

TABLE OF CONTENTS

SECTION 1- GENERAL SAFETY POLICIES FOR ALL EMPLOYEES.....	6
GENERAL INFORMATION	6
ANNUAL REVIEW OF SAFETY PLAN	6
COMPLIANCE WITH SAFETY PLAN	6
ASSIGNMENT OF SAFETY RESPONSIBILITIES	6
SAFETY MEETINGS- GENERAL INFORMATION.....	9
QUARTERLY SAFETY MEETINGS.....	10
OTHER SAFETY MEETINGS	10
SAFETY TRAINING- GENERAL INFORMATION.....	10
NEW EMPLOYEE TRAINING	10
ON-GOING EMPLOYEE TRAINING	11
SUGGESTIONS FOR PLANNING AND CONDUCTING SAFETY TRAINING	11
DOCUMENTATION OF SAFETY MEETINGS AND SAFETY TRAINING.....	12
SAFETY INSPECTION – GENERAL INFORMATION	13
CATEGORIES OF INSPECTIONS	13
CONTENT OF A SAFETY INSPECTION.....	13
BASIC INSPECTION INFORMATION	14
INSPECTION REPORTS	15
REPORTING UNSAFE CONDITIONS/ACTS	15
CORRECTING HAZARDS/ UNSAFE CONDITIONS/ACTS	16
ACCIDENT/INCIDENT INFORMATION – GENERAL	16
TYPES OF REPORTABLE ACCIDENTS.....	16
PROCEDURE FOR REPORTING NON-VEHICULAR ACCIDENTS OR “NEAR-MISSES” THAT INVOLVE OR COULD HAVE INVOLVED INJURY OR DAMAGE TO PROPERTY.....	17
ACCIDENTS OR “NEAR-MISSES” INVOLVING EMPLOYEES	17
ACCIDENTS OR “NEAR MISSES” INVOLVING NON-EMPLOYEES	18
CHARACTERISTICS OF AN ACCIDENT INVESTIGATION	18
STEPS FOR CONDUCTING AN ACCIDENT INVESTIGATION	19
ACCIDENT INVESTIGATION AS A PREVENTIVE TOOL	19
JOB SAFETY ANALYSIS (JSA) – INTRODUCTION	20
WHEN TO PERFORM A JOB SAFETY ANALYSIS (JSA)	20
PROCEDURE FOR PERFORMING A JOB SAFETY ANALYSIS	21
USE OF JOB SAFETY ANALYSES	22
ANNUAL REVIEW OF JOB SAFETY ANALYSES	22
SECTION 2- LOUISIANA TECH UNIVERSITY SMOKING POLICY.....	23
SECTION 3- EMERGENCY GUIDELINES.....	24
PURPOSE	24
MEDICAL AND FIRST AID – “WHAT TO DO IN CASE OF PERSONAL INJURY OR ILLNESS”	24
USE/STOCKING OF FIRST AID KITS.....	25
UTILITY FAILURE	25
SECTION 4- FIRE SAFETY, INCLUDING LIFE SAFETY STANDARDS.....	26
FIRE HAZARDS ON CAMPUS	26
EMERGENCY NUMBERS TO CALL IN CASE OF FIRE	26
FIRE EXTINGUISHERS- GENERAL DESCRIPTION.....	27
HOW TO USE A FIRE EXTINGUISHER.....	27
FIRE ALARMS.....	28
SMOKE DETECTORS	28
SPRINKLER SYSTEMS.....	28
EXIT AND MEANS OF EGRESS	28
EMERGENCY LIGHTING	30
EVACUATION DIAGRAMS.....	30
REQUIRED LIFE SAFETY STANDARDS SPECIFIED IN THE LOUISIANA BUILDING CODE FOR	

