

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 $P=2l+2w$, $a \times b$, $|a \times p|$, and θ .

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 to Work and Learn



Safety-related incidents can affect

- 1. overall productivity**
- 2. quality of work**
- 3. employee morale**

- Smoking on GSU property
 - Fighting and other aggressive behavior
 - Possession of unauthorized weapons and firearms
 - alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs (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.)
-

GSU
non-
negotiables

Before beginning work:

notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.

- Wear protective equipment
- Be properly trained before operating equipment
- Inspect the workstation for potential hazards
- If there is any doubt about the method of work to be used
Consult the supervisor
- Return all tools and equipment to a designated place after use
- Use proper lifting techniques
- Do not throw objects or attempt to catch a falling object
- IMMEDIATELY use safety tape or “wet floor” sign to identify potential slip, trip or fall hazards

Driving Safety- COMPLY!

1

Wear seat belts and do not speed

Remember we have lots of pedestrians that may not be paying attention

2

Comply with all traffic signs, signals, markers, and persons designated to direct traffic.

3

University Authorized Drivers
Keep documents updated with the office of Safety and Risk Management

Under no circumstance should you operate a University Vehicle without authorization

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

Common **ELECTRICAL** issues to avoid



- Report frayed electrical cords immediately
- Do not use electrical extension cords as a permanent electrical line.
- Never turn on an electrical switch unless you know what it operates and have had the adequate training on that piece of equipment
- Keep flammable items away from electrical outlets, cords or other electrical apparatus.

WEATHER EMERGENCY

- Review weather emergency procedures

Located in General Safety Manual (Plan)

- Know the safety zone



- Follow safety and evacuation protocol
- Think Responsibly and move quickly to the safety zone

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



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