



# E.H.S 101

Environmental Health and Safety  
Welcomes you!

## Director's Welcome

Welcome to L.S.U. Your safety is a personal resource that is developed and maintained by cooperative efforts with other employees through training, hazard prevention and recognition, and safe work procedures.

Discuss with your Supervisor any department-specific procedures as listed below, and return the completed form to the Environmental Health and Safety Department.

1. Reporting hazards.
2. Reporting injuries.
3. Driving on state business.
4. How to respond to different types of emergencies.
  - Fire
  - Medical
  - Threatening behavior
5. Personnel Protective equipment required on the job.
6. Review any Hazardous materials used or handled in the workplace.
7. Review methods of obtaining Material Safety Data Sheets for hazardous materials.
8. General Safety Rules for the University.
9. General Safety rules for the Department.
10. LSU Policy Statements: [www.lsu.edu/policies](http://www.lsu.edu/policies)
  - Employee Assistance plan- PS 59
  - Americans with Disabilities policy- PS 26
  - Violence in the workplace program- PS 102
  - Misuse of Drugs or Alcohol- PS 67
11. Access to rooms and building security

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E.H.S. 101 (rev. 10-10-14-) – Acknowledged and Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_

Comments/Questions?  
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 \_\_\_\_\_  
 \_\_\_\_\_

Return to: Office of Environmental Health and Safety,  
 240 Admin Support. Corner of South Stadium and CEBA Lane, 578-5640

## **SAFETY AND ENVIRONMENTAL RESPONSIBILITIES**—From [Safety Manual](#)

### **1. CHANCELLOR AND CHANCELLOR'S STAFF**

As chief administrator, the chancellor is responsible for overall direction of the campus safety and environmental program. The chancellor is responsible for establishing policies, assuring that implementation of the policies are facilitated through appropriated resources, and that rules and procedures therein are adhered to by all university personnel and students. The chancellor may delegate certain safety and environmental responsibilities to appropriate levels within the university community.

### **2. DEANS, DIRECTORS, AND DEPARTMENT HEADS**

As key administrative elements in the organization of the campus community, deans, directors and department heads implement safety and environmental programs within their respective organizations and assure that implementation and enforcement is in place for all such programs. Other responsibilities include:

- a. Appoint a safety committee within their organization where appropriate with duties, functions, and responsibilities as detailed under "Safety Committees." A roster of Committee Officers is to be submitted to the Office of Environmental Health and Safety (EHS).
- b. Provide for the conduct of periodic self-inspections in their area of responsibility utilizing the appropriate inspection form as detailed under "Inspection Schedules and Reports."
- c. Provide for the immediate investigation of all accidents resulting in personal injury to personnel for whom they are responsible and submit a report of the findings, utilizing the "Employer's Report of Occupational Injury or Disease" form.
- d. Cooperate with the University Safety Committee when called upon to do so.

### **3. PROFESSORS AND SUPERVISORS**

As the key figures in the safety and environmental program, the immediate faculty/Principal Investigators/Supervisors shall carry out instructions from their superiors and assure that safety and environmental procedures are followed

in everyday operations on campus. The following responsibilities are also required:

- a. Have a working knowledge of all safety principles and safety rules applicable to their area of responsibility.
- b. Conduct periodic self-inspections of their area of responsibility and submit appropriate inspection reports as required.
- c. Conduct or have conducted safety meetings on a regular basis. The frequency of the meetings shall be scheduled to fit the needs of their respective area of responsibility.
- d. Investigate all accidents or incidents that could have resulted in injury and/or property damage to determine cause and prevent recurrence.
- e. Promote good housekeeping and proper safety performance.
- f. Insure that students/employees are schooled in the proper use and maintenance of supplied safety equipment, including personal protective equipment, and supplied with same.
- g. Insure that the proper tools and equipment are selected for the job and are used correctly.
- h. Develop efficient material handling procedures to facilitate safe lifting, carrying, and storage of same.

### **4. EMPLOYEES, STUDENTS AND VISITORS**

- a. Obey safety and environmental rules and regulations.
- b. Report to appropriate authorities unsafe conditions and procedures.
- c. Refrain from actions which could cause injury or damage to property due to their lack of training, their condition, or the condition of the equipment.
- d. Look out for their coworkers and others to warn/stop actions on their part which could cause injury or property damage.



