



Office of the President

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.

Dr. Martin Lemelle, Jr.
President



POLICY #58008.1

GENERAL SAFETY MANUAL (PLAN) POLICY

Effective Date: June 13, 2024

Revised:

Responsible Office: Safety and Risk Management

Division: Operations & Administration

I. PURPOSE/OBJECTIVE

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 et seq.

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.

II. STATEMENT OF POLICY

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.

- a. This policy is reviewed during new-hire orientation and when changes are made.
- b. 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.
- c. 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 act and may choose 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 are located on the webpage <https://www.gram.edu/faculty/policies/>

III. APPLICABILITY

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.

IV. 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 Director of Safety.

4. Participates in the safety program as recommended by the Director of Safety 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 Office of Risk Management of all losses.
5. Serves on the University Safety & Security Committee.
6. Provides current information for safety manual and distributes new safety information for the university.
7. Conducts educational activities.
8. Responsible for the overall safety program of the university.
9. Has primary responsibility for coordinating the safety and risks 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 and security 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

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 injured employees.
7. Report and investigate 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. Faculty/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 system or by phone for an emergency response.
3. Insure that emergency numbers are posted on near telephones and throughout assigned building.

G. Safety and Security 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.

V. SAFETY RULES

- a) The general safety rules must be reviewed annually.
- b) This review will be the topic of the 1st quarter campus-wide safety and security meeting each calendar year through BannerWeb.
- c) One hundred percent participation is required in compliance with state regulations.
- d) 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 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.

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

VI. MONTHLY SAFETY MEETINGS

The purpose for monthly safety meetings are 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 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

1. The Grambling State University Office of Safety and Risk Management develops monthly safety trainings.
2. The Information Technology Center (ITC) created a monthly safety meeting requirement notice connected to every employees Banner Web account that informs employees to login in to the safety meeting before access is given to complete employee timesheets
 - a. ITC uploads the meetings to the intranet
 - b. Employees log in to www.gram.edu Banner Web

- c. Employees are automatically prompted to complete monthly training before receiving access to complete timesheet
- d. Employee safety meeting attendance reports are generated through Argos; an Information Technology reporting software
- e. The Department of Safety and Risk Management reviews and prints Argos monthly for safety training reports.
- f. Human Resources Department will 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 receive the necessary training.

C. University Safety & Security Committee ([#58008 Campus Safety & Security](#))

Grambling State University Campus Safety & Security Committee is dedicated to help create and promote a safe campus community for a diverse population. The Committee will support and facilitate educational opportunities, training, security, personal safety awareness, health initiatives, environmental repairs, and design means to enhance safety. The committee will act as an advisory group on campus security and oversee aspects of campus safety programs.

The Committee's purpose is to educate, establish safety and security guidelines to mitigate risk and promote safety during daily operations and special events. The Committee will consider security as well as health and safety concerns relating to contractors, special events, and overall management.

- a. The Campus Safety & Security Committee meetings will be held regularly at a frequency of no less than twice annually each academic year but as frequently as the Committee schedules. At least one Campus Safety & Security Committee meeting shall be held for the purpose of providing committee representatives with education/training on issues relevant to their duties.

The University Safety Committee meeting shall include discussions that promote:

- 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 and safety inspections conducted;
 5. Discussions about how and where safety can be improved; and
 6. Lectures, demonstrations, or visual-aid presentations on appropriate safety topics;
- b. Each safety committee representative is encouraged to conduct safety meetings with employees in his or her department. The representative should chair the meetings. The meetings should address topics that are pertinent in that area regarding safety.

The duties and responsibilities of the representatives include:

1. To submit to the Secretary agenda items of any safety or security issues to be discussed in advance of the meeting to be included on the agenda;
 2. To actively participate and attend meetings;
 3. To provide a written report in accordance with the general safety manual; and
 4. To conduct safety meetings with employees in his or her department or student organization. The representative should chair the meetings. The meetings should address topics that are pertinent in that area regarding safety or security. All department or student organization safety or security meetings should be followed with a written report to the Committee, listing the items discussed and action taken if any. All written reports will become a part of the official minutes of the Committee and are subject to public records requests unless exempt in accordance with law.
- 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 for *one (1) year*.
- d. The University Director of Safety and Risk Management shall make recommendations or suggestions to the Executive Staff about actions that are warranted from a safety aspect.

The recommended representatives of the Grambling State University Campus Safety & Security Committee are:

Chief Operating Officer Chair
Office Manager to COO Co-Chair
Compliance Administrator Co-Chair

Director of Safety and Risk Management Secretary
Manager of Safety and Risk Management Co-Secretary
GSUPD (2) representatives
Emergency Management Advisor
Director of Facilities Management
Director of Student Health Center
Director of Campus Living and Housing
Director of GSU TV Center
Director of Civil Rights/Title IX
Director of Human Resources
Office of the President (1) representative
Information Technology (1) representative
Counseling Center (1) representative
Dining Hall (1) representative
SGA President
Miss Grambling
Faculty Senate (1) representative
Student Affairs (1) representative
Department of Intercollegiate Athletics (1) representative
And other committee representatives as appointed by the President or Chief Operating Officer

VII. 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 statutes. Agencies are encouraged to continue awareness and/or training as may be applicable below:

- a) Drug-Free Workplace (once every 5 years) **Policy #53014**
<https://www.gram.edu/faculty/policies/docs/53014%20-%20Drug%20Free%20Workplace%20Act.pdf>

- b) Return to Work (once every 5 years) **Policy #53038 -**
<https://www.gram.edu/faculty/policies/docs/53038Transitional%20Return%20to%20Work%20Policy.pdf>

c) Violence in the Workplace **Policy #53042**
<https://www.gram.edu/faculty/policies/docs/53042%20-%20Violence%20in%20the%20Workplace.pdf>

d) Sexual Misconduct **Policy #62002**

e) Code of Governmental Ethics **Policy #53013**
<https://www.gram.edu/faculty/policies/docs/53013%20-%20Employee%20Code%20of%20Conduct.pdf>

VIII. 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 work place

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.

IX. STEPS IN CONDUCTING 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.
4. Document All Training:
- a. Name and signature of each attendee
 - b. Date of Training, Topic(s) Discussed
 - c. Instructors Name
 - d. Teaching Aids used
 - e. number of employees requiring the training
 - f. number of these employees actually in attendance
 - g. suggestions/follow up
 - i. 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.
 - ii. Copies of this documentation must be kept for a minimum of 3 years in the respective Department and are subject to inspection at any time.

X. RECORD KEEPING

The following safety records should be kept for at least one (1) year 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.
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.
3. Employer's Report of Occupational Injury/Illness: Completed for each accident requiring medical treatment. These reports are filed by year of occurrence in the GSU Office of Human Resources Worker's Compensation office.
4. Incident/Accident Investigation Report: Completed for each accident or near miss. Attached to the Employer's Report of Occupational Injury/ Illness, when an injury has resulted. The supervisor retains the original. Copies are sent to the department head and the GSU Office of Safety and Risk Management.
5. Job Safety Analysis: Completed by supervisors in each work units. Supervisors are expected to perform at least one job safety analysis each month. 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.
6. Safety Meeting Record: Records of monthly safety meetings are maintained in Argos. Argos is an IT system that documents each meeting by month and compiles attendance records. The GSU Office of Safety and Risk Management reviews these records monthly to determine employee attendance status.
7. Training Documentation: Signed documentation of training completed by each employee following training sessions is maintained in the operating area for five years. Training conducted by the GSU Office of Safety and Risk Management are filed by training and year within the Safety and Risk Management department.

XI. 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 appropriate to their respective areas. 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 15th day each month or by the 15th day of the second month of each quarter. Monthly or quarterly inspections are based on the university's compliance status.

The GSU Safety and Risk Manager shall conduct scheduled and unscheduled safety standards and regulations. 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 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.

1. Fire Safety and Emergency Equipment

- a) Fire Extinguishers
 - Visible and accessible
 - Inspection tags in place (less than a year old)
- b) Fire Alarm System
 - Tested within the past year
- c) Sprinkler Heads
 - 18” clearance
- d) Smoke Alarms
 - Push button tested
- e) Exits
 - Visible signs
 - Illuminated (if battery operated, push button tested)
 - Routes to exit are clear
- f) Evacuation Plans
 - Posted
- g) Fire/Evacuation Drills
 - Annually
- h) Portable Heaters
 - Automatic shut off
 - Use away from flammable materials
- i) Emergency phone numbers

- posted
- j) Emergency lights
 - Functioning (push button test)
- k) First Aid Kits
 - Visible and accessible
- l) Blood Borne Pathogen Spill Kits
 - Stocked and accessible

2. Building and Office Safety

- a) Slip, trip, and fall hazards identified
- b) Service holes, man holes, drains
 - Properly covered
- c) Well lit
- d) 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
- e) Housekeeping
 - floors and workplaces free from unnecessary clutter
- f) Plumbing
- g) Security system
- h) Maintenance and mechanical areas
- i) Safety Rules
- j) Hazard Control Log

3. 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.

