how to submit request.

Electrical Safety and Storage

- Containers & Storage

- scrap bins, disposal receptacles, carboys, barrels, gas cylinders, solvent, cans, etc.
- Items stacked properly
- Heavier items stored below shoulder height
- Storage area neat
- Electrical equipment
 - Working switches, outlets, cables, grounds, connectors, and connections
 - Extension cord conditions
 - Tripping hazards & exposure
- Hazardous supplies and materials
 - Identified and properly stored explosives, flammables, acids, caustics, and toxic chemicals; biohazards, radiologic hazards.

WORK ORDERS

Work orders should be submitted anytime a maintenance service is required.

To submit

- Go to GSU Home page: www.gram.edu
- At the upper right corner click on: “Select a Site”
- Scroll down to select Facilities then click
 - “Go”
- Scroll down to resources and select
 - “Submit a work order request”
- This link will lead you to the TMA system
- In TMA systems select
 - “Submit a Work Order” on the top left corner of the page
- Complete the form with required criteria listed below:
 - Facility
 - Building
 - Floor or Area
 - Name
 - Number
 - Email Address
 - Repair Center
 - Request

A work order is required for ALL work to be performed please do not attempt to bypass this process.

INCIDENT/ACCIDENT INVESTIGATIONS

An **accident** is defined as an unintentional event that results in personal injury and or property damage. These events can occur involving on campus involving employees, clients, visitors, students, and or property.

An **incident** is defined as an unintentional event that does not result in personal injury and or property damage. These are events that had the potential to cause injury and/or property damage involving employees, clients, visitors, students, and or property.

Safety must be first and every employee, clients, visitors, students should be purposeful in preventing an accident from happening in the first place.

Measures to prevent accidents are

- University wide safety training
- Appropriate signage identifying potential hazards
- The GSU University Communication/ notification call outs/texts
- Prompt attention/repairs to reported safety issues

DA2000- Employee investigation form that must be completed at the time of every Incident/Accident. Should be completed by employee supervisor trained in incident/accident investigation.

[DA2000 Form](#)

DA3000- Visitor/Clients investigation form that must be completed at the time of every Incident/Accident. The visitor/client should immediately contact GSU Police department at 318-274-2222 for assistance. The DA3000 should be completed by the officer responding to the scene.

[DA3000 Form](#)

Incidents & Accidents

When an accident occurs, medical aid should be requested immediately for the injured person. All incidents/accidents, including those to non-employees, will be investigated. Incidents should be investigated as thoroughly as an accident that results in personal injury or property damage.

In all cases- If medical attention is needed notify the GSU Campus Police at (318) 274-2222.

1. Give your name
2. Describe the nature and severity of the medical problem
3. provide the campus location of the victim

Do not hang up until advised that it is all right to do so. Please refer to First Aid Section for further instructions?

Employee Instructions

1. Request medical care if needed.
2. Report the accident/incident to their immediate supervisor as soon as practical, at least before the end of the shift during which the accident occurred.

Supervisor Instructions

1. Supervisor will document and receive the employee statement and if trained complete the accident/incident on the State Employee Incident/ Accident Form (**DA 2000**). All spaces on the DA-2000 are to be completed. Notations such as N/A should be avoided.
 - a. Thoroughly complete the “Root Cause Analysis” section of the form.
 - i. provide a comprehensive explanation of the unsafe act which contributed to the accident or unsafe condition,
 - ii. provide a comprehensive explanation of why conditions and any other contributory factors existed which contributed to the act,
 - iii. provide a detailed explanation of what immediate and corrective actions the supervisor will make to prevent a recurrence of the of the accident and if any assistance or resources are needed to prevent recurrence. The GSU Office of Safety and Risk Management is available to assist supervisors in completing this form, once completed,

2. The initiated accident/incident form (DA 2000) is submitted to the GSU Office of Safety and Risk Management within 24 hours to complete the investigation. GSU Safety & Risk Department will complete the root analysis section, after investigation, before submitting the form to ORM. ***It is important to meet this guideline to allow for the most accurate and thorough investigation of the conditions and location.**
3. If employee injuries require medical attention, the employee's supervisor must **ALSO** report the incident to Human Resources (worker's compensation). GSU Safety & Risk Manager notifies Human Resources of incidents and accidents with any injury reported.

Human Resources Instructions

1. To file a Workers' Compensation, claim Human Resources (Workers' Compensation) will complete the necessary documentation for the insurance representatives.

If the supervisor is unable to complete the DA 2000, the supervisor MUST contact the GSU Office of Safety and Risk Management immediately.

Clients/Non-employee (students)/Visitors Instructions

1. Request medical care if needed.
2. Immediately report the accident/incident to GSU Police Department.
189 Central Ave, Grambling LA.
(318) 274-2222

University Police Instructions

1. Complete the DA-3000- Visitor/Client Accident Reporting.
University Police are to retain the original and are to send a copy of the completed DA-3000 to the GSU Safety and Risk Management within 5 working days after completing the form. These forms are for internal use only. GSU Safety & Risk Management will submit the report to ORM in case there is a liability claim.

Accident/Incident Investigators

An investigation is for the purpose of collecting factual accounts of an accident. Investigations can determine cause, eliminate blame, and prevent recurrence.

All levels of administrators and supervisors investigate accidents. The most important investigator is the first-line supervisor OR GSU police, who first arrives at the scene of the accident because:

- Knows most about the situation.
- Has a personal interest in identifying cause of the accident?
- Can communicate more effectively with the workers.
- Can take immediate action to prevent an accident from recurring.

What, When, and Why of Accident Investigation

STEPS TO CONDUCT AN INVESTIGATION

- STEP 1. Explain to the employee/client/visitor that your only interest is to prevent recurrence.
- STEP 2. Express concerned for him/her.
- STEP 3. If possible, conduct the interview at the scene of the accident–this reduces the possibility of mistakes and avoids embarrassment.
- STEP 4. Ask the person to state clearly their version of the accident. Do not make judgmental remarks.
- STEP 5. Ask any questions necessary–the key word is necessary. Limit your questions, as much as possible, to facts.
- STEP 6. Repeat the person’s version of the event as you understand it. It assures complete understanding between yourself and the employee as to what actually took place.
- STEP 7. Close the interview on a positive note.

Vehicle Accidents

1. **Vehicle accidents involving state-owned vehicles, personal vehicles, or rented/leased vehicles being used on State business in which there are no injuries to the employee**
 - must be reported on Form DA-2041- “Accident Report- Louisiana State Driver Safety Program”.
2. **Vehicle accidents involving state-owned vehicles, personal vehicles, or rented/leased vehicles being used on State business in which there were injuries to the employee**
 - must be reported on Form DA-2041- “Accident Report- Louisiana State Driver Safety Program”.

*If the injuries require medical attention, the employee’s supervisor must **ALSO** Report the incident to Human Resources (Workers’ Compensation).

JOB SAFETY ANALYSIS

Job Safety Analysis (JSA) is a component of incident/accident investigation. Incident/accident analysis and safety training is one of the first steps because a hazard must be recognized before it can be eliminated.

Job Safety Analysis (JSA’s) is a process of determining physical requirements, environmental conditions and safety factors relating to a specific job or task. JSA’s are best used for stationary or repetitive production tasks or product movement, in which the job, equipment and work environment change very little. [JSA Form](#)

Safe Operating Procedures (SOP’s) are written step-by-step procedures for a specific non-repetitive task which may be hazardous or critical. The purpose of an SOP is to provide written guidance for a particular task such that any qualified person can successfully and safely complete the task. SOP’s are best developed and used for highly skilled jobs and when the equipment and

work environment change often. For example, an SOP with appropriate warnings and cautions, would best be developed and used for tasks such as confined space entry, maintenance tasks, lockout-tagout, welding operations, system startup and shutdown.

PURPOSE: JSA is hazard prevention. Hazards may develop after work procedures are designed, or may be the result of a change in the work procedure or personnel.

JSA's/SOP's provide

- PPE determination process
- Resource for supervisors to train new employees
- Control of job steps
- Identification and control of potential hazards
- Benchmark for accident investigation
- Review of employee performance

RESPONSIBILITY:

It is the responsibility of the Department Directors and Supervisors to ensure that JSAs are implemented properly.

