

# SECTION 1- GENERAL SAFETY POLICIES FOR ALL EMPLOYEES

## GENERAL INFORMATION

This Safety Plan has been developed to provide Louisiana Tech University personnel with a summary of the applicable portions of the state and federal regulations which apply to occupational safety and health. The President's safety policy states that it is the responsibility of department heads to ensure that each department has a sufficient safety program. It is recognized, however, that the responsible people generally do not have the time to pursue the various applicable safety regulations in detail. It is, therefore, hoped that this manual will provide an easy reference for the most frequent problem areas and that this, in conjunction with assistance provided by the Environmental Health and Safety Department (EHS), will provide answers to questions that might arise.

## ANNUAL REVIEW OF SAFETY PLAN

The Safety Plan is a University Policy. ALL EMPLOYEES MUST REVIEW AND DOCUMENT THE REVIEW OF THE PLAN EACH YEAR. THIS REVIEW WILL BE THE TOPIC OF THE 1<sup>ST</sup> QUARTER CAMPUS-WIDE SAFETY MEETING EACH CALANDER YEAR. EACH EMPLOYEE MUST DOCUMENT THIS ANNUAL REVIEW WITH THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY.

## COMPLIANCE WITH SAFETY PLAN

All employees are required to follow University Policies and Procedures as a condition of their continuing employment. Therefore, if an employee does not comply with the rules and regulations set forth in the Safety Plan, the University has the right (and duty) to take action and may chose non-disciplinary or disciplinary action against the errant employee, depending on the seriousness of the infraction. Such actions are covered in the rules and regulations of the Louisiana Department of State Civil Service for classified employees and Louisiana Tech University Policy 1414 for un-classified employees. Actions may range from informal discussions/counseling of the employee to termination of employment.

## ASSIGNMENT OF SAFETY RESPONSIBILITIES

**The University President** is ultimately responsible for the overall direction of the campus safety and risk management programs, and shall provide the resources necessary to maintain a safe working environment on campus. The President shall approve all safety policies that are recommended by the University Safety Committee and the University Administrative and Planning Council, and assure that these policies are adhered to by all university personnel, students and other clients. The President shall participate in campus safety programs and ensure safety awareness among the Vice Presidents and other members of the Administrative Council. The President may delegate certain safety and risk management responsibilities to other levels of authority within the university, but shall assure that these employees perform these assigned duties.

**The University Safety Committee** is responsible for reviewing and recommending adoption of university safety standards and policies to the President for approval. The committee, which is appointed by the President, advises the President on the status of the safety program. The committee works through the safety representatives to inform departments of new procedures and to assist them in consistently complying with safety regulations. The EHS Director is given general guidance by the committee.

The University Safety Committee shall assist the EHS Director in developing the methods and means for resolving the problems and in developing the necessary procedures for placing the acceptable methods into effect. Specifically, the Safety Committee shall:

- Assist the EHS Director in developing safety education/training programs designed to create and maintain an interest in job safety.
- Assist the EHS Director in coordinating the efforts of safety committees organized within the various colleges, schools, and major activities of the university.
- Review with the Environmental Health and Safety Director reports of serious accidents or fires.
- Provide the EHS Director with suggestions and recommendations to correct hazardous conditions and/or unsafe work practices.
- Recommend to the EHS Director those changes to existing policies or new policies to minimize unsafe acts..
- Recommend to the EHS Director physical or structural alterations required to eliminate or control hazards.

**The Assistant Vice President for Administration and Facilities** is in charge of the division in which the EHS Office is located. As such, this vice president reviews safety policies formulated by the EHS Office and University Safety Committee, participates in the safety program as recommended by the EHS Director, conducts safety tours, reviews and responds to safety reports, ensures safety awareness among key management personnel, reviews safety audits, evaluates safety program, notifies the Environmental Health & Safety Office of any verbal or written plans submitted to Facility Planning prior to submittal.

**Other Vice Presidents** direct activities of the Unit Heads in their area as related to safety, communicates with EHS Director concerning any discrepancies in the following of safety procedures in their areas, and acts with other members of the Administrative and Planning Council in reviewing campus-wide safety policies prior to submitting them to the President for approval.