4. Electrical Safety and Storage

- a) Machines
 - Power transmission guarded, point of operation guarded.
- b) Atmospheric conditions

- Clean from dust, gases, spray, fumes, illumination.
- c) Containers
 - scrap bins, disposal receptacles, carboys, barrels, gas cylinders, solvent, cans, etc.
- d) Electrical equipment
 - Working switches, outlets, cables, grounds, connectors, and connections
- e) Hand tools
 - Accessible and working wrenches, screwdrivers, hammers, and power tools
- f) Hazardous supplies and materials
 - Identified and properly stored explosives, flammables, acids, caustics, and toxic chemicals; biohazards, radiologic hazards.

XII. WORK ORDERS

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

Steps to submit work orders:

1. Go to GSU Home page: www.gram.edu
2. At the upper right corner click on: "Select a Site"
3. Scroll down to select Facilities then click: "Go"
4. Scroll down to resources and select: "Submit a work order request"
5. This link will lead you to the TMA System
6. In TMA Systems select: "Submit a Work Order" on the top left corner of the page
7. 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.

XIII. INCIDENT/ACCIDENT INVESTIGATIONS

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

An **incident** is also referred to as “Near Misses”. These events have the potential to cause injury and/or property damage on campus involving employees, clients, visitors, students, and/or property.

Each employee, client, visitor and student should keep safety first and be proactive in preventing an accident from occurring. Proactive Measures include:

- University wide safety training
- Appropriate signage identifying potential hazards
- The GSU University Communication/ notification call outs/texts
 - G-Safe App
- 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.
<https://www.doa.la.gov/media/ih4lguko/da2000.pdf>

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.
<https://www.doa.la.gov/media/2m0debd1/da3000.pdf>

Reportable Accidents

When an accident occurs, medical aid should be requested immediately for the injured person. All accidents will be investigated. Incidents should also be investigated thoroughly just as an accident that would result in personal injury or property damage.

If medical attention is needed notify the University Police Department at 318-274-2222. If an ambulance is needed call 911 or 9-911 from a GSU campus line.

Be prepared to tell the 911 system or University Police the following:

- (a) Nature of the emergency
- (b) Exact location of the victim
- (c) Your name and address

Do not hang up until advised that it is all right to do so.

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 reports 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 long-range actions the supervisor took 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 these forms and, 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. *It is important to meet this guideline to allow for the most accurate and thorough investigation of the conditions and location.
3. If the injuries require medical attention, the employee’s supervisor must **ALSO** complete the LDOL-LOC-1007- “Employer’s Report of Occupational Injury or Disease Form”. **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.
2. University Police are to retain the original and are to send a copy of the completed DA-3000 to the GSU Director, Office of Safety and Risk Management within 5 working days after completing the form.

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 accident causes?
- Can communicate more effectively with the workers.
- Can take immediate action to prevent an accident from recurring.

STEPS TO CONDUCT AN INVESTIGATION

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

Vehicle Accidents

1. **Vehicle accidents involving state-owned 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 or rented/leased vehicles being used on State business in which there are injuries to employees:**
 - 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** complete the LDOL-LOC-1007- “Employer’s Report of Occupational Injury or Disease Form”.

XIV. JOB SAFETY ANALYSIS

Job Safety Analysis (JSA) is a component of incidents/accidents 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.

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

- train new employees
- provide continuous training to reduce risk

Supervisors

- use JSAs as performance evaluation tools
- 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

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

JSA Procedures

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
- 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, and work area layout)
- Change the work procedure to eliminate the hazard
- Reduce the frequency of its performance
- 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 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, and 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.

XV. 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.

XVI. BLOOD BORNE PATHOGEN- Exposure Control Plan

See [GSU Safety and Risk Management Blood Borne Pathogens Exposure Control Plan](#)

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.

ORM DEFINITION OF "HIGH RISK" EMPLOYEES

Employees shall be classified as "high risk" or "low risk" by the agency "High-risk" positions shall be identified by the agency and listed in the plan. Some examples of "high-risk" occupations include: healthcare workers, lab technicians, police officers, first responders, firefighters, custodial staff (that handle contaminated linen), kitchen staff (that may handle sharp equipment), public safety workers, plumbers, etc.

XVII. 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. First aid attendants should refer to Red Cross first aid guides and other sources of current information for administering procedures as CPR.

Emergency Numbers:

(318) 274-2222

GSU Police Department.

189 Central Ave, Grambling LA.

NOTE: ALL INJURIES TO EMPLOYEES MUST BE REPORTED ON A DA2000
<https://www.doa.la.gov/media/ih4lguko/da2000.pdf>
INJURIES TO NON-EMPLOYEES MUST BE REPORTED ON A DA3000
<https://www.doa.la.gov/media/2m0debd1/da3000.pdf>
(SEE ACCIDENT/INCIDENT REPORT SECTION OF THIS PLAN).

First Aid Log: no longer required

First Aid Kit and Inventory: First aid supply kits are located in every building. Monthly building inspections will include the check of first aid kits for restocking.

FIRST AID PROCEDURES

Serious injury or illness occurs on campus: immediately dial X9-911 or 911 from mobile phone

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

Minor injuries or illnesses of employees should be reported to supervisors for non-emergency first aid treatment. *

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.**

DA2000- Employee investigation form that must be completed at the time of every Incident/Accident. Should be completed by employee supervisor.
<https://www.doa.la.gov/media/ih4lguko/da2000.pdf>

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.
<https://www.doa.la.gov/media/2m0debd1/da3000.pdf>

XVIII. EMERGENCY PREPAREDNESS --- Missing Plans***

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 purpose of the Emergency 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 Contingency 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; •
- the availability of a well-publicized, flexible, and tested plan;
 - and 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 Operating Officer
- Director of Safety and Risk Management
- Emergency Management Advisor

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

University Emergency Coordinators

- Chief of University Police
- Chief Operating Officer
- Director of Safety and Risk Management
- Emergency Management Advisor

GSU stresses the importance of being prepared in emergencies. Instructions 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) 274-2419
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
Pafford EMS	(800) 435-7663
Northern Louisiana Medical Center	(318) 254-2100
Note: <u>Emergency 911</u> cannot be accessed from the University's telephone system <u>Call 9-911</u>.	

XIX. REPORTING CRIMES

Campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, or other public safety-related incidents occurring within the University's Clery geography to the Grambling State University Police Department (GSUPD) in an accurate, prompt, and timely manner. The University's Clery geography includes:

- campus property including campus residence halls, buildings, and facilities;
- designated non-campus properties and facilities;
- public property adjacent to and immediately accessible from the on-campus property;
- and leased, rented, or otherwise recognized and controlled buildings, spaces, and facilities.

The GSUPD has been designated by Grambling State University as the official office for campus crime reporting. GSUPD strongly encourages the accurate and prompt reporting of crimes. Reliable and quick reporting ensures GSUPD can evaluate, consider and send timely warning reports, and disclose crimes through ongoing disclosure processes such as posting crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Grambling State University further encourages accurate and prompt reporting to GSUPD and the local police when the victim of a crime elects to or is unable to make such a report. This publication focuses on GSUPD because it is primarily responsible for patrolling the Grambling State University campus. It has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Grambling Police Department.

- **General Information and Non-Emergencies:** 318-274-2222
- **Emergencies: 911** or 318-247-3663 Report to GSUPD office: 531 RWE Jones Drive, Grambling, Louisiana 71245
- **Crimes or emergencies** can also be reported to the Grambling Police Department or local emergency services by dialing 9-1-1

- **Sex Offenses and other sexual or relationship violence incidents** can be reported to the University's Title IX Coordinator by dialing 318-274-2660 or in-person in Room 127 of Brown Hall
- **Contact the Office of Human Resources (H.R.)** by dialing 318-274-2237, or in person at the H.R. office located in Room 148 of Long Jones Hall
- **Contact the Vice President of Student Affairs** by dialing 318-274-6120. The office is located in Grambling Hall.
- Emergency Phones located throughout campus can also be used to contact GSUPD to report a crime or emergency
- **Report tips anonymously through the GSUPD website** <https://www.gram.edu/police/silentcomplaint.php> at www.gram.edu/police.