Trained and Skilled Employees

1. train new employees
2. provide continuous training to reduce risk

Supervisors

1. use JSAs as performance evaluation tools
2. use JSAs for employee training to identify and mitigate potential hazards
3. use JSAs as accident investigation tools

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 incident/accident analysis.

The PROCESS

- Break down a job into steps
- Identify safety hazards at each step
- Develop safe job procedures for each step

JSA PROCEDURES

STEP 1 Select the job

- JSA's need to be completed when the following occurs: Fatalities, accident trends, new procedure or new job, or new equipment that has a hazard associated with it.
- You can also perform JSAs based on frequency of Accidents, Severity of Accidents, Potential Severity.

STEP 2 Perform the Analysis

- Who is the most qualified person to conduct the JSA– Supervisors of the department where the jobs are performed.
- Employees that actually perform the work are also qualified to conduct the JSA. Getting employees involved in the process helps to “sell the process”.
- Observe performance of task, record each step, review the steps with employee who performed task.

- Avoid common errors **the next three items should be listed as notes/bullets under this one as they are the three common errors.** (Format correction/EM)
- Making the breakdown too detailed so that an unnecessarily large number of steps result or
- Making the job breakdown so general that the basic steps are not distinguishable.
- Make sure steps are in correct order.

TIP: The wording for each step should begin with an action word such as “remove”, “open”, “lift”, etc.

STEP 3

Identify Hazards

- Is there danger of striking against, being struck by, or otherwise making injurious contact with an object?
- Can the employee be caught in caught by or between the objects?
- Is there a potential for a slip or trip?
- Can an employee strain himself/herself by pushing, pulling, lifting, bending, or twisting?
- Is the environment hazardous to one’s health (toxic gas, vapor, mist, fumes, dust, heat or radiation)?

STEP 4

Develop Solutions

- Find a new way to do the job (determine the goal of the operation and select the safest method)
- Change the physical conditions that created the hazard (such as tools, equipment, work area layout)
- Change the work procedure to eliminate the hazard
- Reduce the frequency of its performance and implement administrative controls-Job Rotation
- Use personal protective equipment to protect the employee.

STEP 5

Conduct a Follow-up Analysis

- Supervisors should observe employees as they perform at least one job per month for which a JSA have been completed.
- Purpose of the Observations: To determine if employees are following the job procedures as developed on the JSA.

STEP 6

Use of the Job Analysis

- The JSA provides a learning opportunity for supervisor and employees.
- New employees should be trained using the JSA that pertains to their job assignment(task) and ALL employees should be trained at least annually.
- JSA used for training on infrequent task performed by employees. Document use of.
- The JSA is an incident/accident investigation tool. If a JSA has been completed on a task in which an incident/accident has occurred, the JSA should be reviewed & modified as needed. Document use of.

STEP 7

Maintain Records (recordkeeping)

- JSA should be maintained in the department where they were created.
- JSA should be readily accessible to employees.
- Maintain inventory list of JSA’s that have been developed. The JSA index should include the name of task, date the JSA was completed & the date the JSA was last revised.

The job safety analysis is an incident/accident investigation tool. When incident/accidents occur involving a job for which an analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Perform a JSA on all tasks that have resulted in a trend, death, or a change in job procedures or equipment.

RETURN TO WORK

Policy # 53038 (See University Policies and Procedures)

To ensure the safe and expedient return of Grambling State University employees with job related injuries and illnesses to transitional or regular employment, and to comply with R. S. 39:1547, which requires creation of a return to work program.

Log in: <https://gram.edu/>

Click on: <https://gsunet.gram.edu/>

Click on: University documents and forms

Click on: University policies and procedures

BLOOD BORNE PATHOGEN- Exposure Control Plan

Policy #58001 (See University Policies and Procedures)

GSU Safety and Risk Management Blood Borne Pathogens Exposure Control Plan, view at: <https://gram.edu/offices/hr/docs/HRF24IBLOODBORNE%20PATHOGEN%20EXPOSURE%20CONTROL%20PLAN%20-%20202%20pages.pdf>

The exposure control plan is designed to minimize occupational exposure by identifying potentially exposed employees, routinely employing “Universal Precautions”, and instituting engineering and work practice controls. The plan explains to all employees, Grambling State University’s program for providing personal protective equipment and clothing, training, Hepatitis B vaccination, post exposure evaluation and follow-up, sign and label programs, and other provisions for those who may be exposed.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures, which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Employees shall be classified as “high risk” or “low risk” by the agency

ORM Training Requirements

“High-Risk” exposure employees shall be identified by the agency and listed in the plan.

Workers with high-risk BBP occupational exposure shall receive training within 90 days of hire and at least once per year thereafter.

- Training records shall be maintained for five years.
- Training for high risk employees shall be instructor-led by GSU Safety and Risk Management or qualified professionals.

“Low Risk” (General Office/classroom personnel) shall participate in a BBP awareness/training program within 90 days of employment.

- If there are no BBP events, the awareness/training shall be required every five years thereafter.
- If an Agency’s unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.
- Awareness/training records shall be available for review at the next audit or compliance review and retained for a period of five years.

Exposure Prevention Measures

1. **Wear appropriate-** Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to reach or pass through to the employee’s work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time in which the protective equipment will be used.
2. **Keep Work Area Clean-** Departments will ensure the work-site is maintained in a clean and sanitary condition
3. **Do not eat or drink in non-designated areas-** Departments will post signs where food or drinks are not allowed.

Exposure Procedures

In the event of a spill

1. **Do not attempt to clean up a spill unless authorized to do so.**
2. Contact the GSU Office of Safety and Risk Management or Facilities Management if authorized personnel is not present.

Only certain University personnel are authorized by the GSU Office of Environmental Health and Safety to clean up and decontaminate spills of blood and body fluids.

These personnel include:

- Custodians
 - University Police
 - Office of Environmental Health personnel
 - Instructors/personnel in areas where blood and body fluids are routinely encountered in the course of work.
3. If spill is the result of a personal injury to a staff member, student, or visitor, follow the university procedure for reporting and accident/injuries.

The Exposure Control Plan is available GSU webpage

Log in: <https://www.gram.edu/>

Click on: <https://www.gsunet.gram.edu/>

Click on: Safety and Risk Management

Click on: (Located under Documents) Blood Borne Pathogens Exposure Control Plan

FIRST AID

First Aid is immediate care given to a person who has been injured or who has suddenly become ill. When properly administered, first aid can mean the difference between life and death, between a temporary and a permanent disability or between rapid recovery and long hospitalization.

PURPOSE: to make employees aware of first aid procedures. It is not a complete first aid guide. GSU First Aid Attendants are GSUPD and Foster-Johnson medical staff certified in first aid.

Emergency Numbers:

GSU Police Department.
189 Central Ave, Grambling LA 71245
(318) 274-2222

First Aid Log: no longer required

First Aid Kit and Inventory: First aid supply kits are located in every building. Building inspections will include the check of first aid kits for restocking, performed by the building coordinator or Safety & Risk Management personnel.

FIRST AID PROCEDURES

Serious injury or illness occurs on campus: immediately call 911 and GSU Campus Police (318) 274-2222.

4. Give your name
5. Describe the nature and severity of the medical problem
6. provide the campus location of the victim

Minor injury or employee's illness should be reported to their supervisor to be referred for non-emergency first aid treatment. Client, Non-employee(students), or Visitor injury or illness should be reported immediately to GSU Campus Police at 318-274-2222 for assistance.

In case of serious injury or illness trained personnel* should quickly perform the following steps:

1. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
2. Ask victim, "Are you okay?" and "What is wrong?"
3. Check breathing and give artificial respiration if necessary.
4. Control serious bleeding by direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

***Only persons certified in first aid or with advanced medical treatment shall provide first aid to individuals. GSU First Aid Attendants are GSUPD and Foster-Johnson medical staff certified in first aid.**

DA2000- Employee investigation form that must be completed at the time of every Incident/Accident. Required for all incidents/accidents except auto accidents, Form DA2041 (vehicle accidents). Should be completed by employee's supervisor. Refer to accident investigation section for complete instructions.

