

Safety Manual > Operational Safety and Loss Prevention Plan

Louisiana State University – Baton Rouge

Operational Safety & Loss Prevention Plan

This serves as the master document addressing the sixteen point operational safety plan required by the ORM. Each component of the plan is addressed below and references the location of specific program components.

1. Management Safety Policy Statement

Policy Statement #19 is the University Safety Policy. The statement outlines the University commitment to safety, assigns responsibilities, and designates the Office of Occupational & Environmental Safety to develop, implement, and evaluate safety and environmental compliance programs. The Policy also establishes the University Safety Committee to provide the administration with recommendations that will enhance the safety programs. P.S. 19 is signed by the Chancellor and is available to all LSU employees via the Internet, as well as, the requirement that all departments have current copies of all Policy Statement on file.

2. Assignment of Safety Responsibility

The assignment of safety responsibility is provided in P. S. 19 and the University Safety Manual. Safety responsibility is assigned to Vice Chancellors, Deans, Directors, & Department Heads who will implement safety programs in their areas of responsibility. The policy address accountability as well. EHS is assigned the role of provider and coordinator.

3. Inspection Program

The inspection programs operated by the University include the following:

- Building Inspections
- Laboratory Inspections (Class A & C)
- Fume Hood Inspections
- Grounds Inspections
- Fire Watch Inspections
- Biosafety Laboratory Checklist
- Fraternity & Sorority Health Inspections
- Fire Extinguishers
- Fire Alarms Systems

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- Building Sprinkler Systems
- Lighting Surveys

These Inspections are carried out by various university personnel responsible for implementing corrective action when needed. Inspection frequency ranges from quarterly to annually. Inspection records are kept by EHS and the department responsible. LSUPD patrols the campus on a 24hour basis.

4. Job Safety Analysis

Job Safety Analysis are performed for tasks/operations which shows a higher than normal accident rate. As with the Accident Investigation Program, those accidents which cause serious injury/lost time or significant property damage shall be reviewed with a JSA.

5. Investigation Program

Accident investigations are the responsibility of the supervisor of the work unit involved. The “Occupational Accident or Illness Report” (attached) is used to document accidents. This report is distributed by Human Resources Management. Accidents involving serious injury (doctors care) or significant property damage are investigated by EHS in cooperation with the department involved. Accident records and trends analysis are compiled by EHS and reported on an annual basis.

6. Safety Meetings

LSU – BR is classified as a Class B agency. Therefore, safety meetings are required on a quarterly basis. EHS has adapted this component to fit the academic calendar used by the university. Academic areas considered to be low risk are required to have safety meeting every semester. (Fall, Spring, and Summer) High risk areas (Facility Services) are required to have safety meeting on a monthly basis. This is mandated by the University Safety Manual. (Attached)

7. Safety Rules

The University has several sets of written safety rules. The University Safety Manual serves as the general resources for safety and environmental procedures and regulations. The Chemical Hygiene Plan outlines safety procedures for all campus laboratories. Policy Statement 18 serves as the Emergency Preparedness Plan for the university. Each of these written documents has been created to insure compliance with OSHA, DEQ, and State Fire Marshall rules and regulations.

8. Safety Training

University employees have access to safety training provided by EHS. Training programs include the following:

- Laboratory Safety
- Engineering Shop Safety
- Asbestos Awareness
- Hazard Communication
- Defensive Driving
- First Aid / CPR
- Lead Hazard Awareness

Employees also receive specific training on proper work procedures including safety procedures from departmental supervisors. This training takes place upon initial employment, after job reclassification, and when new procedures or equipment is introduced.

9. Record Keeping

Document pertaining to safety related actions are kept by EHS and the departments. Those records kept and analyzed by EHS include the following:

- Accident Reports
- Inspection Reports
- Accident Investigation Reports
- JSAs
- Safety Training Documents
- Safety Meeting Records

These documents are evaluated, analyzed, and reported on an annual basis.

10. First Aid

The two primary sources of first aid for university employees are the Student Health Center(SHC) and the LSU Police Department(LSUPD). The SHC is staffed by several full time nurses and doctors. Injured employees may be treated there when injured on the job. All LSU police officers are trained in first responder CPR and first aid techniques. LSUPD is staffed on campus 24 hours. Also, a BRCFD station is located just north of campus on Highland Road with trained paramedics on call. EHS offers first aid and CPR training to university employees. All training includes information on Blood borne Pathogens. First Aid kits are recommended in all departments.

11. Housekeeping Program

The university maintains a Building Services group which insure clean and uncluttered areas. A Property Control group insure the proper handling of unused or discarded equipment. Also, Building Coordinators are responsible for inspecting the building on a quarterly basis to eliminate safety and fire hazards from uncontrolled sources.

12. Hazard Control Program

The University maintains a hazard control program in several ways. Inspection programs, outlined earlier in this document, are used to recognize, evaluate, and correct hazards. All university employees who work with or around hazardous materials or hazardous waste receive specific training on the hazards present, proper work procedures, and protective equipment. This is outlined as part of the Chemical Hygiene Plan in labs or Hazard Communication Training in other areas. EHS also runs the Hazardous Waste Program. The program insures compliance with State and Federal RCRA Rules.

13. Boiler and Machinery Program

The Facility Services Department is responsible for the Boiler and Machinery Program. Facility personnel are trained in the operation of the boilers on campus which provide steams for campus heat and power. The inspection of these boilers is completed by the State Fire Marshall's Office and the insurance agency hold our policy. Facility Service also has inspection programs for priority pieces of equipment. Such as, fire alarms systems, sprinkler systems, emergency power systems, etc.

14. Driver Safety Program

The Driver Safety Program consists of Defensive Driver Training, Record keeping, Accident Investigations/Reporting, and Vehicle Inspections. All University employees who regularly drive campus vehicles or regularly drive for campus related business will be given the Defensive Driving Training Course. Several instructors for this course work on campus in EHS, LSUPD, and Facility Services. Driving records are checked by the Property Control group and accident investigation are performed using the DA2041 Form. All state vehicles are inspected by trained state inspectors.

15. Water Vessel Operator Safety Program

All water vessels own by the university are used by the Coastal Studies and Environmental Studies Departments. The Center for Coastal, Energy, & Environmental Resources (CCEER) maintains a water vessel maintenance department. University employees are trained in the proper use of the vessels and water safety issues as mandated by the US Coast Guard and Wildlife and Fisheries. The vessels are regularly inspected by the department. All records are kept by CCEER and other department as involved.

16. Misc.

Other safety programs used by the university but not listed specifically in the sixteen point program include the following:

- Substance Abuse and Drug Testing Program (Safety and Security)
- Disability Programs (ADA Compliance in construction)
- Violence in the Workplace (LSUPD)