XX. 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.

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.

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.
- Provide the department with copies of SDS for hazardous materials they have ordered through the Purchasing Department.
- Outside contractors working at the university shall be provided information regarding hazards that they may encounter during their work at the university.

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 useful to lab personnel for training and safety purposes.
- 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.
- 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.
- Maintain a file of SDS' in a location readily accessible to department employees.

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.

Minimum Safety Standards

[Hazardous Communication](#)

Definitions

A hazardous chemical is one that poses a danger to human health or to the environment, if improperly handled. The EPA has divided hazardous chemicals into several categories, including:

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- These materials can cause serious illness or death when inhaled, ingested or absorbed through the skin. The EPA definition of a toxic chemical is a material that possesses an LD50 RAT (orally)< MG/KG, and LD50 RAT (inhalation)<200 PPM, or an LD50 RABBIT (dermally)<200 MG/KG.

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.

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

Laboratory/Chemical Safety in Workplace

Everyone 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.

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 of Hazardous Chemicals

Prior to storing a chemical, it must be properly labeled with permanent pressure sensitive label and information must be legible and either typewritten or in indelible ink. The label should include the following:

- a. The chemical name of the material
- b. The date received or produced
- c. Hazardous properties such as whether flammable, toxic, etc.

Note: Storage of food in refrigerators intended for laboratory use, including storage of chemicals, flammable materials, etc., must never be used for the storage of food by laboratory employees.

Disposal of Hazardous Chemicals

- a. The disposal of hazardous chemicals is strictly regulated under U.S. EPA and Louisiana's DEQ.
- b. No hazardous chemical substance shall be disposed of into the sanitary sewage system, into the air, or into the university's normal trash system. Containers of chemical waste will be removed by the designated university representative and only when the containers are properly labeled.
- c. The disposal containers should be clean, nonreactive, sealed, and labeled:
 - a. Waste
 - b. Chemical name or names
 - c. Responsible person/department
 - d. Date container was filled, and
 - e. Appropriate hazard warnings
- d. Incompatible wastes shall not be placed or mixed in the same container.

- e. Departments with unknown chemicals for disposal shall assume the financial responsibility for the costs of the analysis to determine the identity or composition of the material.

Chemical Spills

- a. Minor spills should be cleaned up immediately by laboratory personnel, using proper procedures for the chemicals involved, and providing the material is not dangerous to life and health.
- b. For moderate to large spills of dangerous materials, e.g. acid, etc., evacuate the building by going room to room or by the building alarm system. Call Campus Police to report the incident and request Campus Police to notify the appropriate Local and State Agencies.
- c. Incidents involving fire(s) of any size, but the smallest size where you are sure you can put out the fire without spreading the fire or causing injury to yourself, call Campus Police, 274-2222, to report the fire. The building should be evacuated.

Spills on Clothing

- a. All contaminated clothing must be removed immediately and the skin should be washed with soap and cool water. Flush the skin with cool water for no less than fifteen (15) minutes. The University's Hazardous Material Director/Safety Director and/or Local or State Hazardous Material Agency should be consulted before contaminated clothing is reused, laundered or discarded.

Responsibilities

- a. Users (generators) will be responsible for the proper storage, control, use, and disposal of all hazardous chemical waste they may use or generate.
- b. Deans, Directors, Chairpersons and appropriate Vice Presidents shall determine that all hazardous chemical wastes generated in their areas are to be disposed of according to Federal and State Law as well as University Policy.
- c. The transportation of hazardous materials in personal vehicles is prohibited. The university will not take responsibility for persons who carry hazardous materials in vehicles not owned or operated by the university.
- d. The supervisor of each operating unit will:

1. Make an exhaustive search of his area to ensure all hazardous materials are reported. If any unidentified substance or material is discovered during this inventory, the University Safety Officer should be contacted for assistance in identifying and material for handling and disposition instructions.
 2. Ensure all hazardous materials are properly labeled.
 3. Inventory and maintain an up-to-date list of all hazardous materials in his/her area of responsibility
 4. Identify the types and amounts of hazardous material on hand is required for the intended purpose of operation.
 5. Provide safety instructions to employees/students covering proper handling, health considerations, storage, emergency response and disposition of hazardous materials
 6. Ensure appropriate MSDS information is readily available to personnel in the area where hazardous material is used/stored.
- e. The University Safety Director will:
1. Maintain a complete list of all hazardous materials on campus by location
 2. Provide overall direction to the Campus Safety Committee in administering the Hazardous Materials Management Program at the University
 3. Conduct unscheduled inspections to ensure hazardous materials are used/stored in accordance with prescribed safety regulations

e. Record Keeping

Safety Data Sheets shall be maintained on all hazardous or toxic materials used at the University and will include as a minimum the following:

1. The chemical and/or common name of substance
2. The known acute and chronic health risks
3. The way(s) it enters the body and symptoms that appear when exposed to it,
4. The chemical and physical characteristics of the material,

5. The necessary precautions, handling practices, protective equipment and other safety procedures used to limit potential exposure to the materials,
6. The emergency treatment when exposed to materials
7. The emergency procedures for spill, fire and disposal and 8. The known potential health risks posed by the material.

A. Emergency Notification

Who to Contact and What to Do in Case of a Chemical Emergency

1. Chemical Spills: Call Safety Officer – Ext. 274-3174 **After hours, call University Police Ext. 2222.**
2. Chemical Fire: Call University Police – Ext. 2222
3. Chemical Ingestion/Contact: Go to Foster-Johnson Infirmary-Seek medical aid. **After hours call University Police – Ext. 2222**

B. Definition

Hazardous Chemical- Any chemical or material that has the potential to be harmful to humans or the environment shall be considered hazardous. Examples: toxic, flammable, reactive, corrosive materials.

Call 274-3174 for more detailed information.

C. Responsibilities

The purpose of the safety program is to prevent injury to personnel and loss or damage to property. This is achieved by the planning of all work based on your understanding of the hazards involved and utilization of safe working procedures.

This manual of safety in chemical research is based on the premise that the responsibility for safety follows line organizations as presented below.

1. Department Head and Faculty:

This person (s) has the responsibility for safety pertinent to the personnel and facilities under his/her supervision. The department head and faculty will make sure:

- a. personnel under his/her supervision are familiar with safe work practices

- b. personnel are informed of the hazards of the chemicals in their work area
 - c. training and supervision are given so that personnel have knowledge and experience to handle chemicals safely.
 - d. chemical safety guidelines are developed for laboratories under his/her direction
2. Individual Personnel/Staff:
- a. shall follow prescribed safety guidelines
 - b. shall report to supervisor any hazards as they appear
 - c. shall report to supervisor any accident or change in health status if it is due to a job-related chemical exposure.
3. Safety Officer/Committee:
- a. conducts annual lab safety inspections
 - b. conducts semi-annual checks of chemical fume hoods.
 - c. maintains safety data sheets on all hazardous chemicals used at the university and provides this information to any employee or student upon request (Department Safety Officer)
 - d. Provides technical assistance for the collection and disposal of hazardous chemical waste

D. Right-To-Know

Each individual has the right to know about potentially hazardous chemicals in the work environment. Every chemical should be considered equally dangerous until the properties of that agent or chemical is known. The following are sources available to you to help in the education process:

1. **Safety Data Sheets:** Each Department that maintains chemicals will keep current Safety Data Sheet (SDS) on file for all chemicals used by that Department. These SDS are available for review by any student or employee.
2. **Chemical Labeling:** Refer to the manufacturer's label on the container for information regarding the hazardous properties of the chemical.

3. **Training:** Each department that maintains chemicals will provide training for all employees as required by the Right-To-Know Law to include the following:
 - a. How to use Safety Data Sheets (SDS)
 - b. Explanation of the labeling system
 - c. General training on the hazards associated with flammable, corrosive and toxic chemicals
 - d. Review of hazardous chemical waste manual

Each DEPARTMENT will ensure that all employees and students, working with hazardous chemicals are trained. This training will be documented and for maintained by the department.

E. Rules for Handling Chemicals

The following general guidelines are to be used when handling any chemicals. All 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. Allow only authorized personnel in the laboratory. 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. Chew tobacco
 5. Chew gum
 6. Smoke
 7. 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.
- d. Confine long hair when working around mechanical equipment or ignition sources.
- e. Wear the proper type of gloves when working with chemicals that can be absorbed by the skin.