[DA2000](#)

DA3000- Visitor/Clients investigation form that must be completed at the time of every Incident/Accident. Should immediately contact GSU Police department or call for assistance. DA3000 should be completed by the officer at the scene. Refer to accident investigation section for complete instructions.

[DA3000](#)

EMERGENCY PREPAREDNESS

Grambling State University strives to provide a safe and healthy campus environment for students, employees, vendors, and visitors. The university seeks to be proactive in implementing processes to prevent threats and/or actual incidents of emergencies and crises and to mitigate the consequences of such incidents should they occur.

It is essential that all staff and faculty members are familiar with potential emergencies and know how to implement this plan in the event one should occur. This plan will serve as a reference for University personnel.

PURPOSE

The Emergency Management Program or Plan provides procedures for the management function and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the university. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergencies. The basic emergency procedures objective is to protect lives and property through effective use of university and community resources.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Grambling State University understands that disasters may happen at any time. The key to a successful recovery is planning ahead and taking the necessary steps to prevent and minimize risk. The Preparedness Program is to ensure that all GSU employees are aware of the developed and implemented plan for the safe evacuation of all persons in the affected area and the rapid control of hazards during life threatening situations.

A copy of GSU's [Emergency Response Plan](#) (Emergency Response Manual) is available on the gram.edu.net webpage.

MISSION

The university will respond to an emergency in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Life Safety
- Priority 2: Incident Stabilization
- Priority 3: Property Conservation

ASSUMPTIONS

The University Emergency Response Plan is constructed on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster.

Hence, the following are general assumptions

- A. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- B. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- C. Disasters may affect residents in the geographical location of the University: therefore, city, parish and federal emergency services may not be available. A delay in off campus emergency services may be expected (up to 48-72 hours).
- D. A major emergency may be declared if information indicates that such a condition is developing or is a probable.

Grambling State University must be prepared to effectively cope with the unique problems that arise in an emergency. Preparedness is critical to protect employees, citizens, clients, students and property against all-natural disasters and other incidents such as

- Fires
- bomb threats
- sabotage
- 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;

- Availability of a well-publicized, flexible, and tested plan
- Clear delineation of the responsibilities of employees

OPERATIONAL CONTROL

The direct operational control of the campus major emergency or disaster is the sole responsibility of the:

- University Emergency Coordinators
- Chief of University Police
- Chief Operations Officer

The coordination of campus emergency resource teams and all emergency operations for Campus Operations or a delegated alternate is the responsibility of the

- Chief of University Police
- Chief Operations Officer

GSU stresses the importance of being prepared in emergencies. Instruction for emergencies should be posted in each facility and office. Emergency procedures should be established, implemented, and monitored by a local office emergency preparedness coordinator.

EMERGENCY PHONE NUMBERS	
University Police Department	318-274-2222
Foster-Johnson Health Center	318-274-2638
Facilities Management & Campus Services	318-274-6162
University Safety and Risk Management	318-274-3174
City of Grambling Police Department	318-274-3771
Ruston Police Department	318-274-4141
Lincoln Parish Sheriff's Department	318-251-5151
State Police	318-345-0000
Local Ambulance Service	318-255-3301
Lincoln General Hospital	318-255-5780
Note: <u>Emergency 911</u>	

REPORTING CRIMES

Contact the GSU Police Department (318) 274-2222 or 911

HAZARD COMMUNICATION PROGRAM

GENERAL POLICY

Grambling State University is committed to providing a safe and healthy work environment for employees. The Grambling State University Hazard Communication Program has been established to improve communication and training associated with hazardous substances. The program is designed to maintain a healthy work environment by increasing employee awareness of hazardous substances used in the workplace. These substances include, but are not limited to, chemicals, paints, inks, glues, cleaning agents, and compressed gases.

PURPOSE

The purpose of the hazard control program is to manage the handling and disposal of hazardous materials and ensure that Grambling State University conducts this management in strict compliance with regulation prescribed by Louisiana's DEQ and U.S. Environmental Protection Agency (EPA).

- Civil penalty can be assessed for each day of continued noncompliance with hazardous waste regulations.
- Criminal penalties can result in fines for each day of violation and a prison sentence imposed for knowingly falsifying a label, manifest, record or report; or transport waste to a facility that does not have a permit; or treats, stores or disposes of hazardous waste without a permit.

The University has established a program for controlling all hazardous materials used by or housed in any facility of the University.

Hazard Communication Training

- New Employees will receive initial Hazard Communication through the Louisiana Employees Online training system, LEO.
- All employees must be provided with information and training on hazardous materials in their work area at the time of their initial assignment (prior to being exposed to a chemical), Also when a new chemical hazard (not previously trained on) is introduced into their work area. Refresher training will be provided if the supervisor determines it is necessary.
- It is the responsibility of immediate supervisors and department heads to insure employees working within their department are fully informed with regard to the procedures for safe handling and use of hazardous chemicals, storage and disposal, appropriate PPE, and SDS training
- Hazard Communication Training is required annually.

Employee rights

Hazardous substances in the workplace, in some forms and concentrations, pose potential acute and chronic health hazards to employees who are exposed to these substances. Departments and employees have a right and a need to know the properties and potential hazards of substances to which they may be exposed. Such knowledge is essential in reducing the incidence and cost of occupational disease.

1. Employees who use or may be exposed to potentially hazardous substances or harmful physical agents shall be informed about the hazards of those substances or physical agents and
2. shall be trained in the precautions to take to prevent exposure and what to do if they are accidentally exposed.
3. No employee shall engage in or be required to perform any task, which is determined to be unsafe or reasonably hazardous.

Department Responsibilities

Safety and Risk Management Office

- Develop, implement, and monitor the Hazard Communication Program.
- Assist departments in complying with program requirements including labeling, Safety Data Sheets (SDS), employee information and training, and record keeping.
- Maintain copies of SDS for hazardous materials provided by the ordering and receiving departments or Purchasing Department.
- Outside contractors working at the university shall be provided information regarding hazards that they may encounter during their work at the university.
- Offer Hazard Communication training annually (Safety Meeting)

Human Resources

- Provide Hazard Communication Training during New Hire Orientation

Departments

- Department Chairs and Directors are responsible for providing the resources to effectively implement this program throughout their department(s), and for establishing systems to ensure departmental compliance

- Develop Standard Operating Procedures for Labs that are clear and useful to lab personnel for training and safety purposes. **Do you need procedures for other departments that have hazardous materials but not necessarily a lab? (?)**
- Ensure that all requirements of the Hazard Communication Program have been met before employees are exposed to hazardous substances under normal conditions of use or in a foreseeable emergency.
- Maintain master file of SDS in each department readily accessible to employees
- Develop and maintain an inventory of hazardous substances present in all work areas within the department.
- When ordering suspected hazardous substances through the Purchasing department via the electronic vendor database, an SDS is requested where one is not currently present in the department.

Purchasing and Support Services

- Forward any SDS received to the GSU Office of Risk Management, noting requesting department's name on the SDS sheet.

Employee

- Employees must first use common sense and good judgment at all times as potential hazards may exist or be created in the work environment, because no single set of safety procedures can guarantee accident free employment or place of employment.
- Each employee assigned to work with a hazardous substance shall read and comply with all hazard communication procedures, whether written or oral, before performing assigned duties.

HAZARDOUS CHEMICAL INVENTORY

Hazardous Chemical- Any chemical or material that has the potential to be harmful to humans or the environment shall be considered hazardous. Examples: “physical hazard”, (toxic, flammables, reactive, corrosive materials) or “health hazard”, (carcinogen, hepatogen, mutagen, etc).

Ignitable Materials- These materials give off heat, smoke, soot, and may disperse toxic pollutants and by-products into the air. Such materials have a flash point below 60 degrees C (140 degrees F). For example, gasoline.

Reactive Chemicals- These materials can explode or produce poisonous gases when exposed to light, air, water, etc., such as oxidizers and sulfides.

Toxic Chemicals- A toxic substance has the potential of injury by direct chemical action with body systems. Almost any substance is toxic when taken in excess. Toxic substances interfere with the function of cells in body tissues, i.e., direct physicochemical corrosion or subtle chemical reaction disrupting biological processes.

