

Full policies are also available on the web at <http://ehs.nsula.edu/>

Below is a brief description of each required policy.

#### Policy Descriptions:

##### 1. Safety Policy Statement from the President

This is a statement from the President indicating the safety mission of the University.

##### 2. Reporting hazards

The new employee should understand how to 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 should understand their responsibility 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.

How to report hazards:

- a) Report to Supervisor, or,
- b) Report to building coordinator, or
- c) Contact the Physical Plant- (work control center) 4519, or
- d) Contact University Police at 318-357-5431

##### 3. Reporting Injuries - ALL

The new employee should know that injuries should be reported immediately to the supervisor. The treatment of emergency injuries is handled according to the severity. In major life threatening injuries, call 911. From a University phone, this call is directed to University Police. They will dispatch emergency medical personnel. If 911 is dialed from a cell phone, it will be directed to the Natchitoches Parish Sheriff's Office.

Health Services does not respond to any student, faculty, staff or visitor emergency, per policy of Student Health Services.

##### ○ Employee Accident Policy, Photos and Report • DA-2000 • Post Accident Drug Testing

All accidents require an Office of Risk Management Report. Employee accidents require a DA-2000 and Employee Supplemental Report. These reports can be located on the EHS website, but are also distributed quarterly via quarterly safety meetings. These reports must be filled out for each accident that occurs in the course and scope of employment with the University. University Police should also be called to the accident scene so that a report can be completed and photos taken to document the accident scene.

Post-Accident Drug Testing: Employees are required to be drug tested after an on-the-job accident if: 1-There is reasonable suspicion, 2-There is a chemical or hazardous material release, 3-There are serious injuries requiring medical attention, or there is a death involved, and 4-there is damage to state property. The drug test will occur no matter the date of the accident or the reporting date. This is an Office of Risk Management requirement.

##### ○ Student/Visitor Accident Policy, Photos and Report • DA-3000

All accidents require an Office of Risk Management Report, a DA-3000 for students or University visitors. These reports can be located on the EHS website. These reports must be filled out for each accident that occurs on University Property. University Police should also be called to the accident scene so that a report can be completed and photos taken to document the accident scene.

##### 4. Driving on state business-Driver's Safety Policy • DA-2054

Employees will not be allowed to routinely drive on state business unless they receive authorization from the Driver Safety Coordinator. The following are required to be an authorized driver:

- The Driver's Safety Course must be taken within 90 days of employment, and the refresher course every 3 years.
- Each employee must complete, and submit a DA-2054, Driver Authorization Form.
- Official Driving Record must be obtained. Louisiana Driver's Licenses will be obtained by the Driver Safety Coordinator. Employees with out-of-state driver's license must obtain an official driving record

from the state that issues their license. Only after successful completion of the Driver's Safety Program and proper authorization, are employees allowed to drive on State vehicles or personal vehicles on state business.

- o Employees are to know and obey all traffic laws.
- o Vehicle accidents require immediate reporting to the local police, University Police (318-357-5431) and their immediate supervisor.

## 5. Vehicle Accidents on State Business

If an employee is involved in an accident while on State Business, whether in a University vehicle or your personal vehicle, the accident must be reported to University Police at 318-357-5431 as soon as possible after the accident. Also, a DA-2041 must be completed within 24 hours of the accident. A drug screen may be required for any employee that has a vehicle accident on University business. Please see the guidelines related to Post Accident Drug Testing.

## 6. How to respond to different types of emergencies

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

**Purple Alert**--This is information on the rapid emergency messaging system, Purple Alert, and how to register yourself to receive alerts.

## 7. Hazard Communication Policy

If there are hazardous materials used in the employee's job, review locations of the material and how to find the SDS (Safety Data Sheet) for the material. Proper labeling, handling and disposal methods should also be discussed. Hazardous wastes should be disposed of according to University regulations which are found in the Hazard Communication Policy. Review methods of obtaining Safety Data Sheets for hazardous materials.