- f. Always wear appropriate (issued) radioactive monitoring devices when working with radioactive materials.
- g. Work in a fume hood when working with volatile chemicals. h.

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. Get medical treatment if there is eye contact or serious skin contact with chemicals.
 - 3. Clean up 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 always work with hazardous chemicals under in a properly functioning chemical fume hood.
- c. Read labels on chemical bottles 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

F. Ordering and Storing Chemicals

The quantities, types, and storage of chemicals are major issues to be considered in laboratory safety. A few basic rules will greatly reduce risks in the laboratory. Note: Always insure MSDS is included with each order of chemicals.

1. Guidelines for Ordering:

Always order small amounts of the needed chemicals – a six-month supply is plenty. Check your inventory regularly and dispose of outdated or unnecessary chemicals. Avoid a stockpile of unused chemicals.

Grambling State University is a small quantity waste generator. Excessive ordering can result in university noncompliance.

Consider ordering solvents in safety tins rather than glass bottles. The metal containers are more expensive, but do provide protection against breakage and spillage. Such purchase orders should state that more expensive containers are requested for safety purposes.

2. Guidelines for Labeling:

Indicate on the chemical container: a.

Date received

- b. Date container was first opened
- c. Label all secondary containers (outside containment canister) with the following information:

- i. Identity of chemical and solvent
- ii. Concentration
- iii. Date prepared
- iv. Initials of the person who prepared the solution

3. Storage Locations:

Every chemical should have a specific site of storage in accordance with its specific storage requirements and should be returned immediately after use. Be sure to read the label on every container for storage instructions and follow those instructions accurately.

Approved storage cabinets for flammable liquid storage should be labeled “Flammable – Keep Away from Fire.”

In flammable liquid storage, mechanical ventilation should be sufficient to remove vapors before they reach a hazardous concentration.

The following guidelines should be used when storing chemicals:

- a. Store flammable liquids in approved safety cabinets/refrigerators. Label each safety cabinet with the maximum gallon capacity
- b. Do not use a chemical fume hood as a storage area for chemical or solvents. The cabinet below the fume hood is suitable for storage of some flammable chemicals if it is vented and labeled for flammable storage.
- c. Do not use open bench tops as storage locations
- d. Do not store acids and bases together. Store them near the floor
- e. Segregate highly toxic chemicals and carcinogens from all other chemicals. Store them in a well-marked, ventilated area. After opening, reseal the original container with tape and place it in an unbreakable secondary container.
- f. Store perchloric acid in a metal tray. Never store perchloric and sulfuric acids together.

4. Storage System:

The following method for storing chemicals is suggested so chemicals will be easy to locate. Maintain an alphabetical inventory list. This inventory should be placed on computer to facilitate easy updating.

The following information should be listed for each inventory item: a.

- a. Name of chemical
- b. Amount of chemical
- c. Date received
- d. Ordering information
- e. Hazard profile
- f. Storage location

With this retrieval system, incompatible chemicals will not be placed next to each other. Thus, chemicals can be shelved, placed in a safety cabinet, desecrator, refrigerator or freezer, and be found easily when needed.

G. Storage of Flammable and Combustible Liquids

The following definitions and storage requirements are in accordance with National Fire Protection Association's National Fire Codes and Standards. (Vol. 3, 30-12, 30-13, 30-50)

1. Definitions:

- A. **Flammable Liquid** – a liquid having a flash point below 100 degrees Fahrenheit (37.8 Centigrade) and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees F and shall be known as a Class I liquid.

Flammable liquids are divided as follows:

Class IA shall include those having flash point below 73 degrees F and having a boiling point below 100 degrees F.

Class IB shall include those having flash points at or above 73 degrees F and having a boiling point at or above 100 degrees F.

Class IC shall include those having flash points at or above 73 degrees F and below 100 degrees F.

- B. **Combustible Liquid** – a liquid having flash point at or above 100 degrees F.

Combustible liquids are subdivided as follows:

Class II liquids shall include those having flash points at or above 140 degrees F.

Class IIIA liquids shall include those having flash points at or above 140 degrees F and below 200 degrees F.

Class IIIB liquids shall include those having flash points at or above 200 degrees F.

2. Storage Requirements

All flammable or combustible liquids in laboratories and other points of use shall meet the following storage requirements:

- a. No container for Class I or II liquids shall exceed a one-gallon capacity.
- b. No more than 10 gallons of Class I and Class II liquids combined shall be stored outside of an approved storage cabinet or approved storage room.
- c. Quantities of liquids in excess of those set forth in this safety standard shall be stored in an approved, inside of or outside, storage room.

H. Maximum allowable size of container

1. Container Size and Type:

		Flammable Liquids		Combustible Liquids
Container Type	Class IA	Class IB	Class IC	Class II
Class	1 pt.*	1 qt.*	1 gal.	1 gal.
Metal**	1 gal.	5 gal.	5 gal.	5 gal.

*Class IA and Class IB liquids may be stored in glass containers of not more than 1gal capacity if the required liquid purity (such as ACS analytical reagent grade or higher) would be affected by storage in metal container and if the liquid would cause excessive corrosion to metal container.

** Other than D.O.T. drums or approved plastic.

2. Classification of Common Flammable and Combustible Liquids:

Class IA	Collodion	Methyl Ethyl Ether
	Diethyl Ether	Petroleum Ether
	Diethyl Sulfide	Propylene Oxide
	Ethyl Ether	

Class IB	Acetone	Heptane
	Acetonitrile	Hexane
	Benzene	Methanol
	Iso-Butyl Acetate	Methyl Ethyl
	Cyclohexane	Ketone
	1,2-Dichloroethane Di-	Paramount
	isopropyl Ether	2-Propanol
	1,4-Dioxane	Pyridine
	Ethanol	Toluene
	Ethyl Acetate	Triethylamine
	Class IC	n-Butyl Acetate n-Butyl
	Alcohol	
	Xylene	
Class II	Acetic Acid (Glacial)	
	Dibutylamine	
	Isopentyl Alcohol	
	Propionic Acid	

I. Storage of Compressed Gases

For the purposes of safety, all volatile materials and mixtures packaged in cylinders will be considered compressed gases.

The handling of compressed gases must be considered more hazardous than the handling of liquid and solid materials. The increased risk is attributable to the unique properties of compressed gas: pressure, diffusiveness, low flash points, low boiling points, and no visual and/or odor detection of many hazardous gases. In order to reduce the possibility of an accident, the following standards regarding the use, storage, and handling of compressed gases must be followed.

1. Use of Compressed Gases
 - a. Cylinders should be clearly marked with the identity of the gas. Cylinder color should not be relied upon for content identification.
 - b. Cylinder cap should be kept in place until time for connecting cylinder to equipment.
 - c. Connections that do not fit should not be forced.
 - d. Regulators, gauges, hoses and other appliances provided or use with a particular gas or group of gases should not be used on cylinders containing

gases having different chemical properties unless information obtained from the supplier indicates that this can be done safely.

- e. Do not attempt to repair or alter cylinder, valves or attachments. This work should be done by the manufacturer.
- f. Cylinder valves should be opened slowly with the valve outlets and face of the gauge pointed away from you and other persons.
- g. A cylinder valve should never be forced. If a valve cannot be opened by hand, the cylinder should be returned and another obtained.
- h. A cylinder not having a handwheel valve should be opened with a spindle key, special wrench, or other tool provided or approved by the gas supplier.
- i. Connections to piping, regulators and other appliances shall be kept tight to prevent leakage. If leakage occurs, first close cylinder valve tight before attempting to stop leak.
- j. Before connecting a valve gauge or other fitting to a cylinder valve outlet, “crack” the valve for an instant to clear the opening of particles of dust or dirt.
- k. Never tamper with safety devices in valves or cylinders.
- l. Before a regulator is removed from a cylinder, the cylinder valve shall be closed and the pressure removed from the regulator/gauges.
- m. Once a cylinder is empty, it should be marked empty immediately and reported for removal.

2. Storage of Compressed Gases:

- a. All cylinders (empty or full) shall be secured in an upright position.
- b. Cylinders shall be grouped by types of gas, and the groups are arranged to consider the gases contained.
- c. Full and empty cylinders shall not be stored near combustible substances.
- d. Cylinders shall not be stored near combustible substances.
- e. Cylinders shall not be stored near flammable liquids.