**The Environmental Health and Safety Director** provides professional advice to University groups in the areas of safety, industrial hygiene, and loss prevention. The Director is available for inspections, monitoring, analysis of specific problem areas, and to assist administrators and supervisors to ensure that no person is exposed to a life-threatening situation. Other duties of the Safety Director are, but not limited to:

- Direct the activities of the EHS Office
- Having primary responsibility for coordinating the safety operations at Louisiana Tech.
- In cases of life-threatening situations, contact the first available person in charge to explain to them what corrective actions should be taken and if necessary, to stop any operation until that situation is contained.
- Serve as the liaison for the university with all regulatory agencies in the fields of occupational and environmental health and safety.
- Plan and direct a regular program of safety inspections and accident investigations.
- Supervise and review accident reports to evaluate the investigation, identification of causative factors, and corrective actions.
- Manage the accident prevention program.
- Keep the Vice President informed of the accident prevention program.
- Performs periodic inspections in university buildings and monitors all adverse environmental exposures and assist Unit Heads in the development for the Unit's safety inspection checklists to use during the inspections of their respective Units.
- Check for compliance with applicable safety laws and codes.

**The Budget Unit Heads (Deans, Directors, Department Heads, Supervisors)** are responsible and accountable for maintaining safe operations of the facilities and for the safety of the personnel and clients within their scope of administrative responsibility on a daily basis. University Policy 1404 states that, “each Vice President, Dean and Director is responsible for seeing that established procedures are followed in the respective divisions.” This includes the effectiveness of the Budget Unit Head in fulfilling their responsibilities for maintaining the safe operation of the Unit. Specific responsibilities of Budget Unit Heads include, but are not limited to, the following:

- Conduct a comprehensive safety orientation/training of all new employees and any incumbent employees whose duties change, prior to these employees beginning their assigned tasks, and identify to the EHS Office, any of these employees who require specialized training (ie: Advanced Blood Borne Pathogen, Safe Handling of Radionuclides). The form used to document orientations is found on the EHS web site.
- Provide the resources necessary to implement and maintain a safe working environment in all areas of their Unit.
- Ensure that the requirements of the Louisiana Tech University Safety Plan, and all other safety policies/procedures that are appropriate to the operation of their Unit are followed in their areas of responsibility.
- Provide the Louisiana Tech University EHS Office with a list of areas in their Unit in which potentially hazardous materials and equipment are used or stored. This list is also to include a statement of the types of hazards that exist in each area.
- Validate the authenticity all quarterly site-specific inspection of facilities/process conducted in their Unit and, if appropriate, of the annual chemical/biohazard audit taken within their Unit.
- Verify that all safety hazards that exists in the Unit’s physical facilities or any process occurring in their Unit are corrected and the actions taken to correct these are documented.
- Verify on a Form DA 2054 that any employee in their Unit who must drive a vehicle as part of their work have completed the ORM Driver’s Safety program.
- Attend and verify that all employees under their supervision attend, the “Safety and Risk Management in Higher Education’ training series and all quarterly safety meetings.
- Investigate all accidents or incidents which occurs in their Unit that resulting in personal injury of any person, “near misses” or loss of property, document this investigation on the appropriate “Accident/Incident Report Form (see “Types of Reportable Accidents” in this Policy) and submit these forms in a timely fashion.
- Provide for the safety handling, storage and disposal of any hazardous materials used in their Unit.
- Appoint a Unit Safety Coordinator and/or Unit Safety Committee to facilitate the Unit’s safety program, if appropriate.
- In the absence of a Departmental Safety Coordinator, conduct and document safety meetings and training of all employees in their unit AT LEAST QUARTERLY and any other duties.
- Identify any employee whose job has changed to one which requires specialized training (ie: Advanced Blood Borne Pathogen, Safe Handling of Radionuclides) to the EHS Office and prohibit these employees from assuming these high-risk duties until they have satisfied the necessary training requirement..

**The Departmental Safety Coordinators (DSC)** may be designated by Unit Heads to facilitate the Unit’s safety program and serve as the Unit liaison to the EHS Office and other Units on safety issues. Responsibilities of the DSC may include the following:

- Assist the Budget Unit Head in the performance of their duties in the area of safety;
- Conduct and/or coordinate the safety training of employees or clients that use the budget unit’s facilities or resources laboratories and document such training using a Louisiana Tech University Safety Meeting Report Form.

- Provide information about safety hazards to contract employees or maintenance employees working in the areas.
- Work with administrators and other employees from other Units to develop and implement appropriate safety policies and practices.
- Monitor procurement, use, and disposal of hazardous materials used in the budget unit.
- Maintain a current knowledge concerning the legal requirements for the use of regulated substances in the Unit.
- Seek ways to improve the University safety plans
- Serve as the Budget Unit's representative on various University safety committees