Corrosive Chemicals- The materials can cause injury to the skin or body, or destroy their own containers or other materials and can be released into the environment. For example, sodium hydroxide.

Biohazards

Biological hazards include insects, molds, fungi, and bacterial contamination stemming from items such as water, sewage, and food.

Compressed Gases

A compressed gas is any material in a container under pressure. Compressed gas cylinders contain a large amount of energy which, if released improperly, can result in serious injury. These gases can be toxic, flammable, or corrosive.

Cryogenic Liquids

Cryogenic liquids and compressed gases have many properties in common, hence many common hazards exist. Freezing or frostbite of tissue is a common hazard related to the use of cryogenics.

Listed Waste- Materials regulated by U.S. EPA as hazardous waste.

Laboratory/Hazardous Materials Safety in Workplace

Employees must be cooperative and take responsibility for safety in the lab. Failure to follow regulations, could lead to disciplinary action under the university's disciplinary rules as well as State and Federal regulations. Every university department with chemical laboratories or using chemicals must establish a chemical safety committee or appoint someone to be responsible for the safety program within that department.

Chemical Labels and Safety Data Sheets (SDS)

New Hire Orientation and Annual training describes in detail the hazard labels and SDS.

Labels provide the following information

1. **Product Identifier** matching the product identifier on the safety data sheet
2. **Supplier Information** including name, address and phone number of responsible parties
3. **Precautionary Statement(s)** that provide important information on the safe handling, storage and disposal of the chemical
4. **Pictogram(s)**, black hazard symbols on white background with red diamond borders that provide a quick visual reference of hazard information
5. **Signal Word** either "Danger" or "Warning" depending upon severity
6. **Hazard Statement(s)** that describe the nature of the hazard and/or its severity

Safety Data Sheets (SDS)

SDS are 16-section multi-page documents that contain more detailed information about a chemical than the container label.

Section 1 - Identification

Section 2 - Hazards Identification

Section 3 - Composition/ Information on Ingredients

Section 4 - First Aid Measures

Section 5 - Fire-fighting Measures

Section 6 - Accidental Release Measures

Section 7 - Handling and Storage

Section 8 - Exposure Controls /Personal Protection

Section 9 - Physical / Chemical Properties

Section 10 - Stability & Reactivity

- Section 11 - Toxicological Information
- Section 12 - Ecological Information *
- Section 13 - Disposal Considerations *
- Section 14 - Transport Information *
- Section 15 - Regulatory Information *
- Section 16 - Other Information

Handling Chemicals

The following general guidelines are to be used when handling any hazardous material. Laboratory personnel are expected to know these general rules, plus any other rules that apply to the specific chemical that is being used.

1. Personal Safety

- a. Employees avoid all distractions. Make sure that someone knows that you are conducting an experiment using hazardous chemicals and what to do in case of an emergency.
- b. When in the laboratory, do not:
 - 1. Store food in refrigerators designated for chemical storage
 - 2. Eat
 - 3. Drink
 - 4. Apply cosmetics

2. Proper Clothing

- a. Wear a lab coat or safety apron at all times during experimental procedures.
- b. Wear chemical resistant eyewear when working with chemicals.
- c. Do not wear contact lenses in the laboratory.
- d. Do not wear sandals or open-toed shoes when handling chemical solutions.
- e. Confine long hair when working around mechanical equipment or ignition sources.
- f. Wear the proper type of gloves when working with chemicals that can be absorbed by the skin.
- g. Always wear appropriate (issued) radioactive monitoring devices when working with radioactive materials.
- h. Work in a fume hood when working with volatile chemicals.

3. Contact with Chemicals

- a. Use mechanical pipetting aids for all pipetting procedures (Do not pipette anything by mouth).
- b. In the event of contact:
 - 1. Flush the skin or eyes with water and remove any contaminated clothing.
 - 2. Report to hospital if eye contact or serious skin contact with chemicals occur.
 - 3. Clean up any small chemical spills immediately and properly dispose of the waste materials

4. Important Precautions:

Always:

- a. Locate and be familiar with the proper use of emergency showers, fire extinguishers, blankets, and eye wash fountains.
- b. Conduct work with hazardous chemicals under in a properly functioning chemical fume hood when need is present.
- c. Read labels on hazardous materials before using them
- d. Consider any unlabeled chemical solution hazardous until it is identified and disposed of in the proper manner.
- e. Discard any chemicals that have changed in color or appearance
- f. Remember, when diluting acids, add strong to weak.
- g. Assemble apparatus so the control valves and switches will remain accessible should a fire occur
- h. Use approved cabinets for storing of chemicals.
- i. Observe and comply with all safety and warning labels or signs
- j. Store heavy pieces of glassware on lower shelves, and light pieces on upper shelves. Store tall pieces at the back and smaller ones toward the front of the shelf.
- k. Use electrical equipment with grounded plugs (3-pronged)
- l. Use explosion-proof electrical equipment in working with flammable chemicals
- m. Maintain good housekeeping throughout the laboratory
- n. Keep aisles free of obstructions
- o. Keep laboratory sink, work benches, etc., clean
- p. Store flammable liquids in an appropriated explosion-proof refrigerator

Never:

- a. Work alone in the laboratory when conducting test involving hazardous chemicals
- b. Inhale chemical vapor directly; if it is absolutely necessary to smell a chemical, wave your hand over container opening
- c. Leave experiments running unattended.
- d. Use flammables around sources of ignition
- e. Pick up a piece of equipment that is suspected of being hot with your bare hands.
- f. Use chipped or broken glassware
- g. Use a towel to clean up broken glass
- h. Store glassware higher than a person can reach
- i. Use frayed or damaged extension cords

CHEMICAL SPILL PROCEDURES

1. Immediately leave the area
2. Notify others in the area, to prevent contamination of additional personnel and environment.
(If spill occurs inside a building, close all doors leading to contaminated area)
3. Remove any contaminated clothing and read the label or SDS for emergency procedures.
4. Wash exposed areas of skin with soap and disinfectant.
5. Inform Supervisor, if available.
6. Contact University Police at (318)274-2222

BIOLOGICAL SPILL PROCEDURES

1. Notify others in the area, to prevent contamination of additional personnel and environment.
(Close door, and post with a warning sign)
2. Remove any contaminated clothing and wash exposed skin with disinfectant.
3. Wash exposed areas of skin with soap and disinfectant.
4. Inform Supervisor, if available.
5. Contact University Police at (318)274-2222

EMPLOYEES REFER TO HAZARD MATERIAL LABELING OR SDSs FOR THE PROPER STORAGE, USAGE, HANDLING, DISPOSAL, AND PROPER USE OF PPE FOR ANY HAZARDOUS MATERIAL.

DRIVER SAFETY PROGRAM

The Office of Safety and Risk Management maintains employee driver licenses solely for the Safety Driver Program. The Office of Risk Management, in accordance with LAC Title 37. [2.1.1] Its purpose is to provide a systematic screening, training, and accountability method for employees and supervisors required to assign or drive state-owned or personal vehicles on state business.

The Safety Driver Program does not include every employee. The Office of Safety and Risk Management obtains a copy of current driver's licenses from employees that seek driving privileges. Authorized driver privileges are not mandatory, and the employee must maintain current driving privileges. However, monthly reminders will be sent through email to the GSU distribution list from safetyandriskmana@gram.edu to remind employees to check their authorized driver status.

PURPOSE/OBJECTIVE

This Policy aims to reduce accidents, injuries, and property damage caused by motor vehicles. This Policy will:

- Identify the various vehicular travel options for employees traveling on State business.
- Specify the requirements for a University employee to be certified to drive a vehicle when conducting State business.
- Provide instructions on how an employee should respond should they be involved in a vehicular accident while conducting State business.
- Make recommendations on how to safely operate a vehicle and reduce your risk of being involved in a traffic accident.

STATEMENT OF POLICY

According to the guidelines set forth by the Louisiana Office of Risk Management, Grambling State University's Driver Safety defines the requirements and procedures necessary to drive on state business for GSU. For many, driving a vehicle is an essential part of our everyday operations, which increases our vulnerability to risk. Although accidents will occasionally occur, being a good defensive driver lessens our exposure to

incidents. It is essential that every driver accept personal responsibility for their well-being and for others who must share the road. It is the personal responsibility of all drivers to know and follow the traffic laws of the jurisdiction in which they are traveling and to know they will be held personally accountable for any related violation.