## Basic Safety Rules and Procedures

*(Links to specific pages of reference documents are highlighted in Blue)*

### Reporting Hazards

The employee should report hazards that he/she may come across during their day's work. In reporting hazards, the employee should provide their supervisor with details of the location and description of hazard, and any thoughts they may have to reduce or eliminate the hazard. The employee should understand the need to isolate or barricade hazards that have immediate safety consequences (immediately dangerous). The employee is responsible for their personal safety along with the safety of their fellow employees and the campus population. It is important that they **not create** any situations, which create a hazard for others in the area.

- ◆ Report to Supervisor, or,
- ◆ Report to building coordinator, or
- ◆ Contact Facility Services- (work control) 8-3186.

### Reporting injuries

The employee should report injuries immediately to the supervisor and then call the Employee Injury Call Center at 877-764-3574 to speak to a registered nurse. The Call Center is open 24 hours every day. The nurse will discuss the incident/injury with the employee and determine the employee's immediate medical needs. If the employee does not contact the call center, then the supervisor, or somebody else from the department, should complete an Incident Report Form.

**An Occupational Accident or Injury Report should be submitted immediately but at a minimum within 24 hours of the accident or injury.**

The O.S.H.A. **Blood Borne Disease Standard** requires that "only trained personnel clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to bloody body fluids, wash with soap and water immediately, report to the supervisor, and the employee should be referred to the Student Health Unit for evaluation. In all cases, treat spilled body fluids as if they were a hazardous material and refrain from touching or spreading the material until proper personnel arrive to decontaminate and remove.

### Driving on State Business

Employees must be authorized by their department head or supervisor. If an employee will drive on state business, an Authorization form must be completed annually for the employee (**Form DA2054-LSU**). According to State requirements, if serious citations on their driving record occur, the employee may not be authorized to drive. **Safe Driver's Training** must be completed to drive on state business. Employees are to know and obey all traffic laws and understand that vehicle accidents require immediate reporting to the supervisor. Vehicle inspection logs need to be maintained.

### Emergencies

**578-3231 (or 911)** Dialed from University telephones goes to the central dispatch office of the **LSU Police Department** which is operated 24 hours, seven days a week. LSU Police can dispatch fire, ambulance and police personnel to the location. All fires and emergency situations should be reported to the LSU Police Department immediately. In the event of a fire, all personnel should evacuate the building and remain outside until the LSU Police issue an "All Clear".

Following evacuation, all personnel should respond to an assembly area for accounting purposes. This ensures that there are no personnel remaining in the building.

Emergency Text messaging services are used by the Campus Emergency Operations Center to notify campus personnel of an emergency affecting the university. You can sign up for this system through your PAWS account.

### Personnel Protective Equipment Required

Typically, in an office environment, no special personnel protective equipment required.

If the job requirements or procedures dictate, use safety glasses, goggles, gloves, or respirators as specified. The supervisor should review the uses and limitations of personal protective equipment. Using personal protective equipment can provide protection when the unexpected happens. Personnel should inspect personnel protective equipment before each use.

### Hazardous Material Handling

- ◆ Disposed via University and governmental regulations
- ◆ All containers should be labeled with the name of the contents
- ◆ Review the Safety Data Sheets for the materials used by the employees
- ◆ Employees should know the signs and symptoms of exposure to the Hazardous Material.

## Basic Safety Rules and Procedures (continued)

- ◆ The employee should have access to and know how to access all Safety Data Sheets for the hazardous materials they handle and if he/she has any further questions.
- ◆ Disposal via on-line waste disposal request in the EHS Assistant.