**The Faculty and Staff must:**

- Attend initial training and periodic updates of the requirements of the University's and Unit's Safety Program, be aware of all safety policies and rules that apply to their job, and follow those policies in the conduct of their roles and responsibilities at the University.
- Identify all potential hazards associated with their assigned task, correct minor hazards that they observe and report major hazards to their Supervisor.
- Set a good example for fellow employees, students and other clients by (1) observing all safety rules and recommendations; (2) wearing protective equipment where recommended; and (3) being enthusiastic and proactive about safety.
- Maintain discipline and enforce safety rules in their workplace. This is of particular importance for faculty who instruct students in laboratories and other practica.
- Refrain from working alone and, if this is necessary, alert another employee or the University Police of your location.
- Ensure that the proper tools, equipment and protocols are selected for a job and that these are used correctly and safely.
- Report all injuries or "near misses" to a Supervisor, immediately or as soon as it is practically possible.
- Be aware of and adhere to the site-specific safety responsibilities that are unique to you specific Unit. NOTE: A list of additional responsibilities for employees who work in labs are found in the "Laboratory Safety Manual" section.
- Assist the Budget Unit Head, DSC and EHS in the development of safety policy.

**The Physical Plant/Maintenance Department must:**

- Inspect equipment rooms and other "limited access" areas for safety hazards and document these inspections..
- Identify and correct safety hazards associated with equipment located in these limited access areas.
- Provide and document routine preventive maintenance of equipment in limited access areas.
- Promptly complete all work orders for correcting safety hazards in the physical facilities at the University.

**SAFETY MEETINGS- GENERAL INFORMATION**

Safety meetings can be effective accident prevention tools. These activities must be conducted at both the University and Departmental levels and all employees must participate.

## QUARTERLY SAFETY MEETINGS

Quarterly safety meetings are required for all employees by the Louisiana State Office of Risk Management (ORM) and the University. 100% PARTICIPATION IS EXPECTED. These meetings are delivered, in a variety of formats, including electronically for those employees with readily-available access to computers. Attendance must be documented and such documentation maintained by EHS for a minimum of 3 years. Supervisors are responsible for assuring that all employees in their areas of responsibility participate in these meetings.

Topics for safety meetings shall be educational and motivational and shall demonstrate the University's concern for safety. The topics and content of the most recent safety meetings are located on the EHS web site.

## OTHER SAFETY MEETINGS

Additional safety meetings may be called by the President or his designee as the need arises

## SAFETY TRAINING- GENERAL INFORMATION

Periodic safety training is required of all employees. Safety training differs from safety meetings, in that, safety meetings address topics that are of general interest to all employees. Safety training address topics that are specific to employees in a particular department or who perform a specific task.

## NEW EMPLOYEE TRAINING

The Louisiana State Office of Risk Management has directed the University to develop general safety rules and policies which apply to all employees and sets of site (budget unit)/task -specific rules which apply to a particular unit. All new employees must receive a copy of these rules/policies from their supervisor when hired and such actions are documented by the supervisor on a "New Employee Safety and Risk Management Orientation Form" (See EHS "Forms" Section). THE SUPERVISOR MUST ADDRESS ALL SAFETY HAZARDS ASSOCIATED WITH ALL TASKS THE NEW EMPLOYEE ARE TO PERFORMS AND WHAT PPEs ARE APPROPRIATE TO MINIMIZING THESE HAZARDS. TRAINING OF THE PROPER USE OF THESE PPEs MUST ALSO BE INCLUDED. (SEE THE PERSONAL PROTECTION SECTION OF THIS PLAN FOR INFORMATION ON PPEs). THIS ORIENTATION MUST TAKE PLACE BEFORE THE EMPLOYEE ASSUMES THEIR ASSIGNED DUTIES. The Louisiana Tech University Office of Human Resources (HR) will provide these forms to all new employees when they report to work and completed forms will be returned to HR to become part of the employee's Personnel file.

**Within 90 days of hire**, new employees must also complete training on: (1) the University's Sexual Harassment Policies; (2) the University's drug-free Workplace Policies; (3) the University's Violence in the Workplace Policies; and (4) the University's Bloodborne Pathogens Policies. All new employees will also be enrolled in the **Louisiana Tech University Safety/Risk Management Training course**, which discusses these and all general safety/risk management policies and procedures in more detail. All continuing employees must attend this course every 3 years. Employees are scheduled for this course by HR, who is also responsible for documentation of each employee's participation. The Center for Instructional Technology (CIT) is responsible for course presentation.

## ON-GOING EMPLOYEE TRAINING

The Louisiana Office of Risk Management states that, “safety related training shall be provided to all employees who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. IT IS CRITICAL THAT ANY EMPLOYEE WHOSE DUTIES PUT THEM AT “HIGH RISK FOR EXPOSURE TO BLOOD BORNE PATHOGENS”, RECEIVE BASIC AND ADVANCED BLOOD BORNE PATHOGEN TRAINING AND ANNUAL UPDATE, THEREAFTER., THE NAME OF THESE EMPLOYEES MUST BE SUBMITTED TO THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY PRIOR TO BEGINNING THESE TASK

The safety related training, whether conducted by a supervisor on the job or by a training specialist, shall include instruction in correct work procedures, use of safety equipment, and availability of assistance. Safety related training can cover a review of the basics pertaining to a specific topic and also the agency’s specific policy on such. All safety related training, whether formal or on the job training (OJT), shall be documented. The President or his designee shall ensure that trained persons have demonstrated leadership skills in safety. Documented safety training must be held on a quarterly or monthly basis depending on the type of service: quarterly for all academic and most non-academic areas and monthly for all Trade areas.