This Policy complies with the Louisiana Office of Risk Management, Loss Prevention Unit's regulations as derived by L.A. R.S.39:1543.1C and R.S. 49:950-968 (commonly referred to as "PPM49"), which is enforced by the Louisiana Office of State Purchasing and Travel.

APPLICABILITY

This Policy applies to all employees of Grambling State University (GSU) who operate or drive personal or rental vehicles or state-owned vehicles on official University business during their employment.

Definitions

Authorization and Driving History Form (DA 2054) Record that the University on each employee who drives on state business. The form includes the following information:

1. The employee's current personal information (name, license number)
2. Employment information (supervisor)
3. When an employee was authorized to drive
4. The date of their last Driver Training Course
5. Certification by the employee that they maintain liability insurance as required by state law
6. The signature of the Agency Head (GSU President) or his designee authorizing the employee to drive (GSU Safety and Risk Management Director or Manager)

Authorized Driver:

An employee of GSU that has completed the following steps:

1. Taken the Office of Risk Management (ORM) Defensive Driving Course and sent the certificate to the GSU Office of Safety and Risk Management.

NOTE: Complete the ORM Defensive Driving course through [LEO](#), and print the certificate. (BOTH Human Resources and the GSU Office of Risk Management need copies)

2. Filled out ***DA 2054*** and sent it to the GSU Office of Safety and Risk Management.
3. The GSU Safety and Risk Director or Manager has reviewed the official driving history, signed ***DA 2054***, and added the driver to the published, signed, authorized driver list online at www.gram.edu Safety and Risk Management.

Designee: Individual(s) specially designated by the Department/Agency Head to act on their behalf.

Employee: Any individual that receives a paycheck from GSU including, but not limited to: faculty and staff, adjunct faculty, full-time employees, part-time employees, probation/temporary employees, casual wage employees, student

workers, graduate assistants and, in some cases, participants in grants who are required to operate/drive motor vehicles on official University business in the course of the grant fulfillment.

Guilty Plea: The admission of guilt from the defendant to each charge of the commission of a violation.

High-Risk Driver: Individuals having three or more convictions, guilty pleas and nolo contendere pleas for moving violations, or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within the previous twelve (12) month period.

Hit and Run: The intentional failure of the driver of a vehicle involved in or causing any accident to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.

Moving Violation: A violation which occurs whenever a vehicle is in motion. Examples of moving violations include speeding, running a stop sign or red light, driving without a license, and making a left turn from the right-hand lane.

Negligent Injury: The inflicting of any injury upon the person of a human being when caused proximately, or caused directly, by an offender engaged in the operation of, or in the actual physical control of, any motor vehicle, watercraft, or other means of conveyance whenever any of the following exist:

1. The operator is under the influence of alcoholic beverages.
2. The operator's blood alcohol concentration is 0.08 percent or more.
3. The operator is under the influence of a controlled dangerous substance listed in Schedule I, II, III, IV, or V as outlined in **R.S. 40:964**
4. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without prescription.
5. The operator is under the influence of one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without a prescription, and the influence is caused by the operator knowingly consuming quantities of the drug(s) that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.

Nolo Contendere: “No Contest” – has the same effect as a guilty plea as far as sentence but may not be considered as an admission of guilt for any other purposes.

Reckless Operation: The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.

State Business: Any legal and lawful activity conducted/engaged in by an employee or agent of the State of Louisiana, on behalf of and benefiting the State in the course and scope of their duties.

Unauthorized ("NOT Authorized") Driver: A driver shall be considered "NOT Authorized" if any of the following occur:

1. Meets the definition of a high-risk driver.
2. Does not complete/pass the ORM-recognized driver course within the allowed period.
3. Does not hold a valid driver's license.
4. Official Driving Record (ODR) is not cleared of all flags.
5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.
6. The driver is a student not employed by the State of Louisiana.

University Vehicle: (State Vehicle) means any vehicle owned, leased, and rented by Grambling State University. It also includes any privately-owned vehicle used in due course and scope of employment.

Vehicular Accident: Any collision in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage (regardless of who was injured, what was damaged or to what extent, where the collision occurred, or who was responsible).

A. Policy Procedures

GSU Driver Safety Program Enrollment

1. A University employee must be named an Authorized Driver by the University to operate any motor vehicle during their employment.

Employees are responsible for verifying that they are Authorized drivers before operating any motor vehicle during their employment.

A list of current Authorized Drivers is published and maintained by the GSU Office of Safety and Risk Management. The list is accessible by visiting <http://www.gram.edu> search Safety and Risk Management Department. Click on the link for Driver Safety Program, followed by clicking on the link for [Current Authorized Driver List](#).

2. ONLY current employees of GSU may be authorized Drivers.
This excludes: students who are not employees, vendors, candidates for future GSU employment, volunteers, etc.
3. Prior to becoming an Authorized Driver for the GSU, each employee must meet the following driver's license requirements:
 - a. Each employee must have a valid and properly classed driver's license for the type(s) of vehicles operated during the course of their employment.
 - b. Employees who have established a domicile in Louisiana must obtain a Louisiana driver's license within thirty (30) days of the establishment of a domicile. A valid Louisiana driver's license from

the State Office of Motor Vehicles is a requirement of enrolling in the GSU Driver Safety Program.

- c. Student workers and graduate assistants who are from out of state are not required to obtain a Louisiana driver's license as long as they maintain the status of being a "student" and have a valid, properly classed driver's license from their home state.
 - d. Student workers and graduate assistants who are international students are required to obtain a Louisiana driver's license prior to enrolling in the Driver Safety Program. GSU cannot accept a driver's license from another nation/country because driving laws vary so greatly on an international basis.
 - e. Employees who maintain their permanent residence in another state within commuting distance (less than 90 miles) to their daily job location at the University are not required to get a Louisiana driver's license. For example, someone living in Camden, Arkansas or Marshall, Texas and working at the GSU in Grambling, LA is not required to get a Louisiana driver's license.
4. In order to become an Authorized Driver for GSU and maintain authorized driver status, all Authorized Drivers shall maintain a personal automobile insurance policy that meets the insurance requirements of the State of Louisiana as outlined in [R.S. 32:900](#). Proof of insurance may be requested at any time by the Agency Head and/or their designee for administering the driver safety program.
 5. Any employee who applies to become an Authorized Driver for GSU will not be approved if the employee is classified as a high-risk driver. The Louisiana Office of Risk Management classifies a high-risk driver as any individual who meets the following requirements:
 - a. Having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous twelve (12) month period, or
 - b. Having a single conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or any similar violation within the previous twelve (12) month period.
 - c. If an Authorized Driver becomes a high-risk driver, they shall immediately be removed from the Authorized Drivers list for a twelve (12) month period from the date of discovery.
 6. Any employee who applies to become an Authorized Driver for the University shall complete an approved defensive driving course. The Louisiana Office of Risk Management provides a computer based defensive driving course online. The course is offered through [LEO](#). Additionally, All Authorized Drivers are required complete the Defensive Driver Training course at least once every three years.
 7. Employees must fully complete the Authorization and Driving History Form ([DA 2054](#)). Do not sign the section for Agency Head/Designated Individual. Please

ensure that all entries on the form are clearly printed and/or typed so that the form can be easily read.