- f. Cylinders shall not be stored near corrosive chemicals.
 - g. Oxygen cylinders and other oxygen apparatus shall be kept free from oil or grease.
 - h. Cylinders shall not be stored near exits, stairways, or areas normally used or intended for the safe exit of people.
 - i. Do not store cylinders where they can become part of an electrical circuit.
 - j. Cylinders can be stored on cylinder carts as long as they are secured and the cart is placed in a safe location.
 - k. Empty cylinder shall be removed from work areas and returned to vendor in a timely manner.
3. Handling of Cylinders:
- a. The valve-protection cap should be placed on the cylinder before transporting it, and left on until it has been secured and is ready for use.
 - b. Cylinders should not be moved by dragging or sliding. The user should use a suitable hand truck or similar device with the cylinder secured for transporting.
 - c. Cylinders should not be dropped or permitted to strike against each other or other surfaces violently.
 - d. Cylinders should not be moved with the cylinder valve open, and/or regulator or gauges attached. Always close the cylinder valve when not in use.

J. Incompatible Chemicals

Common Incompatible Chemicals

The following is a partial list of the more common incompatible chemicals. Reaction of such chemicals may produce:

- Toxic or flammable gases,
- Explosions, or
- Spontaneous ignition

Substances in the left column should be stored or handled in a manner that avoids contact with those listed in the right column.

This Chemical	Is Incompatible With
Acetic acid	Chromic acid, nitric acid, hydroxyl compound, ethylene glycol, peroxide, perchloric acid, permanganates
Acetone	Concentrated sulfuric and nitric acids
Acetylene	Chlorine, bromine, copper, fluorine, silver, mercury
Alkaline metal as powdered (aluminum or magnesium, sodium, potassium)	Water, carbon tetrachloride, or other chlorinated hydrocarbon, carbon dioxide, the halogens

Ammonia anhydrous	Mercury (in manometers), chlorine, calcium hypochlorite, hydrofluoric acid (anhydrous), bromine, iodine
Ammonium nitrate	Acids, metals powders, flammable liquids, chlorates, nitrates, sulfuric finely divided organic or combustible materials
Aniline	Nitric acid, hydrogen peroxide
Bromine	Same as for chlorine
Carbon, activated	Calcium hypochlorite, all oxidizing agents
Chlorates	Ammonium, salts, acids, metals, powder
Chlorine	Ammonia, acetylene, butadiene, butane, methane, propane (or other petroleum gases), hydrogen, sodium carbide, turpentine, benzene, finely divided metals
Chlorine dioxide	Ammonia, methane, phosphine, hydrogen sulfide

Chromic acid	Acetic acid, naphthalene, camphor, glycerin, turpentine, alcohol, flammable liquids in general
Copper	Acetylene, hydrogen peroxide
Cumin hydroperoxide	Acids, organic or inorganic
Cyanides	Acids
Flammables liquids	Ammonium nitrate, chromic acid, hydrogen peroxide, nitric acid, sodium peroxide, the halogens
Fluorine	Isolate from everything
Formic acid	Oxidizing agents
Hydrazine	Oxidizing agents
Hydrocarbons (butane, propane, benzene, gasoline, turpentine, etc.	Fluorine, chlorine, bromine, chromic acid, sodium peroxide
Hydrocyanic acid	Nitric acid, alkali
Hydrofluoric acid, anhydrous	Ammonia, aqueous or anhydrous
Hydrogen peroxide	Copper, chromium, iron, most metals or their salts, alcohol, acetone, organic materials, nitromethane, aniline, flammable liquids, combustible materials.
Hydrogen sulfide	Fuming nitric acid, oxidizing gases
Iodine	Acetylene, ammonia (aqueous or anhydrous), hydrogen
Mercury	Acetylene, fulminic acid, ammonia

Nitric acid	Acetic acid, aniline, chromic acid (concentrated), hydrocyanic acid, hydrogen sulfide, flammable liquids and gases.
Oxalic acid	Silver mercury
Oxygen	Oils, grease, hydrogen, all flammable
Perchloric acid	Acetic anhydride, bismuth and its alloys, alcohol, paper, wood
Picric acid	Metals, ammonia (avoid shock)
Potassium	Carbon tetrachloride, carbon dioxide, water
Potassium chlorate	Sulfuric and other acids
Potassium perchlorate (see also Chlorate)	Sulfuric and other acids
Silver	Acetylene, oxalic acid, tartaric acid, ammonium, compounds
Sodium	Carbon tetrachloride, water, carbon dioxide
Sodium peroxide	Ethyl or methyl alcohol, glacial acetic acid, acetic anhydride, benzaldehyde, carbon disulfide, glycerin, ethylene glycol, ethyl acetate, methyl acetate, furfural
Sulfuric acid	Potassium chlorate, potassium perchlorate, potassium permanganate (or compounds with similar light metals, such as sodium, lithium)
Water	Alkali metals, sulfuric, thionyl chloride

K. Chemical Fume Hoods:

A chemical fume hood is a cabinet used for exhaust of contaminated air. Protection from chemical vapors and gases is provided by sufficient velocity of air entering at the front and exhausting through the back and top. If a fume hood is not operating properly, or if it is misused, the airflow will be insufficient to capture and remove contaminants, thereby reducing the protection factor of the hood.

The face velocity of a chemical fume hood may be variable at times due to air disturbances caused by:

- a. Location of the hood in regard to open windows or doors
- b. Room air supply inlets
- c. Heavy traffic areas in the room

Normally, a chemical fume hood system consists of:

- d. Cabinet with sliding safety glass sash or viewing panel
- e. Duct work
- f. Exhaust blower

1. Malfunctioning Hood:

Immediately report any malfunction with the fume hood in your laboratory area by calling the Facilities, Management and Campus Services at ext. 2367. The Facilities Department will ensure that safety is provided to both laboratory and personnel.

2. Proper Use:

When using a chemical fume hood, follow these guidelines:

- a. Maintain the sash at the recommended operating height
- b. Keep the inside of the hood clean and uncluttered
- c. Make sure that any large objects that must be in a hood (e.g., water bath) are raised to allow airflow on all sides
- d. Perform all procedures at least six inches behind the plane of the sash.
- e. Do not place your face inside the fume hood
- f. Do not rely on the fume hood exhaust to protect you from projectile or solid objects
- g. Wear safety glasses and gloves

3. Inspection:

Chemical fume hoods are inspected semiannually by the Facilities Maintenance Department. The exhaust velocity is measured and the optimum sash height is determined. In meeting the face velocities for certification, the sash cannot be lower than eight inches above the work surface.

4. Certification:

If certification criteria are met, the hood will be labeled designating the classification of the hood and the sash height which will produce the optimum operating conditions. If the certification criteria cannot be met with minor adjustments, the hood will receive a label which reads "Danger-Hood Not Working – Do Not Use."

5. Biological Hood:

A biological hood is a cabinet designed to filter infectious and some toxic agents by means of High Efficiency Particular Air (HEPA) filters.

- a. All new biological hoods and hoods that have been relocated in the facility must be certified before use.
- b. Annually, all biological hoods must be recertified by an outside vendor. Purchasing will be notified when time for recertification.

L. Corrosive Chemicals

Corrosive Chemicals are commonly thought of as acids and bases, but dehydrating agents and oxidizing agents can also be corrosive. Listed below are several types of corrosive chemicals and some examples of each, as well as guidelines for use of corrosive chemicals.

Types of Corrosive Chemicals

Acids
(sulfuric, nitric hydrofluoric)

Bases
(sodium hydroxide, ammonia)

Dehydrating Agents
(sulfuric acid, sodium hydroxide, phosphorus pentoxide, calcium oxide)

Oxidizing Agents
(picric acid, chromic acid perchloric acid, peroxides, nitrates, nitrites)

1. Hazards of Personal Exposure:

- a. Strong acids and bases may cause serious damage to the skin and eyes
- b. Inhaling the vapors of corrosive chemicals can cause severe bronchial irritation
- c. Seek emergency care in the event of an inhalation accident.

2. First Aid Procedures:

If exposed to a corrosive chemical:

- a. Wash the affected area with copious amount of water
- b. Remove any contaminated clothing immediately

3. Guidelines for Storage:

Follow these guidelines to properly store corrosive chemicals:

- a. Strong oxidizers such as perchloric acid present fire and explosion hazards when in contact with organics. Store in glass containers in a metal tray; away from organic flammable, dehydrating or reducing agents.
- b. Store ALL corrosives on a lower shelf near the floor level

4. Guidelines for Protective Clothing

When using corrosive chemicals:

- a. Always wear rubber apron, gloves, and goggles or a face shield.
- b. Never wear – contact lenses.