To satisfy this mandate, Louisiana Tech University requires **Unit Heads** to provide training to their employees on topics which address specific safety requirements which apply to a specific location within the Budget Unit (ex: laboratories) or to a specific set of tasks performed by a specific group of employees in the Budget Unit (ex: floor waxing). Any and all employees must be trained before they begin a particular task in a particular location when employed, when assigned or reassigned to a particular location/task and, again at least, quarterly thereafter. The primary objectives of this training are:

- To teach employees hazard recognition and methods of corrective action;
- To involve employees in accident prevention;
- To motivate employees to accept their safety responsibilities;
- To provide employees information on accident causes, occupational health hazards, and accident prevention methods, including the proper use of applicable personal protective equipment.

Safety training can be held to discuss accident frequency or a singular, serious, and/or fatal accident/incident.

ALL TRAINING MUST BE DOCUMENTED AS TO: Name and signature of each attendee, Date of Training, Topic(s) Discussed, Instructors Name, Teaching Aids used, number of employees requiring the training, number of these employees actually in attendance, employees suggestions/follow up. The Office of Risk Management requires 100% participation by the “target audience”, so the instructor must provide “make up” sessions for those, not in attendance. Copies of this documentation must be kept\_ for a minimum of 3 years in the respective Budget Unit and are subject to inspection at any time.

## SUGGESTIONS FOR PLANNING AND CONDUCTING SAFETY TRAINING

Ideally, training should be held with a ten-minute presentation of a particular subject followed by a five-minute discussion. It is generally accepted that short, to-the-point meetings are best: it does not preclude that meetings directed toward a complex process/procedure cannot be considerably longer.

## Sample Procedure For Conducting Safety Training

### Prepare for Training

- Conduct frequent inspections of various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
- Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. Another appropriate topic is a new job or procedure or changes in an operation. Safety training can help identify and eliminate hazards before accidents occur.
- Determine what can be done differently to eliminate the unsafe act or condition.

### Conduct the Training

- Discuss only one topic per session.
- Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
- Reach an agreement with employees on how to eliminate or control the situation.

### Attendance

- **ALL** employees in a work unit **MUST** attend all training sessions.

## DOCUMENTATION OF SAFETY MEETINGS AND SAFETY TRAINING

**Safety meetings must be held at least quarterly and safety training, as needed.** The Louisiana State Office of Risk Management requires the following documentation of every Safety Meeting or training session:

- Topic discussed;
- Budget Unit;
- Instructor's name;
- Teaching aids used;
- Date of training;
- Total number of employees in Budget Unit;
- Total number of employees in attendance at the meeting;
- Original signatures of employees on an attendance sheet, or employee's initials next to typed names on attendance sheets or verification of "received and read" by e-mail for meeting conducted electronically;
- Listing of employees suggestions or follow-up.

An example of Safety Meeting/Training Documentation Form can be found under "Forms" on the EHS website.

**SAFETY MEETINGS AND SAFETY TRAINING MUST BE CONDUCTED SEPARATELY AND DOCUMENTED SEPARATELY.** Copies of documentation of training must be kept in the respective budget unit . Documentation of Meetings **MUST** be sent to EHS (Campus Box 22)

## SAFETY INSPECTION – GENERAL INFORMATION

These are the procedures to follow for conducting inspections of all facility at the University in order to identify and correct hazards. These inspections serve two basic functions:

- To maintain a safe work environment and to control unsafe actions of people;
- To maintain operational efficiency.

A written report is completed for each inspection that shall include identification of unsafe conditions or acts and the recommended corrective action. General building inspections reports are kept for 3 years in EHS; site-specific inspections are kept for 3 years in the Budget Unit conducting the inspections.

## CATEGORIES OF INSPECTIONS

There are 4 categories of inspections:

- Basic inspections of Buildings by the Environmental Health and Safety-Office. These cover electrical safety, emergency equipment, fire safety, office safety, storage methods, and general building upkeep;
- Site-specific, self inspections by the Physical Plant of Equipment Rooms/Custodial rooms. These are for equipment safety, fire, chemical, electrical and storage methods; and
- Site-Specific self inspections for safety issues that are unique to a specific budget unit or work area. Examples of site-specific areas include, but are not limited to teaching/research laboratories, athletic facilities, Grounds shops, Tech Farm, Infirmary, and Trade shops. The inspection criteria for these areas differ, and are predicated on the unique activities and equipment used in each.
- Informal inspections by all employees- All employees are responsible for recognizing unsafe conditions and unsafe acts of others.