STATE OWNED BUILDINGS.....	30
STRATEGIES TO PREVENT FIRES	30
STORAGE OF FLAMABLES IN STATE BUILDINGS.....	31
FIRE DRILLS.....	31
SAFE HAVENS IN CASE OF BUILDING EVACUATIONS, BY BUILDING NAME AND SAFE HAVEN	32
WHAT TO DO IN CASE OF FIRE.....	32
SECTION 5- PERSONAL SECURITY	34
SAFETY TIPS FOR PERSONAL SECURITY	34
PERSONAL SECURITY WHEN ON THE TELEPHONE	34
PERSONAL SECURITY WHEN WALKING.....	34
PERSONAL SECURITY WHEN WORKING.....	35
PERSONAL SAFETY WHEN DRIVING.....	35
WHAT TO DO IN THE CASE OF AN ASSAULT OR ATTEMPTED ASSAULT	35
SECTION 6- RESIDENCE HALL SAFETY.....	36
SAFETY INSPECTIONS OF RESIDENT HALLS	36
FIRE SAFETY IN RESIDENT HALLS	36
FIRE DRILLS IN RESIDENT HALLS	36
GUIDE FOR FIRE-SAFE CHRISTMAS DECORATIONS IN STUDENT ROOMS	37
SECTION 7- OFFICE SAFETY.....	39
OFFICE SAFETY TRAINING	39
TRIPS AND FALLS IN THE OFFICE SETTING.....	39
BACK SAFETY IN THE OFFICE SETTING.....	39
STRESS WHEN WORKING IN AN OFFICE SETTING.....	40
FIRE SAFETY IN OFFICES.....	40
OFFICE MACHINE SAFETY.....	41
ENVIRONMENTAL ISSUES IN OFFICES.....	41
ERGONOMICS IN THE OFFICE SETTING.....	41
SECTION 8- SAFETY ISSUES FOR THE DISABLED.....	42
GENERAL INFORMATION	42
FIRE SAFETY AND DEVELOPMENT OF SAFETY PROCEDURES FOR THE DISABLED.....	42
SPECIAL PROBLEMS WITH THE DISABLED.....	42
SECTION 9- DRIVER SAFETY PROGRAM AND VEHICLE OPERATION/ AND MAINTENANCE	43
INTRODUCTION.....	43
VEHICULAR TRAVEL OPTIONS FOR EMPLOYEE TRAVEL ON STATE BUSINESS- See Forms and Information and Driver's Safety Sections of the EHS web site for travel options.....	43
AUTHORIZED DRIVERS OF VEHICLES USED FOR STATE TRAVEL.....	43
ASSIGNMENT OF RESPONSIBILITIES FOR DRIVER SAFETY PROGRAM	44
"STEP-BY-STEP" GUIDE TO FOR DRIVER CERTIFICATION/RE-CERTIFICATION.....	46
LISTS OF AUTHORIZED DRIVERS.....	48
ACCIDENT REPORTING INVOLVING VEHICLES.....	48
SAFE DRIVING TIPS	49
USE OF VEHICLE OCCUPANT RESTRAINT SYSTEMS.....	49
TRANSPORTING OF PERSONNEL IN OPEN BED TRUCKS AND TRAILERS.....	50
VEHICLE REPAIR AND MAINTENANCE SHOPS.....	50
SECTION 10- SHOP AND SHOP/LAB SAFETY	51
INTRODUCTION.....	51
GENERAL INFORMATION.....	51
HOT ENVIRONMENTS AND HEAT-RELATED DISORDERS	52
CONFINED SPACES	55
PROCEDURES FOR ENTERING CONFINED SPACES	56
EXCAVATIONS, TRENCHING, AND SHORING.....	57
EQUIPMENT LOCKOUT/TAGOUT PROCEDURE	59
MATERIAL HANDLING	63

PROPER USE OF LADDERS AND SCAFFOLDING	72
SAFE USE OF HAND AND PORTABLE POWER TOOLS.....	78
SAFETY RULES FOR WOODWORKING AND OTHER POWER TOOLS, INCLUDING PPEs	81
MACHINE SAFEGUARDING REQUIREMENTS FOR HAND AND POWER TOOLS	88
ELECTRICAL SAFETY	91
HANDLING, USING, AND STORING OF COMPRESSED GAS CYLINDERS	93
TASK-SPECIFIC POLICIES- PLUMBING OPERATIONS.....	97
TASK-SPECIFIC POLICIES- WELDING AND CUTTING OPERATIONS	98
TASK-SPECIFIC POLICIES- PAINTING	106
TASK-SPECIFIC POLICIES- GROUNDS MAINTENANCE/FARM OPERATION	107
TASK-SPECIFIC POLICIES-FOOD PREPARATION, DINING AREAS, AND STORAGE.....	122
TASK-SPECIFIC POLICIES-CUSTODIALSAFETY-	125
SECTION 11- PERSONAL PROTECTION PROGRAM.....	127
INTRODUCTION.....	127
TRAINING AND RE-TRAINING ON THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) ..	128
EYE PROTECTION.....	128
FALL PROTECTION	130
FOOT PROTECTION	131
HAND PROTECTION.....	131
HEAD PROTECTION.....	133
HEARING PROTECTION.....	134
PROTECTIVE CLOTHING.....	137
RESPIRATORY PROTECTIVE EQUIPMENT	140
SECTION 12- HAZARD COMMUNICATION PROGRAM (HCP)	144
RESPONSIBILITIES FOR THE HCP	144
COMPONENTS OF THE HCP	146
HAZARDOUS CHEMICAL INVENTORY- GENERAL REQUIREMENTS	147
MATERIAL SAFETY DATA SHEETS (MSDS), INCLUDING THE USE OF ELECTRONIC DATA	
BASES.....	148
LABELING OF CHEMICALS	157
THE NFPA HAZARD IDENTIFICATION SYSTEM LABELLING SYSTEM.....	158
HAZARDOUS MATERIAL IDENTIFICATION SYSTEM (HMIS) FOR LABELING CHEMICALS	159
OTHER LABELING FORMATS.....	160
EMPLOYEE TRAINING, AS PART OF THE HCP	161
ITEMS TO INCLUDE IN HCP TRAINING	161
SAMPLE TRAINING OUTLINE	161
DEFINITIONS ASSOCIATED WITH THE HCP	162
SECTION 13- CHEMICAL SAFETY	164
REGULATORY BASIS FOR RULES GOVERNING THE SAFE USE OF CHEMICALS.....	164
UNIVERSAL RESPONSIBILITIES AND ACCOUNTABILITY FOR CHEMICAL SAFETY.....	164
BASIC RULES FOR WORKING WITH CHEMICALS	165
EMERGENCY PROCEDURES WHEN A PERSON IS EXPOSED TO CHEMICALS	166
PREPLANNING FOR AND RESPONDING TO CHEMICAL SPILLS-.....	167
APPROPRIATE RESPONSE STEPS FOR A SMALL SPILL.	169
APPROPRIATE RESPONSE STEPS FOR A LARGE SPILL.....	169
HAZMAT RESPONSE LEVELS FOR CHEMICAL SPILLS	170
CHEMICAL STORAGE –	171
HANDLING TOXIC AND CORROSIVE CHEMICALS	173
INCOMPATIBLE CHEMICALS.....	173
STORAGE OF FLAMMABLE OR COMPUSTIBLE LIQUIDS CLASSES IA IB IC	173
ASBESTOS HANDLING AND DISPOSAL.....	175
CHEMICAL INVENTORY REDUCTION AND CHEMICAL WASTE REDUCTION RULES.....	176
HAZARDOUS CHEMICAL MANAGEMENT AND DISPOSAL PLAN	177

