

A person in a grey suit jacket, white shirt, and dark trousers is shown from the waist down. They are holding a brown leather messenger bag and a stack of books. The background is a chalkboard with various mathematical formulas and diagrams, including a coordinate plane with axes labeled 'a' and 'b', and a vector diagram with angle 'theta'.

# **GRAMBLING STATE UNIVERSITY GENERAL SAFETY RULES**

*Annual Review*

*Think Safe, Work Safe, BE SAFE*

# ***Required Training for All Employees!***

**The department of Safety and Risk Management at Grambling State University primary objectives are to ensure the safety and health of our employees, students, and to protect company property.**

**Our goal is to provide safe and healthful learning and working conditions for all.**

**General Safety is a mandatory safety training that **ALL GSU employees** must review annually.**

**Purpose: to ensure that everyone is aware of the importance of following safety procedures, informed of their RIGHTS, and how to prevent unfortunate situations.**

**The General Safety Manual Plan is available at the 1st 'Documents' hyperlink at: <https://www.gram.edu/offices/safety/index.php>**

# **Making Grambling State University a Safe Place**



## **SAFETY RULES**

- **The general safety rules must be reviewed annually.**
- **This review will be the topic of preferably the 1st quarter campus-wide safety and security meeting 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.**

# Safety Rules

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

1. Smoking is prohibited on the campus of Grambling State University. (GSU Tobacco-Free Policy #20200).
2. Horseplay and fighting are not tolerated in the work place.
3. Possession of unauthorized weapons and firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place. 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 insure 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 at 318-274-2222.
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.

# Accidents and Incidents Investigation Procedures

## For Employees:

When an employee is injured in a non-vehicular accident, the employee's supervisor must complete the DA 2000- State Employee Incident/Accident Investigation Form.

Forward DA 2000 to The Office of Safety & Risk Management

## Definition of Terms:

An accident is “an undesired event that results in personal injury and/or property damage.” Involving Employees, Clients/visitors and/or Property

An incidents (Near Misses) which could have caused injury and/or property damage involving Employees, Clients/visitors and/or Property

Every effort should be made to prevent an accident from happening in the first place.

“Near misses” are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage.

## For Visitors:

When a NON-employee or client is injured in a non-vehicular accident, the University Police must complete the DA-3000- Visitor/Client Accident Reporting.

Forward DA 3000 to the Office of Safety & Risk Management

**Preventing workplace incidents is everyone's job,  
and your personal safety is FIRST your responsibility.**



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