## CONTENT OF A SAFETY INSPECTION

Safety inspections include:

- Those conducted by Budget Unit Heads (deans, directors, department heads, supervisors or their designees), such as building coordinators or residence managers.
- Those conducted by EHS Office personnel.
- Those conducted by an individual laboratory/shop supervisor (instructor, researcher, etc.).
- Those conducted by Physical Plant personnel.

ALL CATEGORIES OF FORMAL SAFETY INSPECTIONS MUST BE CONDUCTED AT LEAST EVERY THREE MONTHS. SOME UNITS MAY CHOOSE TO CONDUCT THESE, MORE OFTEN.



## BASIC INSPECTION INFORMATION

1. Each type of inspection is best accomplished at the employee and supervisor level, since these individuals are most knowledgeable of the area, personnel, and type of operation/activity for which he/she has direct (immediate) responsibility.
2. Unit Heads should provide for conduct of a formal inspection of his/her area of responsibility at least once every three months.
3. The items to be inspected will depend a great deal on the type of operation involved. Some of the more critical areas are:
  - Atmospheric conditions--dust, gases, spray, fumes, illumination.
  - Buildings and structures--windows, floors, doors, stairs, roofs, and walls.
  - Containers--scrap bins, disposal receptacles, carboys, barrels, gas cylinders, solvent, cans, etc.
  - Electrical equipment--switches, outlets, cables, grounds, connectors, and connections.
  - Firefighting equipment--hydrants, extinguisher hoses, sprinkler systems, and alarms.
  - Hand tools--wrenches, screwdrivers, hammers, and power tools.
  - Hazardous supplies and materials--explosives, flammables, acids, caustics, and toxic chemicals; biohazards, radiologic hazards.
  - Housekeeping--floors and workplaces free from unnecessary clutter.
  - Machines--power transmission guarded, point of operation guarded.
4. The inspection report is a permanent record: the name of the inspector, department or area inspected, and date of inspection is necessary
5. There are three things to keep in mind regarding remedial action to correct unsafe conditions:
  - Unit Heads have the responsibility to take corrective action at once.
  - Always correct the basic or real cause of an unsafe condition if it can be determined.
  - When permanent correction takes time, the hazard shall not be ignored by the supervisor. The supervisor shall take any temporary measures possible to reduce the risk, such as roping off an area or simply posting warning signs. The goal of the inspection program is to eliminate unsafe conditions, not merely to detect them
6. The following is a sample inspection procedure:
  - All areas of the University have a Unit Head who is designated as being responsible for each separate area.
  - Unit Heads meet with first-line supervisors and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards.

- Unit Heads or their designee are responsible for conducting periodic inspections and for identifying and correcting conditions or practices that are potential safety and fire hazards. These periodic inspections are to be done at least quarterly. Some examples of hazardous conditions are as follows:
  - Slip or trip hazards such as cords or torn or broken floor covers
  - Holes or protrusions such as eroded, broken, or sunken walking surfaces
  - Temporary accumulation of flammable or combustible materials
  - Storage and use of chemical products and other hazardous materials
- The department completes the inspection checklist for the area and take any appropriate remedial action.
- All employees are responsible for reporting any potentially hazardous condition or practice they find to their Unit Head. These conditions should be reported by the Unit Head, using the university's work order procedure.

### INSPECTION REPORTS

Examples of Basic Building Inspection Report Forms can be found in the "Forms" section on the EHS web site.

Site-specific inspection forms are to be designed by the appropriate unit head to address unique, site-specific safety issues in their unit.

The inspection reports shall be signed by the inspector. General inspection reports are forwarded to the Environmental Health and Safety Director. Site-specific inspection reports are forwarded to the Unit Head of that area.

It is very important to denote on the report:

- The description and location of each hazard.
- The name of the supervisor who is responsible for having the hazard corrected.
- A description of the corrective measures taken (when corrected? by whom?)

