



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

UNIVERSITY SAFETY POLICY

Policy # SR.001.1

Responsible Executive: Vice President for
Administration
and Finance
Responsible Office: Environmental Health
& Safety
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- I. [Policy Statement](#)
- II. [Purpose of Policy](#)
- III. [Applicability](#)
- IV. [Definitions](#)
- V. [Policy Procedure](#)
- VI. [Enforcement](#)
- VII. [Policy Management](#)
- VIII. [Exclusions](#)
- IX. [Effective Date](#)
- X. [Adoption](#)
- XI. [Appendices, References, and Related Materials](#)
- XII. [Revision History](#)

I. Policy Statement

The health and safety of all Employees, students, and visitors shall be a principal consideration in the planning and conduct of all University of Louisiana at Lafayette (“University”) activities and programs.

This Policy requires that health and safety regulations of Federal, State, and local authorities, appropriate standards of recognized organizations, and University specific policies are met.

II. Purpose of Policy

In accordance with the Louisiana Office of Risk Management (“ORM”) and La. R.S. § 39:1543-1544, the University must use its resources to provide an environment that is both safe and secure. This requirement extends to all University Employees and students. Long-term safe practices are created through education and leadership by example. In order to achieve such long-term safe practices, the University will follow the loss prevention requirements set forth in La. R.S. § 39:1543-1544. Although Louisiana state agencies are not required to comply with the Federal Occupational, Safety and Health Administration (“OSHA”) regulations, this Policy is modeled after and references OSHA, the Louisiana Department of Environmental Quality (“LADEQ”), and ORM and other governing agencies whenever possible.

In order to fully comply with La. R.S. § 39:1543-1544, the University will assign various safety responsibilities to Departmental Safety Coordinators throughout the University campus, provide a program for inspecting and maintaining its physical buildings (i.e., facilities) to remedy unsafe conditions, conduct safety meetings, training to increase awareness and educate Employees and students on issues related to safety, investigate all accidents to try and prevent recurrence, and develop a campus-wide Emergency Procedures Plan.

A. OFFICE OF ENVIRONMENTAL, HEALTH & SAFETY (“EHS”) RESPONSIBILITY

EHS is charged by the University with implementing this Policy and all associated University health and safety standards and procedures in the biological, chemical, occupational, public health, and radiation health and safety fields. EHS has been authorized by and is accountable to the University President and University administrators to identify, assess, and enforce this Policy and subordinate health and safety regulations, policies, and procedures.

EHS is responsible for maintaining a comprehensive program that combines training, consultation, control, and inspection to protect the health and safety of all personnel in the course of University sanctioned activities. EHS provides professional services to measure and evaluate hazards to which the University community may be exposed and ensure compliance with regulations and University policies. EHS’s responsibilities include:

1. Ensuring that all written policies, procedures, and training materials for applicable health and safety regulatory standards are established, current, and available for delivery to appropriate campus groups;
2. Maintaining an up-to-date webpage to enhance access to health and safety policies, procedures, technical guidance documents, and compliance assistance information;
3. Facilitating health and safety communications with the University community, and stressing the importance of campus wide adherence to appropriate regulations, standards, and policies;
4. Providing graded approach (risk based) inspection services to enhance campus health and safety; and facilitating timely correction of identified non-compliances through escalating notification and enforcement;
5. Verifying completion, adequacy, and adherence to required health and safety tools;
6. Promoting EHS’s role as an environmental, health and safety information resource ready to meet the needs of the campus community; and
7. Taking appropriate measures to maintain acceptable margins of safety and regulatory compliance over all University operations.

B. INDIVIDUAL SAFETY RESPONSIBILITY

All members of the University community are individually and collectively the owners of safety and share the responsibility to provide and maintain a safe environment. Each individual is expected to comply with health and safety regulations and University policies, programs, and procedures; perform work in a safe and sensible manner and to act to ensure the health and safety of self, workers, students, and all others at the University.

C. IMPLEMENTATION OF SAFETY RULES

Each Employee and student will adhere to this Policy and EHS’s Safety Rules. The Safety Rules include, but are not limited to, the following:

1. Good safety ethics are required from everyone.
2. Employees must report accidents or any unsafe activity to a Departmental Safety Coordinator or supervisor.