- a. All containers should be labeled with the name of the contents
- b. Review the material safety data sheets for the materials used by the employees
- c. To ensure understanding, employees should be knowledgeable in the signs and symptoms of exposure to the Hazardous material.
- d. The employee should know how to access all material safety data sheets if he/she has any further questions.

## 8. Employee Safety Responsibilities

This is a list of safety responsibilities for each classification of employee, to include all employees. These are not all inclusive responsibilities, as the situation warrants, responsibilities may be changed or added to.

## 9. General Safety Rules for the University and Department.

General Safety Rules are for all University Employees.

### o General Safety rules for the Department.

Discuss with the employee any specific safety rules within the department, along with how the employee will receive training. A general tour of the department is essential for the new employee. The employee should be shown the locations of:

- a. **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
- b. **First Aid Certified** persons-detailed listing of persons should be in the Departmental Office
- c. **First aid kits-locations**-departments are responsible for their own first aid kits.
- d. **Fire emergency pull stations**-Employees should note the locations of emergency pull stations within their building.
- e. **Proper exits** from the building during an emergency, and assembly location

#### **10. Our Commitment to a Drug-Free Campus• Drug and Alcohol Testing Policy and Receipt**

This contains the Policy statement regarding drugs and alcohol from the President. It also includes University Policy and Sanctions, as well as information regarding the Employee Assistance Program. Testing Policy relates to Drug and Alcohol Testing and for employees.

#### **11. Key Policy and Forms, Building Access**

Discuss with employee how they will access the building along with standard opening and closing times. In addition, discuss how employee will gain access to the building (if it is allowed) during the off-hours. Complete paperwork for keys to be issued. Complete paperwork for NSU identification cards. Ensure that employee signs for the Key Policy. Re-enforce with employee the need to maintain and not compromise security systems by duplicating or "loaning" their personal keys and codes, and to notify Campus Police (911) for any emergency situation including theft, fire and medical emergency.

#### **12. Blood Borne Pathogens**

A discussion of blood borne diseases should be conducted with all new employees to ensure their understanding.

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 University Police Department to complete a report of the incident. 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. Specific staff are trained to clean blood borne pathogens spills.

#### **13. Fire Drill / Building Evacuation Policy**

This is the information that will be needed should a fire drill or building evacuation is needed in any building on campus. Fire Drills occur in administrative, athletic and academic buildings on an annual basis. Fire Drills in on-campus housing occur each semester. Please participate in all drills, so that you will know what to do when an actual emergency happens.

#### **14. Tobacco Free Policy**

NSU is a Tobacco Free University. Smoking is prohibited by state in accordance with Act No. 211 of the 2013 State Legislative Session and Louisiana Revised Statute 40:1300.263. All public post-secondary institutions shall be smoke free and nothing shall prohibit a public post-secondary institution from developing a tobacco free policy on its campus. The tobacco free university includes all property, and vehicles owned or leased by Northwestern State University, and all indoor and outdoor athletic facilities.

**15. Work Order Request Procedures.** All requests for maintenance should be submitted online through the Physical Plant website at <http://www.nsula.edu/physicalplant/> then click the Submit Maintenance Request Here button.

**16. Lock out Tag out, Elevator, and PPE.** If you see pad locks, zip-ties, and tags on electrical equipment, please do not touch. This means that the equipment is locked out so that work can be done. Please do not touch or remove any locks on any electrical equipment. Elevator-see link: <https://www.nsula.edu/documentprovider/docs/387/Elevators-Fire-Service-Key-Policy.pdf>. Personnel Protective Equipment required on the job 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.

#### **17. Louisiana State CivilService**

Applications for employment with the State of Louisiana are only accepted online at <https://jobs.civilservice.louisiana.gov>. All applications are reviewed by Louisiana State Civil Services for qualifications and experience.

**18. Training.** Employees of Northwestern State University will receive on-the-job training related to their duties and responsibilities.

#### **19. Transitional Return to Work Policy**

New Employee Orientation (EH5)