

# **Louisiana State University At Eunice**

## **Safety Manual**



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## Introduction

Technology has proven beyond reasonable doubt that optimum control of losses from personal injury or property damage requires that prevention and control consideration be directed toward the system and not just man alone. Looking at the four major components of any system, which are man, equipment, material, and environment, consider the three stages of loss control where measures can be taken to prevent or control losses surrounding any of the components.

The term “contact” is used in describing each of the control stages since, with few exceptions, all accidents involve some type of undesired physical contact between man, equipment, material, or environment.

The term “contact” is also used for practical purposes, since it focuses attention more concretely on something specific that is trying to be prevented. Considering contacts rather than losses or accidents recognizes more potential sources of the undesired events. A discussion of safe practices or a planned observation of an employee’s action on the job would be an excellent example of pre-contact action.

A contact level would be the wearing of safety glasses or a face shield to prevent or minimize an injury resulting from an accident. Post contact action for employees would be prompt effective first aid or rehabilitation.

Preventive or control action can be taken with man, equipment, material, or environment at any or all of the three stages.

## Safety Manual / Program

### Purpose

1. To establish the LSU Eunice Safety Program.
2. To provide a basic source of policies, procedures, and guidelines to assist University administrators in carrying out their responsibilities for implementing the University Safety Program.

### Objectives

1. To provide protection to life and property by prevention of all types of accidents, including fire, occupational diseases and hazards, explosions, hazardous chemicals or materials or substances, and other accidents resulting from equipment or personal failure.
2. To provide a safe environment in which to pursue educational goals of the University.

### Distribution

1. New employees are issued a hard copy of the LSU Eunice Safety Manual. It is available on the [Faculty Staff Webpage](#) under Physical Plant. Click on Safety Manual.
2. In addition, access to review the policy statements can be found on the [LSU Eunice Chancellors Website](#).

Please note that additional copies along with subsequent changes, corrections, additions, etc. to the existing LSU Eunice Safety Manual can be obtained from the [LSU Eunice Faculty Staff](#)

[Website](#) and clicking on Safety Manual under Physical Plant.

## General Policy

The personal safety and health of faculty, staff, students, and the visiting public are of primary concern to LSU Eunice. Providing a safe environment in which to pursue educational goals is of such consequence that it will be given high priority, support, and implementation wherever necessary. To the greatest degree possible, this Safety Program is provided to reduce or completely eliminate incidents that cause injury to personnel, damage to property, fire or explosion, and hazards to health.

Safety is a responsibility not only of LSU Eunice officials and administrators, but also of every individual employee and student. Careful attention to the requirements of this program for its effectiveness is dependent, to a large extent, upon the interest and cooperation of each constituency involved.

The success of this Safety Program depends upon support at all academic and administrative levels, but particularly at the level of direct supervision exercised by the immediate professor or supervisor. Practices and activities within each department must be examined on a continuing basis to ensure the development, application, and maintenance of appropriate safe practices and the elimination of hazardous conditions.

The LSU Eunice campus adopts the “Basic Loss Control Program” and safety policies of the Louisiana State University System.

## Definitions

1. **Accident:** An undesired and unplanned event that results in personal injury and/or property damage.
2. **Accident Analysis:** Involves reviewing accident reports to determine trends in accident occurrence and to apply remedial measures to reduce and/or eliminate these trends.
3. **Accident Investigation and Reporting:** Accurately recording and assessing the conditions and action concerning an individual accident and the recording of these facts accurately and clearly to prevent the accident from occurring again.
4. **Administrator (Management):** Chancellors, Vice Chancellors, Deans, Directors, and Supervisors.
5. **Building Custodians:** Individuals designated by appropriate University administrators who are responsible for safety, maintenance and security of public areas of a specific building.
6. **Classification of Hazards**
  - a. Class “A” Hazard: A condition or practice with potential for causing loss of life or body part, serious injury or illness resulting in permanent disabilities, or extensive loss of structure, equipment, or material.
  - b. Class “B” Hazard: A condition or practice with potential for causing serious injury or illness resulting in temporary disabilities, or property damage that is disruptive, but less severe than Class “A”.
  - c. Class “C” Hazard: A condition or practice with probable potential for causing non-disabling injury or illness or non-disruptive damage.
7. **Major Activity:** A major administrative department of the LSU Eunice campus, i.e., Chancellor’s Office, Business Affairs, Physical Plant, Student Affairs, etc.