3. Employees and students shall consult the emergency information floor plan map located in every building.
4. Possession or use of any weapons on campus is prohibited by law (except for usage by University of Louisiana at Lafayette Police Department (“ULPD”) employees).
5. Per the Employee Drug and Alcohol Policy and the University Drug and Alcohol Policy, the University is an alcohol and drug free zone. Possession or use of these substances on campus is prohibited by law.
6. Per the Tobacco-Free Policy, smoking is prohibited on this campus.
7. Horseplay and fighting are not tolerated on campus.
8. Before beginning a task, Employees must notify their supervisor of any impairments that may reduce their ability to perform in a safe manner.
9. Employees and students shall only operate equipment if the Employee or student is trained and authorized to do so.
10. If applicable, Employees and students shall use personal protective equipment to protect themselves from hazards.
11. Employees shall keep an orderly work environment and pay close attention to and report hazards that can cause slips, trips, or falls.
12. Flammables, hazardous materials, and hazardous waste shall be stored in appropriate containers. For information regarding appropriate containers, please contact safety@louisiana.edu.
13. Proper lifting techniques shall be used by bending one’s knees when lifting objects, rather than lifting with one’s back.
14. Safety belts must be fastened before starting any motor vehicle and adhere to additional safety guidance referenced in Section II.H. below.
15. Additional safety procedures and unit policies may be applicable for certain departments. Departmental Safety Coordinators may be consulted for more information on these procedures and unit policies.

D. FACILITY INSPECTIONS

Employees are encouraged to regularly inspect their work areas and to identify and report unsafe conditions to their immediate supervisor for corrective action. In addition, Departmental Safety Coordinators are to conduct quarterly building/area inspections using the Building Safety Inspection Form and forward the completed Form to EHS via interdepartmental mail or by email to safety@louisiana.edu.

E. ACCIDENT INVESTIGATION

Employees and Departmental Safety Coordinators must immediately report (in writing or verbally) to their supervisor and/or the area supervisor any on-campus accidents or accidents in the course of employment resulting in personal injury to Employees and on-campus accidents or accidents in the course

of employment resulting in personal injury to non-Employees. In all cases that are true emergencies (life or limb threatening), the priority is to get the individual immediate medical care. In order to arrange medical care, Employees and Departmental Safety Coordinators shall contact ULPD at 337-482-6447 or dial 911. Additionally, if not already aware, Departmental Safety Coordinators shall be notified of any accidents or injuries by the Departmental Safety Coordinators' supervisors, EHS, or ULPD and will promptly process any required documentation regarding the injury to EHS via interdepartmental mail or by email to safety@louisiana.edu.

Supervisors must promptly communicate (in writing or verbally) all reported Employee and non-Employee accidents or injuries to EHS. EHS or the Office of Human Resources will then conduct an investigation. EHS or ULPD will also notify the relevant Departmental Safety Coordinator, who shall be responsible for ensuring the required injury/accident reporting form (i.e., DA2000 for Employees or DA3000 for non-Employees) is completed and sent to EHS.

F. SAFETY MEETINGS

Safety meetings will be sent by EHS to all Department Safety Coordinators every quarter. This information is to be disseminated by the Departmental Safety Coordinator to Employees and each Employee must read and acknowledge via signature (or by a read receipt if sent via e-mail) the safety meeting information sent from EHS. Upon Employee acknowledgement, the Departmental Safety Coordinator sends the signed safety meeting information to EHS by email to safety@louisiana.edu or by interdepartmental mail.

G. SAFETY TRAINING FOR EMPLOYEES

Supervisory personnel are responsible for On-the-Job Training to ensure Employees are performing required tasks in a safe and efficient manner. Employees are responsible for successfully completing On-the-Job Training, as well as any assigned training from EHS.

H. DRIVER'S SAFETY PROGRAM

Employees will adhere to University Driver Safety Program Guidance on the use of Motor Vehicles for purposes related to University business. Employees will be required to participate in driver safety training upon determination for the need to drive on approved University business and on travel, and such Employees shall comply with refresher training requirements and annual driver history checks performed by EHS.

I. RECORDS RETENTION

Each department's injury reports, inspection reports, safety meetings documentation, and training records will be retained by Departmental Safety Coordinators, and copies forwarded to EHS. EHS shall retain these records for ten (10) years.

III. Applicability

The Policy applies to all Employees and students of the University.