Contact lenses should not be worn by laboratory personnel because of the increased risk of eye injury from the chemicals. Chemical liquids, vapors or solids may become trapped under the lenses and cause serious damage to the eye before the lenses can be removed and the eye properly washed. In addition, the contact lenses can be damaged from exposure to some chemicals which in turn, could damage the eye.

5. Guidelines for Accident Prevention:

Remember:

- a. When diluting strong acids, add the acid slowly to the water to reduce the reactive effect.

A-
Always

A-
Add

A
Acid to the water

- b. Use corrosive chemicals ONLY in a fume hood.

Do not:

- c. Mix acids and bases together.
- d. Use corks or rubber stoppers with strong oxidizing agents.

M. Solvents

Organic solvents constitute one of the major hazards in a laboratory. Many are highly volatile or flammable, such as ether, alcohol, or toluene.

Chlorinated solvents such as chloroform are non-flammable, but when exposed to heat or flame, may produce carbon monoxide, chlorine, phosgene, or other highly toxic gases.

All volatile and flammable solvents should be used in a properly functioning chemicals fume hood. Never use ether or other highly flammable solvents in a room with open flames present, such as Bunsen burner.

1. Exposure Hazards:

Skin contact may produce defatting and drying. The paraffin series and the saturated hydro-carbon solvents are stronger skins irritants than those of the aromatic series.

Ingestion of a solvent could result in severe physiological effects.

Inhalation of solvent vapors may cause bronchial irritation, dizziness, central nervous system depression, nausea, headache or coma. Prolonged exposure to high concentrations of solvents may result in liver or kidney damage.

NOTE: Consumption of alcoholic beverages will accelerate these effects. In case of skin contact, ingestion or inhalation of solvents, seek medical aid.

2. Respiratory Hazards:

A property of the following chemicals is that the odor threshold is higher than the acceptable exposure limit:

- Chloroform
- Benzene
- Carbon tetrachloride
- Formaldehyde

Therefore, if you can smell it, you may be overexposed. All four of the above solvents are suspected of being carcinogenic.

Substitution:

Substituting a solvent of lesser toxicity or hazard whenever possible is the best way to decrease the effects of solvent exposure. For example, two solvents may be equally toxic, but the one with a warning property, such as odor, is less hazardous.

Using a less volatile solvent is also a good substitution. The perfect all-around solvent is water, use it whenever possible. Examples of possible substitutions are listed in the following table.

Instead of Using	Substitute
Benzene	Cyclohexane, toluene, or pentane
Carbon tetrachloride	Methylene chloride or 1,1,1-trichloroethene
Chloroform	Methylene chloride or 1,1,1-trichloroethane
Aromatic hydrocarbon	Aliphatic hydrocarbon
Trichloroethylene	1,1,1-trichloroethane
n-hexane	Pentane
Diethyl ether	Petroleum ether

3. Disposal:

List A	List B	List C
--------	--------	--------

Peroxide Hazard from Storage (Discard at 3 months)	Peroxide Hazard from Concentration (Discard at 12 months)	Hazard from Peroxide Initiation of Polymerization (Discard at 12 months)
Isopropyl ether Divinyl acetylene Vinylidene Chloride	Ethyl ether Tetrahydrofuran Acetyl	Styrene Butadiene* Vinyl acetate
Potassium metal Sodium amide	Dicyclopentadiene Diacytlyene Cumene Cyclohexene	Vinyl chloride Chloroprene* Tetrafluoro-ethylene

* When stored as a liquid, the peroxide-forming potential increases and the chemical should be a List A compound.

4. DMSO-Dimethyl Sulfoxide:

Dimethyl Sulfoxide (DMSO) is another organic solvent that is very popular, but which requires special handling procedures. DMSO can serve as either an oxidizing or a reducing agent. It is readily absorbed through unbroken skin and is rapidly distributed throughout the body. DMSO will facilitate the skin absorption of other chemicals.

Appropriate protective gloves should always be worn when using DMSO to avoid inadvertent exposure from hazardous chemicals dissolved in this solvent.

N. Reactive/Explosive Chemicals

Certain chemicals are considered reactive because they are sensitive to friction or shock, or because they react with water or air.

An explosive is a substance or mixture that decomposes or burns very rapidly when subjected to shock or flame. Large volumes of gases and extreme heat are produced simultaneously, resulting in tremendous pressure which causes an explosion. Highly reactive chemicals with explosive properties require special storage, handling and disposal procedures.

1. Ether:

Ethyl ether, isopropyl ether, dioxin, and many other ethers absorb and react with oxygen in air to form unstable peroxides. The peroxides formed may explode if made concentrated by evaporation or when exposed to unusual heat or shock. Once an ether container has been opened, peroxide formation occurs rapidly.

Always order ethers in small-sized containers, such as ¼ - lb. Or 1 – lb. cans. Store in a cool place, such as an explosion-proof refrigerator. Otherwise, store ether in an open, well-ventilated location where vapors may be dispersed easily and diluted. Never keep ether more than twelve months, even if it has not been opened.

Due to the high flammability and the hazard of peroxide formation, special requirements must be taken in the storage and use of ethers.

- a. Appropriate storage area for all containers of ether that have been opened is an explosion-proof refrigerator which is so labeled by the manufacturer. Ether shall not be stored in a standard refrigerator.
- b. The quantity of ether purchased by a laboratory should be limited to the minimum amount required.
- c. Ether shall be used only in an appropriate hood and not on bench tops. All ether shall be kept away from sources of ignition.
- d. Laboratories routinely using ether shall place a sign on the door stating: “Caution: Ether in Use – No Smoking.”
- e. Call the Facilities Office, ext. 2367 for disposal.

2. Mercury:

Mercury, or quicksilver, is the only metal that is a liquid at room temperature. Mercury has been widely used in scientific and medical equipment such as:

- Thermometers
- Barometers
- Sphygmomanometers
- Mercury vapor lamps
- Some feeding tube tips
- Coulter counters
- Electron microscopes

- a. Ingestion of elemental mercury from a broken thermometer constitutes little danger because this form of mercury is not readily absorbed from the gastrointestinal (GI) tract. However, in the event of a spill or an accident, mercury can present a potential hazard due to its highly toxic vapor. The most important route of absorption of mercury is the respiratory tract. Mercury has a highly toxic vapor pressure, and at room temperature the equilibrium concentration of mercury vapor would be 20 mg/m³ or 200 times the ceiling level established by Occupational Safety and Health Administration (OSHA).
- b. General precautions to observe when handling elemental mercury are:
 1. Make sure the area is adequately ventilated
 2. Have any mercury spills or leaks collected immediately
 3. Do not smoke or eat in an area where mercury is being used
- c. All mercury spills should be reported to the Facilities Planning Office, Ext. 2367, immediately. The area in which the spill occurs should be isolated to the greatest degree possible until clean-up can be accomplished. A small mercury spill that occurs as a result of a broken thermometer should be cleaned up with the aid of a mercury spill kit.

3. Osmium Tetroxide:

Osmium tetroxide is a volatile solid whose vapor is extremely irritating to the eyes and respiratory system. The time weighed average (TWA) threshold limit value for exposure to Osmium Tetroxide is 0.2 ppb for an eight-hour workday. It is possible to purchase purified Osmium tetroxide as a 4% solution pre-packaged in 2 ml ampoules.

a. Use:

Some possible uses of OsO₄ (osmium tetroxide) include:

1. catalyst in the dehydrogenation of organic materials,
2. stain for histological examination of tissues,
3. oxidizing agent (support combustion),
4. fixative for tissues in electron microscopy

b. Precautions:

Osmium tetroxide should Only be used:

1. in a properly functioning chemical fume hood, 2. while wearing protective goggles and gloves

4. Perchloric Acid:

Perchloric acid is a colorless, fuming, oily liquid. When cold, its properties are those of a strong acid but when hot, the concentrated acid acts as a strong oxidizing agent.

a. Hazards:

Aqueous perchloric acid can cause violent explosions if misused, or when in concentrations greater than the normal commercial strength. Anhydrous perchloric is unstable even at room temperature and ultimately decomposes spontaneously with a violent explosion. Contact with oxidizable materials can cause immediate explosion.

b. Precautions:

1. Perchloric acid shall be used in a fume hood.
2. Safety eyewear shall be worn at all times when working with perchloric.
3. A direct flame or oil bath shall not be used for heating perchloric acid.
4. Use quartz glassware in order to reduce chances of breakage and spills.
5. Use only explosion-proof electrical equipment around acid.
6. Avoid using more than 20 ml of perchloric per sample.
7. Do not allow perchloric acid samples to boil dry.
8. Identify location of nearest safety shower, eyewash, and fire extinguishers before using perchloric acid.
9. Each laboratory shall store no more than 1-lb. (450g) bottles of perchloric acid.
10. Separate perchloric acid from all organic materials and flammable compounds.