**COPIES OF INSPECTION REPORTS MUST BE KEPT FOR A MINIMUM OF 3 YEARS AND MUST BE AVAILABLE FOR INSPECTION AT ANYTIME**

### REPORTING UNSAFE CONDITIONS/ACTS

**ALL EMPLOYEES ARE REQUIRED TO REPORT ANY UNSAFE CONDITION OR ACT, TO THEIR BUDGET UNIT HEAD OR TO THE UNIVERSITY POLICE AS SOON AS POSSIBLE. THIS APPLIES TO BOTH FORMAL AND INFORMAL INSPECTIONS. THE BUDGET UNIT HEADS OR UNIVERSITY POLICE SHALL TAKE IMMEDIATE CONTROL OF THE AREA OR SITUATION TO PREVENT INJURY OR DAMAGE UNTIL THE HAZARD IS CORRECTED. THEY ARE ALSO RESPONSIBLE FOR TAKING THE APPROPRIATE MEASURES THAT ARE NECESSARY TO HAVE THE HAZARD CORRECTED AND FOR DOCUMENTING THE CORRECTION OF THE UNSAFE CONDITION**

When either occur WITHIN a facility, the employee should immediately contact a supervisor/Budget Unit Head to report this to a. When either occurs OUTSIDE a facility, they should be immediately call University Police to report this.

## CORRECTING HAZARDS/ UNSAFE CONDITIONS/ACTS

These measures must be Used to Record and Document Hazards Which Have Been Identified in Both Informal and Formal Work Place Inspections.

- The Louisiana Tech University “Work Order System” is used as Its Hazard Control Log to correct unsafe conditions in the physical structure of a building or on campus grounds. Instructions for submitting a Work Order is found on the Physical Plant web site. **The Physical Plant is Responsible for Having These Types of Hazards Corrected.**
- Unsafe conditions associated with equipment assigned to a Budget Unit, a processes being conducted in the Budget Unit, or by personnel within a Budget Unit are to be documented by the Budget Unit Head, in writing, **The Budget Unit Head is responsible for having these types of hazards corrected and the method by which they are corrected, documented. This documentation must Include a description of the remedial actions taken, name(s) of those who were responsible for the correction and when.**

## ACCIDENT/INCIDENT INFORMATION – GENERAL

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

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

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

**Proven methods of accident prevention include, properly-designed Safety Meetings, properly-designed Safety Training, properly-designed safety Inspections/follow up and providing the proper equipment, including personal protective equipment (PPE)**

## TYPES OF REPORTABLE ACCIDENTS

The types of accidents/incidents that must be reported to the University and the Louisiana State Office of Risk Management or their agent are:

- Vehicle accidents involving state-owned vehicles or rented/leased vehicles being used on State business in which there are no injuries to the employee- These must be reported on Form DA-2041- “Accident Report- Louisiana State Driver Safety Program”.
- Vehicle accidents involving state-owned vehicles or rented/leased vehicles being used on State business in which there injuries to the employee- These 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”.
- Non-vehicular accidents involving injury to an employee or “near misses” that could have resulted in either must be reported by the employee’s supervisor on a DA-2000- “State Employee Incident/Accident Investigation Form”. 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”.

- Non-vehicular accident involving injury to a non-employee or client in a non-vehicular accident, the University Police or the Supervisor to who this event is reported must complete the DA-3000-“Visitor/Client Accident Reporting Form”.
- Accidents involving loss of Property other than vehicles must be reported on a DA 2065- General Liability Loss Notice Other Than Automobile”

**ALL FORMS AND INSTRUCTIONS ON HOW TO FILL THEM OUT ARE IN THE “FORMS” SECTION OF THE EHS WEB SITE. THE EMPLOYEE AND THEIR SUPERVISOR ARE TO PAY PARTICULAR ATTENTION TO WHERE TO SUBMIT THE VARIOUS FORMS AND THE DEADLINES FOR DOING SO.**

**ORIGINALS OF THE DA-2000 ARE KEPT IN THE OFFICE OF EMPLOYEE’S BUDGET UNIT AND COPIES MUST BE SENT TO THE EHS OFFICE FOR FURTHER INVESTIGATION. ORIGINALS OF THE DA-3000 ARE KEPT IN THE OFFICE OF UNIVERSITY POLICE AND COPIES MUST BE SENT TO THE EHS OFFICE FOR FURTHER INVESTIGATION. LDOL-LOC-1007 FORMS ARE TO BE SUBMITTED TO LOUISIANA TECH OFFICE OF HUMAN RESOURCES FOR PROCESSING. DA-2065 ARE SENT TO THE VICE-PRESIDENT OF ADMINISTRATION AND FINANCE FOR PROCESSING.**

**NOTE:** Should an employee, visitor or client incur a loss while on University property that occurs due to negligence on the part of the State, that person should report the incident to the Office of the Vice President of Finance and Administration. This Office shall investigate the incident and file the necessary claims, if deemed appropriate

**PROCEDURE FOR REPORTING NON-VEHICULAR ACCIDENTS OR “NEAR-MISSES” THAT INVOLVE OR COULD HAVE INVOLVED INJURY OR DAMAGE TO PROPERTY**

This guide is to assist someone confronted with a non-vehicular accident/injury or a “near-miss” incident that could have resulted in an accident /injury on campus. As a reminder, the term "accident" shall be defined as any unforeseen incident during which a person or persons sustain physical injuries. The term "injury" includes any physical trauma incurred during the accident.