### General Safety Rules for the University.

- ◆ Report Hazards to your supervisor
- ◆ Report accidents immediately to your supervisor
- ◆ Report Emergencies to LSU Police (578-3231)
- ◆ Wear appropriate clothing and shoes for the job
- ◆ Do not overload electrical cords or outlets.
- ◆ Open Flames (candles) are not allowed unless approved by Fire Marshal.
- ◆ Keep all exits clear and Fire Doors closed.
- ◆ Keep Stairwells clear of storage
- ◆ Do Not block Fire extinguishers, electrical panels, or other safety equipment.
- ◆ Use proper ladders and access devices
- ◆ Use proper lifting techniques, and get assistance when moving large or heavy objects
- ◆ Smoke ONLY in designated areas
- ◆ Secure personal items from open view of outsiders
- ◆ Do not share security access codes or keys
- ◆ Lab personnel must follow procedures specified within their lab's [Chemical Hygiene Plan](#).
- ◆ If operating a [Boat or other water vessel](#), proper training and authorization is required.

### General Safety rules for the Department.

Specific safety policies and procedures exist within some departments. Review these policies and procedures with your supervisor

### Fire extinguishers and the P-A-S-S method of use.

**P**-pull the pin,  
**A**-aim the nozzle at the base of the flame,  
**S**-squeeze the handle at the top of the extinguisher,  
**S**-sweep the flame from side-to-side

After use, contact Facility Services to ensure the fire extinguisher is replaced with one that is "fully charged."

### Good Laboratory Practices Include:

- Chemical and biological management;
- ◆ Standard operating procedures;

- ◆ Good Housekeeping;
- ◆ Proper use of laboratory equipment;
- ◆ Safety & emergency equipment;
- ◆ Personal protective equipment (PPE).

### Working with Chemicals:

- ◆ Know your protocol / execute meticulously;
- ◆ Plan your need for protective equipment;
- ◆ Know your chemicals and potential hazards;
- ◆ Date material when received and at disposal;
- ◆ Use smallest quantity of material;
- ◆ Consider safer substitutes;
- ◆ Wear personnel protective equipment;
- ◆ Whenever possible, use a fume hood;
- ◆ Be alert for hazards, maintain concentration.

### Working with Biologicals:

- ◆ Always handle a microbial culture as if it is an infectious material, or pathogen;
- ◆ Know your protocol / execute meticulously;
- ◆ Plan your need for protective equipment;
- ◆ Know your materials and potential hazards;
- ◆ Wear personnel protective equipment;
- ◆ Whenever possible, use a biosafety cabinet;
- ◆ Be alert for hazards, maintain concentration;
- ◆ Wash your hands before leaving the laboratory.

### Emergency Response Summary:

- ◆ Know what to do in an emergency: dial 911 and evacuate the room/building (for major spills);
- ◆ Know how to prevent spills of, and minimize personal exposure to hazardous chemicals;
- ◆ Know the location, and proper use of safety and personal protective equipment.

### Lab Training

All Lab personnel must complete basic on-line laboratory safety and environmental training, in addition to the laboratory specific training.

### Building Security, Theft and Vandalism

Building Coordinators are responsible for approving key requests to Facility Services. In order to maintain and not compromise security systems, keys should not be duplicated or "loaned". Do not provide others with your access codes or passwords. Do not bi-pass locking systems

by “wedging open doors,” which would allow unauthorized personnel to access the building or work area.

Notify your supervisor and LSU Police (**578-3231**) for any emergency situation including theft, fire and medical emergency.

Employee theft and vandalism of State property is not tolerated and individuals are subject to disciplinary action up to and including termination and potential civil prosecution.

All employees should take personal precautions to secure personal items in order to prevent and minimize theft. Such actions would include locking vehicles, securing wallets and purses, and other recommendations found on the LSU Police website at [LSU Police Department](#).

Individuals often get lost on campus and may enter the building, if you notice such a person, and feel comfortable, ask if they need assistance. If the person is suspicious, notify LSU police.

LSU Police: **578-3231**

Or **911** from campus telephone

### Emergency Telephone numbers

LSU Police	578-3231 (911 from LSU Phone Line)
Facility Services	8-2327 (24 hr. emergency) 8-3186 (Non-emergency)
E.H.S	8-5640
Radiation Safety	8-2747



## Office of Environmental Health and Safety (EHS)

240 Administrative Support,  
Corner of South Stadium and CEBA Lane  
578-5640

[www.ehs.lsu.edu](http://www.ehs.lsu.edu)

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