11. Do not allow perchloric acid to come in contact with strong dehydrating agents.
12. All stored perchloric acid should be checked monthly for discoloration; if any is noted, the acid should be discarded in accordance with government guidelines.
13. Report all spills to Facilities Planning office, Ext. 2367, immediately. Do not mop up spills; the acid must first be neutralized.

O. Criteria for Definition and Classification of Hazardous Waste

This policy shall apply to those materials carrying a hazard rating of two or higher in any class.

1. Ignitable

A waste will be considered a moderate ignitable hazard if a representative sample of the waste:

- a. is a liquid and has a flash point less than 140 degrees F determined by the methods cited in American Society for Testing Materials (ASTM) D-98-72 or ASTM 3278.
- b. not a liquid and is subjected to cause fires through friction, absorption or moisture, spontaneous chemical changes, or retained heat from manufacturing or processing.
- c. is an ignitable compressed gas as defined in 49 Code of Federal Regulations (CFR) 173.300 (b).
- d. is an oxidizer as defined in 49 CFR 173.51?

Levels of Ignitability and Degree of Hazard

Hazard Level	Description
0	None, material does not burn
1	Minor, material must be preheated to burn
2	Moderate, some heating is required for ignition and volatile vapors are released (flashpoint of 140 degrees)

3	Severe, material ignites at normal temperature
4	Extreme, very flammable substance that readily forms explosive mixtures

2. Corrosivity

A waste is a moderately corrosive hazardous waste if a representative sample of the waste:

- a. is aqueous and has a pH less than and equal to 2.5 or greater than or equal 5. to 12.5.
- b. Corrodes steel 9SAE 1020 at a rate greater than 0.250 inches per year at a test temperature of 130 degrees F.

Corrosivity

Hazard Level	Description
0	None
1	Minor
2	Moderate
3	Severe

3. Reactivity

A waste substance is classified as a reactive waster of moderate hazard if a representative sample of the waste is:

- a. is normally unstable and readily undergoes violent chemical change without detonating; reacts violently with water, forms potentially explosive mixtures with water; or is a cyanide or sulfide bearing waste which generates dangerous quantities of toxic gases, vapors or fumes when exposed to mild acid or basic conditions.
- b. is capable of detonation or explosive reaction but requires a strong initiating source or which must be heated under confinement before initiation can take place, or which reacts explosively with water.
- c. is readily capable or detonation or of explosive decomposition or reaction at normal temperatures and pressures.
- e. is a forbidden explosive as defined in 49CFR 173.52, a Class A explosive as defined in 49 CFR 173.58. Note: Such waste includes pyrophoric substances, explosive, auto-polymerizing materials and oxidizing agents.

If it is not apparent whether a waste is a hazardous waste after applying this description, then the methods cited below or equivalent methods can be used to determine if the waste material should be categorized and treated as hazardous.

Levels of Reactivity and Degree of Hazard

Hazard Level	Description
0	None, stable when exposed to fire
1	Minor, unstable at high temperatures or pressures and may react as noted above with water or mild acids or bases
2	Moderate, unstable but does not explode; may form explosive mixtures or noxious fumes with water or mild acids or bases.
3	Severe, explodes if heated or water added or forms toxic fumes with water, mild acids or bases.
4	Extreme, readily explosive under normal conditions or forms highly toxic fumes with water, mild acids or bases

4. Toxicity

The following chemical species shall be considered to offer at least a potential toxicity hazard requiring management:

- a. Designated heavy metals in elemental form, in salts, or organic compounds; in particular, antimony, arsenic, beryllium, boron, cadmium, copper, chromium, lead, mercury, nickel, selenium, silver, and thallium. These compounds constitute a risk of metabolic harm to higher animal life and when released in concentrations or quantities above a designated threshold must be managed carefully.

- b. Toxic anions, such as arsenate, chromate, cyanides, fluoroaluminates, fluorides, phosphides.
- c. Extremely dangerous poisons including cyanogen, phosgene, hydrogen sulfide along with the dangerous poisons such as acetone, cyanohydrin and irritating substances such as bromobenzyl cyanide and chloroacetophenone.
- d. Commercial poisons including fungicides and pesticides including DDT, aldrin, chlordane, endrin and toxaphene. The threshold of moderate hazard for these and other uncharacterized toxic chemicals (acute and chronic) shall be taken as equivalent to Toxic Hazard Rating Materials.

Levels of Toxicity and Degree of Hazard

Hazard Level	Description
0	None
1	Minor
2	Moderate (indicated test); can cause temporary incapacitation or injury
3	Severe; short exposure may cause serious injury
4	Extreme; short exposure may cause death

P. Hazardous Waste Disposal Program Collection of Hazardous Waste Procedure

- 1. A department having hazardous waste to be collected will contact the Safety Officer at Ext. 3174. At that time the Safety Officer will make the necessary arrangements for transporting and disposal of the waste.
- 3. Each container of waste must have a label, as shown below, filled out and placed on it. Labels can be obtained from the Safety Officer.

Chem	_____
Dept.	_____
Location	_____
Name	_____
Flamm.	Acid
Toxic	_____corrosive
Reactive	_____

Explanation of Label

Chem. – proper name of chemical

Location – room number of labels in which waste was generated

Name – name of Instructor or Laboratory Technician

Flammable., acid, corrosive., reactive – proper classification of waste.

4. The generating section will also present the Safety Officer with a Hazard Material and Hazardous Waste Record Card filled out with the correct information. The instructor will also be required to maintain a copy on file in his or her laboratory.

Q. Emergency Plan for Chemical Spills

- Notification:
1. Safety Officer – 274-2419
 2. After hours, weekends, etc., notify University Police at ext. 2222, who will contact Safety Officer on call.
 3. If University Police are unable to locate Safety Officer, call the Grambling Fire Department and request assistance.

Spill Clean-up Procedures:

1. First response will be to confine spill and identify chemical involved.
2. No one shall enter spill area without proper safety equipment
3. When a flammable liquid is spilled or a flammable gas cylinder is leaking, all sources of ignition in the area shall be extinguished
4. Clean-up procedures will be based on chemical and degree of hazard associated with chemical and amount spilled.
5. The Safety Officer will oversee all clean-up procedures
3. All contaminated material will be placed in 55-gallon drums and labeled to identify content.
4. This material will then be disposed of by the Safety Officer through a licensed hazardous waste vendor.

R. Conclusion

Strict adherence to the guidelines prescribed in this manual will place Grambling State University in full compliance with Federal Environmental Protection Agency requirements for safe handling and disposal of hazardous substances. It will also help to ensure a safe campus environment for students, faculty, and staff. The maintenance of a safe campus environment is not and cannot be the sole responsibility of one individual. The combined effort, concern and cooperation of the entire GSU family is needed in order to protect our campus from the often-detrimental effects of careless handling of hazardous waste. Thus, it is imperative that we learn and abide by the guidelines set forth in this manual.

XXI. DRIVER SAFETY PROGRAM

The Office of Safety and Risk Management maintains employee driver licenses solely for the purpose of 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 method of screening, training, and accountability for employees and supervisors required to assign or drive state owned vehicles 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 licenses from employees that seek driving privileges. Authorized driver privileges are not mandatory and is the responsibility of the employee to maintain current driving privileges. However, monthly reminders will be sent through email to the GSU distribution list from safety@gram.edu to remind employees to check their authorized driver status.

PURPOSE/OBJECTIVE

The purpose of this policy is 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 is to respond should they be involved in a vehicular accident while conducting State business.
- Make recommendations on how to operate a vehicle, safely and to reduce your risk of being involved in a traffic accident.

STATEMENT OF POLICY

Grambling State University's Driver Safety defines the requirements and procedures necessary to drive on state business for GSU according to the guidelines set forth by the Louisiana Office of Risk Management. For many, driving a vehicle is a necessary 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 important that every driver accept personal responsibility for his/her own well-being, as well as, 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 described by LA 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 in the course of their employment.