**ACCIDENTS OR “NEAR-MISSES” INVOLVING EMPLOYEES**

All Accidents/incidents/”near-misses” involving employees MUST be investigated by **the supervisor responsible for the area in which the accident occurred. This supervisor is also responsible for completing the DA-2000 and forwarding copies to the EHS Office. If the accident/injury/incident involves a visitor or client, University Police are responsible for completing the DA 3000 and forwarding copies to the EHS Office** "Near misses" are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage.

**INSTRUCTIONS FOR EMPLOYEE**

- STEP 1.** Notify University Police at 4018 and the employee’s supervisor, if appropriate. If an ambulance is required, call 911 (to connect to the Lincoln Parish 911 system). 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**

STEP 2. When an **employee** is injured in a non-vehicular accident, the **employee's supervisor** must complete the DA 2000- State Employee Incident/Accident Investigation Form.

#### INSTRUCTIONS TO SUPERVISORS

STEP 1. All spaces on the DA-2000 are to be completed. Notations such as N/A should be avoided.

STEP 2. Particular attention need to be focused on the "Root Cause Analysis" section of the form. This includes a comprehensive explanation of the unsafe act which contributed to the accident or unsafe condition, comprehensive explanation of why conditions and any other contributory factors existed which contributed to the act, 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 EHS Director is available to assist supervisors in completing this forms and, once completed, shall review it for completeness.

STEP 3. Complete a LDOL-LOC-1007- "Employer's Report of Occupational Injury or Disease Form **The LDOL-LOC-1007 for each injury/illness identified by them or their employee as occupational. A copy is to be provided to the employee and the insurer immediately. Forms for cases resulting in more than 7 days of disability or death are to be sent to the Louisiana Tech University Office of Human Resources (HR) by the 10th day after the incident or as requested by the OWCA. HR must file the claim within 14 days of the incident to avoid penalties. Any questions regarding these claims should be referred to HR.**

#### ACCIDENTS OR "NEAR MISSES" INVOLVING NON-EMPLOYEES

When a **NON- employee or** client is injured in a non-vehicular accident, the **University Police** must complete the DA-3000- Visitor/Client Accident Reporting. University Police are to retain the original and are to send a copy of the completed DA-3000 to the Director, Office of Environmental Health and Safety within 5 working days after completing the form.

**University Police are to retain the original and are to send a copy of the completed DA-3000 to the Director, Office of Environmental Health and Safety within 5 working days after completing the form.**

#### CHARACTERISTICS OF AN ACCIDENT INVESTIGATION

##### Who Investigates Accidents

All levels of administrators and supervisors investigate accidents. The most important investigator is the first-line supervisor OR the University policeman 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.

## What, When, and Why of Accident Investigation

### 1. What is an accident investigation?

ANS: Basically, a supervisor's or policeman's analysis and account of an accident based on factual information gathered in a conscientious manner--it is not a recounting of the employee's explanation of the accident.

### 2. When is the best time for an accident investigation?

ANS: As soon as possible. The less time between accident and investigation, the better the information obtained.

### 3. Why are accidents investigated?

ANS: Not to assign blame or to satisfy the supervisor, but to prevent recurrence.

## STEPS FOR CONDUCTING AN ACCIDENT INVESTIGATION

STEP 1. Put the employee/client/visitor at ease--your only interest is to prevent recurrence. Assure the person you are concerned for him/her

STEP 2. Conduct the interview at the scene of the accident--this reduces the possibility of mistakes and avoids embarrassment.

STEP 3. Ask for the person's version of the accident--be sure it is understood that you want his/her version. No need to dress it up. Do not make judgmental remarks or you will put the person on the defensive.

STEP 4. Ask any questions necessary--the key word is necessary. Limit your questions, as much as possible, to facts.

STEP 5. Repeat the person's story as you understand it. It assures complete understanding between yourself and the employee as to what actually took place.