HAZARDOUS CHEMICAL MANAGEMENT AND DISPOSAL TRAINING	178
USES OF THE ANNUAL CHEMICAL INVENTORY IN HAZARDOUS CHEMICAL MANAGEMENT AND DISPOSAL.....	178
IDENTIFYING AND DISPOSING OF CHEMICALS AND CHEMICAL WASTE FROM OFFICES AND OTHER LIMITED USE AREAS-	179
IDENTIFYING AND DISPOSING OF CHEMICALS AND CHEMICAL WASTE FROM VEHICLE MAINTENANCE SHOP , PAINT SHOP, AND OTHER AREA WHICH USE CHEMICALS SIMILAR TO THOSE USED IN THESE AREAS	179
IDENTIFYING HAZARDOUS WASTE	180
MINIMIZING HAZARDOUS WASTE.....	182
ON-SITE TREATMENT AND DISPOSAL OF HAZARDOUS CHEMICAL WASTE.....	183
LABELING, COLLECTING AND STORING HAZARDOUS CHEMICAL WASTE	183
SECTION 14- LABORATORY SAFETY MANUAL	188
INTRODUCTION TO LABORATORY SAFETY	189
SCOPE OF LABORATORY SAFETY PLAN.....	189
RESPONSIBILITIES LABORATORY SAFETY.....	190
LABORATORY TRAINING AND INSPECTION PROGRAM	193
GENERAL LABORATORY SAFETY PROCEDURES FOR ALL LABS, STOCKROOMS, AND PREPARATION AREAS.....	193
CHEMICAL HYGIENE PLAN FOR LABORATORIES (CHPL) - INTRODUCTION	194
BASIC RULES FOR WORKING WITH CHEMICALS	195
BIOHAZARD CONTROL.....	209
FINE ARTS LABS SAFETY.....	220
GEOLOGY AND GEOPHYSICS LAB SAFETY	224
FIELD LABS SAFETY	224
LABORATORY SAFETY SURVEY-.....	226
SECTION 15- EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (ECP).....	227
INTRODUCTION AND SCOPE OF ECP	227
OSHA DEFINITIONS WHICH MAY HELP YOU IN YOU DECISION OF WHICH OF YOUR EMPLOYEES ARE "HIGH RISK"	228
ORM DEFINITION OF "HIGH RISK" EMPLOYEES	229
ECP TRAINING:.....	229
RESPONSIBILITIES FOR ECP.....	229
EXPOSURE CONTROL FOR BBP	231
WHO MAKES THE OCCUPATIONAL EXPOSURE DETERMINATION	233
METHODS OF COMPLIANCE.....	233
PROCEDURE FOR HANDLING SPILLS OF BLOOD, OTHER BODY FLUIDS AND HUMAN TISSUE	239
HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOWUP	241
POST-EXPOSURE EVALUATION AND FOLLOW-UP	242
ECP INFORMATION AND TRAINING	244
LABELS	246