Definitions

Authorization and Driving History Form: (DA 2054): Record that is maintained by 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 his/her last Defensive Driving class
5. Certification by the employee that he/she maintains 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 ORM Defensive Driving Course and sent certificate to the GSU Office of Safety and Risk Management.
NOTE: Complete the ORM Defensive Driving course through [LEO](#), print the certificate. (BOTH Human Resources and the GSU Office of Risk Management need copies)
2. Filled out DA2054 and sent it to the GSU Office of Safety and Risk Management.
3. The GSU Safety and Risk Director or Manger has reviewed official driving history and signed DA2054, and added driver to 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/or 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 set forth 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 high-risk driver.
2. Does not complete/pass the ORM-recognized driver course within the allowed time 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/or 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 in the course of their employment. **Employees are responsible for verifying that they are an Authorized Driver prior to operating any motor vehicle in the course of 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 Louisiana Revised Statute Title 32, Section 900 (LA 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](http://leo.doa.louisiana.gov/). (<http://leo.doa.louisiana.gov/>) 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 (DA2054). 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 (DA2054) and proof of completion of the defensive driving course should be retained by the Authorized Driver.
10. The original Authorization and Driving History Form (DA2054) 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 (DA2054) 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 LA 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
 - a. The Preventive Maintenance Form located in the University/state owned vehicle.
 - b. 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 (DA2054)
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 [DA2041](https://www.doa.la.gov/media/jeee45jn/da_2041.pdf) form can be downloaded from https://www.doa.la.gov/media/jeee45jn/da_2041.pdf
8. 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.

XXII. FIRE HAZARDS ON CAMPUS

Smoking Material- Carelessness with cigarettes, matches, etc., accounts for the greatest number of residence hall fires. UNDER NO CIRCUMSTANCES IS SMOKING PERMITTED IN ANY UNIVERISTY BUILDINGS.

Flame- Candles can be dangerous. Leaving them burning unattended or too close to combustible materials can lead to fires. Candles are not allowed in any residence hall.

Decorations- Some decorations ignite easily and allow a fire to spread rapidly. These include holiday decorations, large posters, filmy curtains, and flammables tacked to the ceiling. Make sure all electrical devices, including lighting and extension cords are UL-approved

Trash- The accumulation of trash, boxes, papers and other items that are slated for disposal, especially in corridors and stairwells, are a fire hazard. Report such accumulations to a *Budget Unit Head* or Resident Assistant.

Flammable Liquids- Common materials like paint, paint remover, hair spray, duplicator fluid, and thinner can be fire hazards. *Many chemicals which are used in University laboratories and*

by personnel in the Physical Plant are also flammable. University personnel must examine the labels on the containers or the MSDS for the chemical to determine safe storage and handling procedures.

Appliances- Careless use of heat-producing appliances can start fires. Especially hazardous are:

- Hot plates left on, unattended, or with grease build up on coils.
- Electric blankets left on when resident is not in bed.
- Irons left on, lying down, unattended, or used on a bed.
- Toaster ovens left on, with accumulated grease, or unattended.
- Hair dryers laid down while they are on or used to dry clothes.
- Portable space heaters placed near combustibles like curtains or used to dry clothes. •
Certain tools and equipment used in laboratories and other areas.

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. And if fire fighters are called out on a false alarm, they will not be available to fight a real fire.

XXIII. FIRE SAFETY FEATURES

– The following are some of the fire safety features at the University.

EMERGENCY NUMBERS TO CALL IN CASE OF FIRE

Emergency numbers shall be clearly posted on or next to phones or on bulletin boards, etc., for quick dialing.

In the event of fire or another emergency, call 911. If injury is involved, tell the operator; they will alert EMS.

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 shall be placed in such a manner that the operating instructions shall face outward. Extinguishers shall not be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.

The Physical Plant is responsible for periodically 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/students read and understand the directions of the fire extinguisher(s) in their area.

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.

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.

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

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.

A COMBUSTIBLE METAL fire extinguisher is designated by a “D” inside a YELLOW STAR on the label. This extinguisher is only for use on Class D type fires.

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

To use extinguisher, remember P A S S.

Pull the pin. (Some may require pressing a puncture lever or releasing a lock hatch.)

Aim the extinguisher nozzle or cone at the base of the fire.

Squeeze or press the handle.

Sweep 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.

FIRE ALARMS

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

- *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 conditions of occupancy.

The fire alarm and heat/smoke detection system shall be tested periodically and the results of the test 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 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.

In no case shall access to an exit be through kitchens, store-rooms, restrooms, closets, bedrooms, or similar spaces or other rooms subject to locking (above does not apply specifically to dwelling or some apartments—contact Environmental Health and Safety Department for clarification).

Ways of exit access and the doors to the exits to which they lead shall be clearly recognizable. Hangings or draperies shall not be placed over exit doors or otherwise located so as to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed so as to confuse the direction of 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 which impair 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.

Every exit sign shall be suitably illuminated by a reliable light source. 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 and 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 device which releases the latch upon the application of 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 arrangement that can be used to prevent the release of the latch when pressure is applied to 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 closers should remain open—they will close by themselves in the event of 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 other simple type of releasing device; the method of operation shall be obvious even in darkness.

The minimum width of any corridor shall be 44 inches in the clear. (Passageways, doors, and exits shall be free from obstructions)

EMERGENCY LIGHTING

Illumination of means of egress shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use. Artificial lighting shall be employed at such places and for such periods of time required to maintain the illumination. For the purposes of this requirement, exit access shall include only designated stairs, aisles, corridors, ramps, escalators, and passageways leading to an exit.

NOTE: Test dates and results of emergency lights, alarm systems, and sprinkler systems can be obtained from Physical Plant

EVACUATION DIAGRAMS

Evacuation diagrams shall be placed by the Physical Plant on each floor on bulletin boards or areas where persons gather. Diagrams shall indicate where those individuals are and the safest and most direct route out of the building.

Periodic inspection of large assembly areas and unusual structures such as stadium press box, air supported structures, or tents shall be performed by the department heads in those areas.

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 promulgated by 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.

STRATEGIES TO PREVENT FIRES

Follow all campus rules and take the following precautions:

Smoking

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 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 vacations.
- 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. Use heavy duty UL approved extension cords to increase cord length, not to plug in more appliances. • Do not use hot plates, grills, or other appliances in your dormitory if they are prohibited.

Other Precautions

GENERAL SAFETY MANUAL (PLAN) POLICY

- Decorate for holidays or parties with flame-retardant or noncombustible materials. Remove them before leaving for 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. Do not leave them unattended while 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 Physical Plant.
- Plan. Think about how you would exit from different areas of your residence hall/classroom building.
- 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 location of safety equipment and of exits in other buildings. •
Have an outside meeting place to get a head count.

STORAGE OF FLAMMABLES IN STATE BUILDINGS

Storage of flammable materials shall be made in fireproof containers. State buildings and public places of assembly shall be regularly policed to clean up and place in fireproof containers all flammable materials; and all places of storage shall be arranged and maintained in such a manner that exit from said places and access to said places for the purpose of fire-fighting is not in any way impeded. Flammable materials include, but are not limited to paper, cigarettes, food wrappings, cardboard containers for paper, and office supplies.

NOTE: None of the above, nor gasoline, paint, or other flammable liquids shall be stored under stairwells or in halls, aisles, corridors, or passageways. A comprehensive discussion of chemical hygiene is located in the “Chemical Safety” part of this Safety Plan and in the “Laboratory Safety Manual.

FIRE DRILLS

Fire and smoke drills are very important, especially in-residence halls/classroom buildings. If you know what to do, you are less likely to panic. (Some drills may be held at night to practice escaping in the dark.) Take fire drills seriously; they may save your life. Follow directions of the person in charge.

Fire drills may consist of a “live” drill in which building occupants must vacate a building to a safe haven in the same way that they would in the case of a fire. Occasionally, the drill may be a “mock” drill, in which building must state what they should do in case of fire, including indicating the “safe haven” to which they should evacuate to in case of fire the designated safe havens for university building are:

WHAT TO DO IN CASE OF FIRE

STEP 1. **Stay calm.** Think out what you have to 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 911 and:

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

STEP 4. If you are in your room when you hear an alarm, feel the door, from bottom to top (heat rises). 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 corridor seems safe.

STEP 5. If you can exit:

- Take your key and walk to 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 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 fire fighters 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 door with tape, clothes, sheets, etc.
- Open windows slightly, if there is no smoke outside. Open at top (to vent smoke) or at bottom (to let in fresh air).
- Tie wet cloth over nose and mouth to aid breathing.
- Stay low, where air is fresher (smoke rises).
- Signal rescuers by waving a sheet or 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 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.

XXIV. REVISION/REVIEWED
June 29, 2023