8. All new employees who plan to apply to become an Authorized Driver for GSU are required to complete the online defensive driving course within ninety (90) days of hire date.
9. A copy of both the Authorization and Driving History Form ([DA 2054](#)) and proof of completion of the defensive driving course should be retained by the Authorized Driver.
10. The original Authorization and Driving History Form ([DA 2054](#)) and the original copy of the defensive driving course completion certificate are submitted to the GSU Office of Safety and Risk Management. An official driving history shall be submitted to the GSU Office of Safety and Risk Management from anyone maintaining an out-of-state drivers' license and domicile at the operator's expense.
11. The GSU Office of Safety and Risk Management is located in the Facilities Management Building. Forms may be submitted by personal delivery. Fax, email, and scanned submissions are not acceptable because original signatures must be kept on file to satisfy audit requirements.
12. The GSU Office of Safety and Risk Management will review all documentation and order official driving records from the Louisiana Office of Motor Vehicles. Once all documentation is completed and signed correctly and submitted, defensive driving training is documented, and the official driving record has been reviewed and verified to comply with all requirements of GSU's driver safety policy, then an employee's name may be added to the list of Authorized Drivers
13. Authorized Drivers shall be authorized for no longer than one year.
 - a. The GSU Office of Safety and Risk Management will order and review a copy of the Authorized Drivers' official driving record (ODR) from the State Office of Motor Vehicles each year. The GSU Office of Safety and Risk Management will order and review each ODR for seven additional years following the initial authorization.
 - b. Authorized Drivers must repeat Defensive Driving Training and submit the defensive driving certificate every three years.
 - c. GSU employees who have an out of state driver's license are responsible for submitting an official driving record from their state at least thirty days in advance of their annual Authorized Driver expiration date.
14. A new Authorization and Driving History form ([DA 2054](#)) must be completed and submitted to the GSU Office of Safety and Risk Management within thirty (30) days in the event of name change, class of license change, driving restriction change, or change in status of issuance (i.e. name change in case of marriage/divorce, class change from E to D, or from out-of-state license, etc.

Policy Management and Responsibilities

Human Resources:

1. Provide Defensive Driver Training through LEO to all new employees within the first 30 days of hire.
2. Provide a method to notify employees when to renew training.

Supervisors:

1. Supervisors shall ensure that only Authorized Drivers operate motor vehicles for official University business.
2. **Upon renewal** Supervisors shall provide adequate time and resources for each employee to complete the online defensive driving course.
3. Supervisors shall ensure that all motor vehicle accidents and incidents are properly reported and that all documentation is properly filed and maintained.
4. Supervisors shall report to the GSU Office of Safety and Risk Management any reports that they receive from Authorized Drivers regarding revocation of their driver's license, any moving violations, etc. These reports shall be made within one business day.

Authorized Driver:

1. **Submit to the GSU Office of Safety and Risk Management**
 - a. A copy of Defensive Driver Training
 - b. Valid Driver License
 - c. Completed Driving Authorization and History Form ([DA 2054](#))
2. The Authorized Driver certifies that as a condition of driving any vehicle on official University business, he/she has and will maintain at least the minimum liability coverage as required by [R.S. 32:900](#).
3. Authorized Drivers shall be responsible for utilizing all appropriate vehicle safety restraints (i.e. seat belts) for themselves and for ensuring that all passengers are appropriately restrained as required by Louisiana law.
4. Authorized Drivers shall not use a Wireless Telecommunications Device while driving in a state owned, leased, or private vehicle that is being driven on state business.

This includes writing, sending, or reading a text-based communication and engaging in a call.

Exceptions:

- Report a traffic crash, medical emergency, or serious road hazard.
- Report a situation in which the person believes his personal safety is in jeopardy.
- Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.

- Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.
 - Use of a Wireless Telecommunications Device is permissible for passengers in such vehicles.
- 5. Report unsafe conditions and report any accident involving any vehicle that is being used for official University/state business.
- 6. Immediately report any revocation of their driver's license or any moving violations received, to their supervisor no later than the next scheduled workday. This reporting requirement applies whether the Authorized Driver is driving on official University business or on personal business.
- 7. Authorized Drivers must repeat the online defensive driving course within ninety (90) days of any conviction of a moving violation and provide certification to the GSU Office of Safety and Risk Management.
- 8. If assigned to a University/state owned vehicle, Authorized Drivers must complete
 - The Preventive Maintenance Form located in the University/state owned vehicle.
 - The Daily Vehicle Log

The Preventive Maintenance Form and Daily Vehicle Log should be kept in the vehicle and turned in by the Authorized Driver GSU Property and Receiving monthly.

GSU Office of Safety and Risk Management:

1. Review submitted documents and certified that each applicant has completed an ORM recognized and approved defensive driving course.
2. Request (in state only) DMV record
3. Email status update to employees
4. Place employees on the approved Driver Authorization List. Distribute list through OneDrive to the Controller's Office, Internal Auditor, and make accessible at <http://www.gram.edu> search Safety and Risk Management Department.
5. May of each calendar year, The GSU Office of Safety and Risk Management will review official driving records (ODR) from the Louisiana Department of Public Safety. Out of state (within 90 miles of GSU) Authorized Drivers will need to provide the GSU Office of Safety and Risk Management a copy of their ODR.

Verification of each ODR includes:

1. Verify that the applicant's name, address, and driver's license number match information on the Driving Authorization and History Form ([DA 2054](#))
2. Examine the driver's license expiration date to ensure that the license has not expired. Review the driver's license class and any restrictions that may affect the Authorized Driver's ability to drive.
3. Review for any violations received by the Authorized Driver in the past twelve (12) months and determine whether these violations meet the "high-risk driver" classification by the Louisiana Office of Risk Management. Ensure that the following flags are not noted on the official driving record (ODR):

1. NI = No Insurance
2. SUS = Suspended
3. REV = Revoked
4. CAN = Cancelled
5. Any other such indicator that classifies the license as invalid

Accident Reporting – Properly Reporting a Motor Vehicle Incident/Accident

1. A motor vehicle accident is defined as any incident in which the motor vehicle comes in contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where the accident occurred, or who was responsible.
2. All motor vehicle accidents shall be properly reported regardless of the circumstances and regardless of the amount of damage sustained.
3. All motor vehicle accidents shall be reported to the appropriate police agency, regardless of the severity of the accident.
 - The Authorized Driver shall request that the responding police agency complete a police report detailing the accident.
 - The Authorized Driver for the University should obtain instructions and contact information for ordering a copy of the official police report once the report is completed.
 - The Authorized Driver shall make no statements, except to the police, about how the accident happened. No statements shall be made about fault, payment of damages, etc. If possible, the Authorized Driver shall obtain the names, addresses, and daytime telephone numbers of all witnesses to the accident.
4. All motor vehicle accidents shall be reported by the Authorized Driver to their immediate supervisor and to the GSU Office of Safety and Risk Management on the day of the accident. The Authorized Driver shall fully complete a Louisiana State Driver's Accident Report Form ([DA 2041](#)).
5. If the Authorized Driver who was involved in the accident is not able to complete the Louisiana State Driver's Accident Report Form (DA 2041), then the driver's supervisor shall complete the report to the best of his/her ability for the Authorized Driver.
6. The Louisiana State Driver's Accident Report Form (DA 2041) shall be completed for all vehicles being used for official University/state business. The report form should note whether or not the vehicle is University/state-owned, rented or personal.
7. The [DA 2041](#) form shall be completed within 24 hours of all accidents and forwarded to the GSU Safety and Risk Management Director or Manager located at 1 Facilities Drive (Facilities Management Building). The [DA 2041](#) form can be downloaded from https://www.doa.la.gov/media/jeee45jn/da_2041.pdf

The GSU Office of Safety and Risk Management, the Louisiana Office of Risk Management (ORM), and any authorized agencies may complete a detailed accident investigation of each accident. Authorized Drivers shall fully cooperate with all investigations. If the investigation determines that GSU Driver Safety Program policies and procedures were not followed, then the Authorized Driver may be removed from the driver safety program and no longer be authorized to operate State/University owned vehicles. Depending upon the circumstances, disciplinary action may be warranted in accordance with State Civil Service policies and procedures.

Exclusions

Authorized Contractor:

The Department Head or his/her designee is allowed to deem contractors as authorized travelers for official state business only. An executed [DA2055](#) form is required, along with the driver's ODR, in advance of the authorized travel.

FIRE SAFETY and PREVENTION

The Fire Safety and Prevention Program is designed to educate Grambling State University faculty, staff, and students on how to avoid fires and fire related injuries, create awareness of fire deaths and injuries and their common causes, and to inform faculty, staff, and students of their personal responsibility toward fire safety and injury prevention.

It is the responsibility of all GSU employees and students to acknowledge fire alarms. Never assume someone else has contacted the appropriate authorities. The GSU Campus Police should be contacted immediately at (318) 274-2222.