STEP 6. Close the interview on a positive note:

## ACCIDENT INVESTIGATION AS A PREVENTIVE TOOL

A thorough accident investigation and follow-up are "key" to preventing a re-occurrence of the same type of accident. The "Root Cause Analysis" conducted by supervisors is critical to determining underlying causes of accident and correcting them. **THEREFORE, IT IS IMPERATIVE THAT THE ROOT CAUSES ANALYSIS BE COMPLETE AND COMPREHENSIVE AND THAT SUPERVISORS TAKE WHATEVER ACTIONS ARE NECESSARY TO MINIMIZE THE HAZARD(S), BOTH IN THE NEAR TERM AND LONG-RANGE. SUCH ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- **Employee training ( retraining) or re-assignment of employees and/or supervisors to other duties;**
- **Purchase of new or replacement equipment;**
- **Modification in the physical facilities**

## JOB SAFETY ANALYSIS (JSA) – INTRODUCTION

Job safety analyses are a very valuable source of information for a supervisor to use. **The Louisiana State Office of Risk Management recommends that when there is a pattern of accidents in a work area, JSAs must be developed for each task and the supervisor must conduct a documented review these with their employees, each year.**

JSA are valuable:

- In the initial safety orientation of a new employee or when an incumbent employee is assigned to a new task.
- For the periodic re-training of employees; (There may have been unforeseen hazards during the design of the building, workstation, equipment, tools, or processes. Hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel).
- In determining the root causes of accidents.
- Indicate what Personal Protective Equipment is required to perform task.

## WHEN TO PERFORM A JOB SAFETY ANALYSIS (JSA)

A job safety analysis shall be performed on all jobs that have resulted in an **incident/accident trend, death in the immediate past three years, or when there is a change in a job procedure/equipment.** In selecting jobs for which to conduct a JSA. In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. Occurrence of Injuries
2. Frequency of Accidents: Jobs that repeatedly produce accidents (trends) are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.
4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis shall be made on every new job with potential hazards. Analysis should not be delayed until an accident or incident occurs.
5. Death: Any accident that caused the death of an employee shall have a job safety analysis made as part of the investigation

## PROCEDURE FOR PERFORMING A JOB SAFETY ANALYSIS

### **Step 1: Select the Job, using the above criteria.**

**Step 2: Perform the Analysis-** The supervisor/foreman responsible for the task shall perform the job safety analysis. The supervisor shall conduct the job safety analysis with the help of employees who regularly perform the task. It is important to select an experienced, capable, and cooperative person who is willing to share ideas when developing these documents. They should be familiar with the purpose and method of a job safety analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail; therefore, reviewing a completed job safety analysis before conducting one may help illustrate the terminology and procedure to be followed. The wording for each step should begin with an action word such as "remove," "open," or "lift."

- The job being analyzed shall be broken down into a sequence of steps that describe the process in detail. Avoid two common errors: Making the breakdown too detailed resulting in an unnecessarily large number of steps;
- Making the job breakdown so general that the basic steps are not distinguishable.

As a rule, the job safety analysis should contain less than 12 steps. If more steps are needed, the task should be broken into separate tasks. The method followed when conducting the analysis is:

- Brief all employee who will be demonstrating the task that is being analyze on the purpose for the analysis.
- Observing the performance of the job, and break it into basic steps.
- Record and describe each step in the breakdown.
- Identify hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:
  - a. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
  - b. Can the employee be caught in, by, or between the objects?
  - c. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
  - d. Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
  - e. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?
- Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list may be developed through observation and discussion
- Determine what Personal Protective Equipment is appropriate to the conduct of each step in the task, in an effort to minimize any hazard,
- Review the breakdown, description of and analysis with the persons who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should be analyzed also.

**Step 3: Develop Solutions-** The principal solutions for minimizing hazards that are identified in the analysis are as follows:

- Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
- Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
- Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.



- Select and list all Personal Protective Equipment that must be used to protect the employee
- Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that results in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition.

Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both. In developing solutions, general precautions such as "be alert," "use caution," or "be careful" are useless. Solutions shall precisely state what to do and how to do it. For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent the wrench from slipping. A good recommendation explains both "what" and "how." For example, "set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against

**Step 4: Conduct a Follow-up Analysis-** No less than once per month, each supervisor/foreman should observe employees as they perform at least one job for which a job safety analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should review the job safety analysis before doing the follow-up review to reinforce the proper procedures that are to be followed.

#### USE OF JOB SAFETY ANALYSES

The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis.

New employees should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis, will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

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

#### ANNUAL REVIEW OF JOB SAFETY ANALYSES

Job safety analysis forms should be maintained in the department creating the documents and should be readily accessible to employees. **ALL JSAS APPROPRIATE TO A WORK AREA/TASK MUST BE REVIEWED WITH EMPLOYEES PERFORMING THE TASKS/JOB AT LEAST ANNUALLY. THIS REVIEW MUST ALSO INCOMPASS THE PROPER USE OF THE PPEs APPROPRIATE TO THESE TASKS. THIS REVIEW MUST BE DOCUMENTED BY HAVING THE EMPLOYEES SIGN AND DATE THE JSA.**