IV. Definitions

- 1. Departmental Safety Coordinator:** is an Employee assigned by Employee's Dean or Department Head to serve in a role that (a) serves as a liaison within their college or department to facilitate communication between their college or department and the University with respect to this Policy

and all other safety policies, procedures, and guidelines; (b) is knowledgeable of this Policy and all other safety policies; (c) actively engages in safety improvement and visibly advocates for safety; (c) makes sure all Employees within their college or department are aware of all safety training and resources; and (d) participates in safety meetings.

2. **Employees:** is any University employee including faculty, staff, administrators, and student employees, including hourly, salary, part-time, and full-time employees.
3. **Motor Vehicles:** are State vehicles, personal vehicles, and rental vehicles used in the course and scope of University business.
4. **On-the-Job Training:** is training that a person is given while doing a University job and getting paid.

V. Policy Procedure

This Policy is implemented through a series of policies, programs, procedures, and other documents, as appropriate to the operations of the University. These documents have been developed by EHS in response to regulatory and/or University requirements. These items, listed below, are mandatory in nature, and must be followed to ensure compliance.

- A. Assignment of Safety Responsibilities Procedures
- B. Safety Meeting Standard Procedure
- C. Building Safety Inspections Standard Procedure
- D. Accident Investigation Standard Procedure
- E. Job Safety Analysis Standard Procedure
- F. Job Safety Training Programs
- G. Industrial Safety Rules and Information
- H. Chemical Hygiene Plan
- I. Laboratory Safety Rules and Information
- J. Bloodborne Pathogens and Communicable Illnesses
- K. Driver Safety Program
- L. General Safety Information & University Safety Rules
- M. Water Vessel Safety Program

VI. Enforcement

With respect to Employees, the Environmental, Health and Safety Director, as well as individual supervisors, are responsible for the enforcement of this Policy. Supervisors are responsible for ensuring adherence to this Policy and are required to take immediate action to ensure compliance.

With respect to students, the Environmental, Health and Safety Director, as well as the Dean of Students, are responsible for the enforcement of this Policy.

Sanctions imposed pursuant to violations of this Policy will be commensurate with the severity of the offense and may include disciplinary action up to and including termination of employment or dismissal of a student.

VII. Policy Management

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Environmental, Health and Safety Director is the Responsible Officer for this Policy. The Environmental, Health and Safety Office is the Responsible Office for this Policy.

VIII. Exclusions

Not applicable.

IX. Effective Date

This Policy is hereby adopted on 2/25/2022.

X. Adoption

This Policy is hereby adopted on this 2/25/2022.

DocuSigned by:

Joseph Savoie

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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ [EHS Resource Center](#)
- ✦ [EHS Training Center](#)
- ✦ [La. R.S. § 39:1543-1544](#)
- ✦ [Division of Administration / Office of Risk Management](#)
- ✦ Incident/Accident Report Form – DA2000
- ✦ Incident/Accident Report Form – DA3000
- ✦ Vehicle Accident Report Form – DA2041
- ✦ Safety Meeting Report Form – SMR-9-00
- ✦ Building Safety Inspection Form – BSI-10-08

- ✦ Employee Representation Form
- ✦ [Employee Drug and Alcohol Policy](#)
- ✦ [University Drug and Alcohol Policy](#)
- ✦ [Tobacco-Free Policy](#)
- ✦ Assignment of Safety Responsibilities Procedures
- ✦ Safety Meeting Standard Procedure
- ✦ Building Safety Inspections Standard Procedure
- ✦ Accident Investigation Standard Procedure
- ✦ Job Safety Analysis Standard Procedure
- ✦ Job Safety Training Programs
- ✦ Industrial Safety Rules and Information
- ✦ Chemical Hygiene Plan
- ✦ Laboratory Safety Rules and Information
- ✦ Bloodborne Pathogens and Communicable Illnesses
- ✦ Driver Safety Program
- ✦ General Safety Information & University Safety Rules
- ✦ Water Vessel Safety Program

XII. Revision History

- ✦ Original Policy: State of Louisiana Loss Prevention Policy Statement dated June 14, 2016.
- ✦ Original adoption date of Safety Policy (SR.001.1): ^{2/25/2022}_____.
- ✦ This Policy (SR.001.1) replaced:
 - State of Louisiana Loss Prevention Policy Statement document.