RESPONSIBILITIES

Safety and Risk Management

1. Conduct annual fire drills
2. Maintain fire drill records for audit
3. Coordinate with Maintenance on alarm repairs
4. Ensure that annual training is provided

Facilities and Maintenance

1. Address all necessary repairs to alarm systems in a timely manner.
2. Serve as 1st responders to alarms
3. Maintain possession of an elevator key

GSU Police Department

1. Contact the Fire Department
2. Respond to the location to assist with employees and student's evacuation
3. Maintain possession of an elevator key

GSU Housing

1. Educate all students on the fire safety i.e. rules and fire prevention
2. Conduct fire drills
3. Maintain records of fire drills
4. Send out reminders to students on fire safety and prevention

Faculty & Staff

As a life safety precaution, we must respond to all fire alarms

1. Acknowledge and response accordingly to fire alarms

2. Serve as active leaders during fire drills leading the students out of the buildings to the designated safe zones

FIRE DRILLS Grambling State University is required to conduct one drill per building per spring or fall semester, resulting in two drills per year.

Purpose

1. To prepare building occupants for the exiting of a building during a fire or related building emergency. Fire drills will be used as an opportunity to:
 - Assess the occupants' knowledge of drill procedures, location of fire exits, and the sound of the fire alarm.
 - Identify problems with fire alarm components.
 - Monitor the evacuation of the building.
 - Provide information on the amount of time it takes to evacuate a building.
2. To meet the requirement made by the State of Louisiana Office Of Risk Management for an annual fire drill to be conducted in all state owned or leased buildings. This requirement is based upon federal regulations (29CFR1910.38) and National Fire Protection Association Standard (NFPA 101, Life Safety Code, Section 4.7).

When the alarm sounds:

1. Assemble all present at the pre-determined accountability site. The Building Coordinator will verify all persons have exited the facility with the assistance of university staff on-site during drill, (GSU Maintenance staff, GSUPD, etc.).
2. Report student status (missing, injured) to the Building Coordinator or appropriate emergency personnel.
3. NOT allow students to re-enter the building until verbal clearance has been given by appropriate emergency personnel at the scene.

SAFE ZONES

Pre-determined areas are posted outside every building. Signs read "Assembly Area"

Documentation

1. A Fire Drill Report (Form 7.17) shall be completed by the GSU Office of Safety and Risk Management and designated building coordinators for academic buildings and the Housing Department for residential buildings.
2. The Fire Drill Report shall be placed on file in the GSU Office of Safety and Risk Management.
3. Fire systems found to be non-compliant shall be noted in the Fire Drill Report and reported to the GSU Facilities Management for repair or corrective action.

Non-Compliance

According to the National Fire Protection Association Standard, NFPA 1, Fire Prevention Code, Section 3.2.2, "Drills shall include suitable procedures to ensure all person's subject to the drill participate." The fire drill plan covers all persons in the building, and everyone must leave the building during the drill period. Any person failing to comply with fire drill procedures is subject to being escorted out of the building by University Police.

1. The GSU Office of Safety and Risk Management shall report incidents of employee non-compliance to the employee's immediate supervisor for further review and corrective action.

2. The GSU Office of Safety and Risk Management shall report incidents of student non-compliance to the Dean of Student Services for consideration of corrective or disciplinary action.

Fire Extinguishers- General Description

Fire extinguishers are designed to fight small fires.

- Find out where they are located and what kind of fires they are designed to fight.
- Learn in advance how to operate them properly.
- Do not block access to extinguishers.
- Report all extinguishers that are missing, damaged, or have been discharged.
- Do not empty fire extinguishers as a prank.

Extinguishers mounted in cabinets, wall recesses, or brackets are placed so that the operating instructions are visible. Extinguishers should never be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.

Yearly inspections are performed on the fire extinguishers to checked and/or maintained, tagged, and dated.

Fire extinguishers come in various shapes, sizes, colors, and types. They shall only be used on the type of fire for which they are rated. Before an emergency arises, it is recommended that all employees read and understand the directions of the fire extinguisher(s) in their area.

HOW TO USE A FIRE EXTINGUISHER: The method described below is a standard application for how to use a fire extinguisher; however, it is highly recommended that all employees/students read and understand the directions on the fire extinguisher(s) in their area.

- **P**ull the pin. (Some may require pressing a puncture lever or releasing a lock hatch.)
- **A**im the extinguisher nozzle or cone at the base of the fire.
- **S**queeze or press the handle.
- **S**weep from side to side at the base of the fire until it appears to be out.

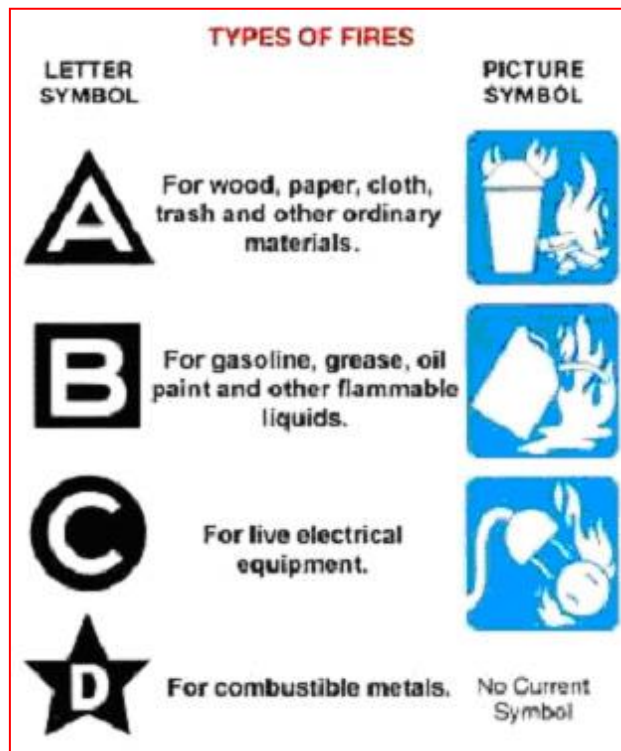
With a water extinguisher, place your finger over the nozzle to create a mist. Stop the extinguisher, check the fire area, and (if necessary) continue your extinguishment efforts. Always back away from a fire so you will not be caught.

TYPES OF EXTINGUISHERS

1. A WATER extinguisher is designated by an “A” inside a GREEN TRIANGLE on the label and is easily recognized by its silver container. This extinguisher is only to be used on Class A type fires. CAUTION: Do not use on electrical fires.
2. A CO₂ extinguisher is designated by a “B” in a RED SQUARE and a “C” in a BLUE CIRCLE on the label and is easily recognized by the large black discharge horn. This type of extinguisher is only to be used on Class B and/or C type fires. CAUTION: Do not use in a confined space.

3. MULTI-PURPOSE and ORDINARY DRY CHEMICAL extinguishers are designated by: an “A” inside a GREEN TRIANGLE, a “B” inside a RED SQUARE, and a “C” inside a BLUE CIRCLE on the label respectively. These types of extinguishers are only to be used on Class B and/or C type fires, while multi-purpose dry chemical can also be used on Class A type fires. CAUTION: Respiratory irritant, if inhaled
4. HALON 1211 extinguishers are labeled by the same designations as a multi-purpose dry chemical extinguisher, “ABC.” Halon is usually packaged in a red container similar to a dry chemical extinguisher, but it is usually not recognizable until the label is read. This extinguisher is for use on Class A, B, and C type fires. CAUTION: Do not use in a confined space. NOTE: A Halon 1211 or CO₂ fire extinguisher is recommended for use in computer rooms or in areas where electronic equipment is located. Dry chemical and water extinguishers are not. Halon extinguisher is located in the IT Department in Jacob T. Stewart.

The diagram is an description of the types of Fire Extinguishers to use in the event of a fire.



GSU FIRE SAFETY MEASURES

FIRE ALARMS

Activation of the protective system shall occur by any or all of the following means but are not limited to:

- *Manual fire alarm initiation*
- *Automatic heat detection*
- *Automatic smoke detection*
- *Extinguishing system operations*

Each manual fire alarm station of a system shall be accessible, unobstructed, visible, and of the same general type.

Audible alarm indicating devices shall be of such character and so distributed as to be effectively heard above the ambient noise level obtained under normal occupancy conditions.

The fire alarm and heat/smoke detection system shall be tested periodically, and the test results recorded. The general evacuation alarm shall operate throughout the entire building.

Each employee shall:

- Know where alarms are located and learn how to activate them.
- Alert as many people in the building as possible and evacuate the building when you hear a fire alarm.

SMOKE DETECTORS

Smoke detectors are usually alert while there is still time to escape. Remember, smoke is the greatest danger in a fire.

- Check their location near your room.
- Do not hang things over them or cover them up.
- Test regularly, if authorized to do so.

SPRINKLER SYSTEMS

Sprinkler Systems are designed to fight fires that have become too large to handle with a fire extinguisher. If a Sprinkler System becomes activated, evacuate the building and notify Campus Police.

EXIT AND MEANS OF EGRESS

- Exits shall be so located, and exit access shall be so arranged that exits are readily accessible at all times.
- Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel.
- Ways of exit access and the doors to the exits to which they lead shall be clearly recognizable.
- Do not cover exit doors with:
 - o Hangings or draperies that may conceal or obscure any exit.
 - o Mirrors - Mirrors may confuse the direction of the exit.

Exit Signs

- Every required sign designating an exit or way of exit access shall be so located and of such size, distinctive color, and design as to be readily visible and shall provide contrast with decorations, furnishings, or equipment that impair the visibility of an exit sign.
- There shall not be any brightly illuminated sign, display, or objects in or near the line of vision to the required exit sign of such a character as to detract attention from the exit sign.

- A reliable light source shall suitably illuminate every exit sign. (Externally and internally, illuminated signs shall be visible in the normal and emergency lighting mode).
- A sign reading “EXIT” or similar designation with an arrow indicating the direction of the nearest approved exit shall be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.

Fire Exits

- Know how to find them, even if it is dark and smoky.
- Do not use them as porches or balconies; keep them free of obstructions such as plants, bicycles, storage boxes, etc.

Panic Hardware for Required Exits

Panic hardware consists of a door latching assembly incorporating a device that releases the latch upon applying a force in the direction of exit travel. Only approved panic hardware shall be used.

Panic hardware shall not be equipped with any locking or dogging device, set screw, or other arrangements that can be used to prevent the release of the latch when pressure is applied to the release bar.

Fire Doors

Fire doors prevent fire and smoke from spreading and provide a safe escape route. You must keep fire doors closed at all times, except that doors with automatic (syntonic) closers should remain open—they will close by themselves in the event of a fire.

- Report any that need repair or have been propped open.
- Do not block access to fire doors.

Locking or Obstructing Exits and Passageways

A door shall be so arranged as to be readily opened from the side from which egress is to be made at all times when the building served thereby is occupied. A latch or other fastening device on a door shall be provided with a knob, handle, panic bar, or different simple types of releasing device; the method of operation shall be noticeable even in darkness.

The minimum width of exit access shall be 36 inches for new buildings and 28 inches for existing, per NFPA 101 (Passageways, doors, and exits shall be free from obstructions).

SMOKING IS NOT ALLOWED IN ANY UNIVERSITY BUILDING.

Housekeeping

- Store trash away from heat.
- Empty wastebaskets often.
- Keep exits clear of possessions and trash at all times.
- Store combustibles away from heat.
- Store flammable liquids (including paint and remover) in proper metal containers. Store aerosols properly. Store all in an approved area, never inside your room or building.

Appliance Use

- Use appliances according to instructions.
- Do not leave heat-producing appliances unattended. Unplug them when not in use, and let them cool before storing. Do not cover ventilation openings on TVs, stereos, and radios.
- Unplug all appliances before leaving on vacation.
- Check appliances for damaged cords and circuits. Have faulty appliances repaired or discard them.
- Do not overload circuits by plugging too many appliances into one outlet. Request additional power sources through the GSU Maintenance Department for proper installation.

Other Precautions

- Decorate for holidays or parties with flame-retardant or non-combustible materials. Remove them before leaving for the holidays. Use artificial Christmas trees. Check lights for damaged wires and loose connections. Unplug lights before leaving the room
- Never store motorcycles, mopeds, or gas cans indoors. Any spark—even from turning on a light—can ignite gas vapors.
- Use grills and hibachis only where permitted—never indoors, on fire escapes, in stairways, or in your dormitory. Please do not leave them unattended while the fire is burning.
- Do not tamper with emergency equipment. Leave extinguishers and alarms alone except in a fire emergency. Never disconnect a smoke detector.
- Report damaged or missing extinguishers, alarms, smoke detectors, or exit signs to a resident assistant or to the Physical Plant.
- Make a plan. Think about how you would exit from different areas of your office/classroom facility.
- Decide on at least two exits (primary and alternate) from your room, classroom, etc.
- Count and remember the number of doors between the room and the exits.
- Take special note of the safety equipment location and exits in other buildings.
- Have an outside meeting place to get a head count.

Arson- Setting fires on purpose is the leading cause of campus fires. Arson is a serious crime that can result in unnecessary deaths.

False Alarms- False alarms are also a hazard. They create a mood of apathy, so you may not react quickly enough to save your life if there is a real fire. If firefighters are called out on a false alarm, they will not be available to fight a real fire.

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WHAT TO DO IN CASE OF FIRE

STEP 1. Stay calm. Think out what you must do, then act because every second counts.

STEP 2. Sound alarm to warn others. Pull the alarm box. If there is none, shout and pound on doors as you evacuate. Never ignore an alarm. (In buildings equipped with smoke detector systems, the alarm will sound automatically—if it doesn't, pull the alarm!)

STEP 3. Call *GSU Police Department (318) 274-2222 or 911:*

- Give full location clearly.
- Describe the extent of the fire.
- Answer any questions before you hang up.

STEP 4. Feel the door if you are in your room when you hear an alarm. If it is hot, don't open it. Stay in your room. If it is cool, open it a crack—but be ready to slam it shut if you find smoke or flames. Leave if the corridor seems safe.

STEP 5. If you can exit:

- Take your key and walk to the nearest exit if there is no smoke. If there is smoke or if it is dark, crawl to exit, counting doors, so you don't get lost.
- Close all doors behind you.
- Do not use elevators—they are deathtraps in a fire. Use the stairs; hold on to the rail.
- Turn back if you encounter heavy smoke (it is deadly) and look for another exit.
- Stand clear of the building and out of the way of the firefighters when you get outside. Never go back into a burning building for any reason. Report to your meeting place.

STEP 6. If you are trapped in your room:

- Keep your door closed.
- Seal cracks around the door with tape, clothes, sheets, etc.
- Open windows slightly if there is no smoke outside. Open at the top (to vent smoke) or at the bottom (to let in fresh air).
- Tie wet cloth over nose and mouth to aid breathing.
- Stay low, where the air is fresher (smoke rises).
- Signal rescuers by waving a sheet of clothing out the window or telephone for help.
- Do not jump if you are higher than two stories.

STEP 7. If clothing catches fire—Stop, Drop, and Roll!

- Do not run—it will fan the flames. Drop to the floor and roll out the fire.
- Drop and roll someone else on the ground. Use a rug, coat, or blanket to smother flames.
- Cool the burn with cold water. Get prompt medical attention.

REQUIRED LIFE SAFETY STANDARDS SPECIFIED IN THE LOUISIANA BUILDING
CODE FOR STATE-OWNED BUILDINGS

Any new construction, alteration, addition, or renovation plans for state buildings shall be endorsed by the rules and regulations disseminated by the Office of Facility Planning and Control. Additionally, the plans shall be reviewed by the State Fire Marshal to assure compliance with the National Fire Protection Association Life Safety Code 101, among other codes, local or otherwise.

Logically, such plans would be reviewed by the Environmental Health and Safety Department prior to submission to the State Fire Marshal. Experience has taught us that we shall inspect for those code requirements that can be reasonably controlled by the building coordinator and/or Physical Plant personnel.

Areas of considerable concern include exits and means of egress, panic hardware, locking or obstructing exits and passageways, exit signs and exit ways, fire alarms, fire extinguishers, emergency lighting, sprinkler systems, housekeeping, and evacuation diagrams.