8. **Occupational Illness:** Any abnormal condition or disorder of an employee, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with his employment.
9. **Occupational Injury:** Any injury that results from a work-connected accident or from exposure in the work environment.
10. **Potential Hazard Analysis:** Recording and appraising “near miss” occurrences, except for lack of unusual skills and circumstances, which might become accidents. Such appraisal should lead to developing measures to prevent potential accidents.
11. **Proper Job Instruction (PJI):** The instructing of an employee by presentation and demonstration on how to perform tasks to ensure safety and quality.
12. **Safety Education:** The teaching of the need to use wisely and at appropriate times, the skills and habits developed through training.
13. **Safety Inspection:** Evaluation of structures, equipment, grounds, program, and personnel performances to eliminate hazardous conditions and correct unsafe behavior.
14. **Safety Management:** The planning, organizing, directing, and controlling the accident prevention effort at each level of management to include the lowest supervisory level, employee, and student.
15. **Safety Promotion:** Maintaining safety awareness through the use of mass communication, (e.g., safety meetings, group discussion sessions, news releases, bulletin board notices, posters, safety drives, etc.).
16. **Safety Standards and Codes:** Minimum specifications required to maintain safe equipment, procedures, and performance.
17. **Safety Training:** The process through which attitudes, knowledge, and skills, as they relate to safe practices, are developed.
18. **Supervisor:** The person exercising direct supervision over an individual or a group of employees in the performance of assigned jobs or work tasks. This applies also to professors in their relation to students in their classes or in field operations and instruction.
19. **Work Area Factors:**
  - a. **Apparatus:** An assemblage of instruments, machinery, material, etc. for a particular use.
  - b. **Buildings and Structures:** Anything built or constructed.
  - c. **Conditions:** Housekeeping, lighting, temperature, noise, fire protection, dust, spray, gases, fumes.
  - d. **Devices:** Inventions or contrivances.
  - e. **Equipment:** Anything used or provided for any task, such as tools, protective clothing, etc.
  - f. **Machines:** Any mechanical contrivance used in the performance of some kind of work
  - g. **Materials:** Anything found in the work areas, such as chemicals, containers, raw stock, flammables, acids, explosives, etc.

## Terminology

1. **Accident:** An unplanned, sometimes but not necessarily injurious or damaging event, which interrupts the completion of an activity, and is invariably preceded by an unsafe act and/or unsafe condition or some combination of both.
2. **Asbestosis:** A disease of the lungs caused by the inhalation of fine airborne fibers of asbestos.
3. **Auto-Ignition Temperatures:** The lowest temperature at which a flammable gas or

vapor air mixture will ignite from its own heat source, or a contacted heated surface without the necessity of spark or flame. Vapors and gases will spontaneously ignite at lower temperature in oxygen than in air and their auto-ignition temperature may be influenced by the presence of catalytic substance.

4. **Boiling Point:** The temperature at which the vapor pressure of a liquid equals atmospheric pressure.
5. **Carcinogenic:** Carcinogen – Producing cancer.
6. **Combustible Liquids:** Combustible liquids are those having a flash point at or above 140 F. They are known as Class III liquids. Class III A includes those having a flash point at or above 140 F, but below 200 F. Class III B includes those having flash points at or above 200 F.
7. **Decibel (dB):** A unit to express the ratio of two amounts of electric or acoustic signal power. The decibel is equal to ten times the logarithm of the signal power ratio as expressed by the following equation:

$$n(dB) = 10 \log \left( \frac{P_1}{P_2} \right)$$

8. **Dermatitis:** Inflammation of the skin from any cause. There are two general types of skin reaction, primary dermatitis and sensitization dermatitis.
9. **Exposure:** Proximity to a condition that may produce injury, death or damage from dusts, chemicals, high-pressure explosives, etc.
10. **Hazard:** That dangerous condition, potential or inherent, which can bring about an interruption or interference with the expected orderly progress of an activity.
11. **Industrial Hygiene:** That science and art devoted to the recognition, evaluation and control of those environmental factors, or stresses arising in or from the work that may cause sickness, impaired health, and well-being, or significant discomfort and inefficiency among workers or among the citizens of the community.
12. **Loss Time Injury:** A work injury that results in death or disability and in which the injured person is unable to report for duty on his/her next regularly scheduled shift.
13. **Lower Explosive Limit (LEL):** The minimum concentration of combustible gas or vapor in air of flammable liquids or gases below which propagation of flame does not occur on contact with a source of ignition.
14. **Mechanical Hazards:** Unsafe conditions involving machinery, equipment, tools, etc.
15. **Mg/m<sup>3</sup>.** Milligrams of contaminant per cubic meter of air. u. The abbreviation of micron. (1 u = 1/10,000 cm 1/25,000 inch).
16. **Nip Point:** The point of intersection of contact of two opposed circular surfaces, or a plane and a circular surface.
17. **Nuclear Energy:** The energy released in a nuclear such as fission or fusion. Nuclear energy is popularly, though mistakenly, called atomic energy.
18. **Occupational Illness:** Any abnormal physical condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.
19. **Personal Protective Equipment:** Any material or device worn to protect the worker from exposure to, or contact with, any harmful material or force.
20. **Pinch Point:** Any point at which it is possible to be caught between the moving parts of a machine, or between moving or stationary parts of a machine, or between the material and the moving parts of a machine.
21. **Radiation:** The emission and propagation of energy in the form of waves through space or through a material medium. Usually refers to electromagnetic radiation such as gamma rays, ultraviolet rays, heat waves, etc.

22. **Silica:** Silicon Dioxide (SiO<sub>2</sub>) which occurs in nature as quartz, sand, flint, etc. and is used in the manufacture of glass and ceramic products, and also is found in the sand used in foundry operations.
23. **TLV:** Threshold Limit Value. Referenced to airborne concentrations of substances and represent conditions under which it is believed that nearly all workers may be repeatedly exposed to day after day without adverse effect.

## Policy Statement Dealing with Safety

The following LSU Eunice Policy Statements (PS) have implications or deal with campus safety in some manner. They are available on the [Chancellor's Policy Statement Webpage](#).

Policy Statement	Description
41	Substance Abuse and Drug-Free Campus Policy
44	Services for Persons with Disabilities
56	Employee Assistance Program
66	Firearm Policy
67	Violence-Free Workplace
69	University Occupational and Environmental Safety
70	Drug Testing Policy
71	Management of Human Body Fluids/Waste
72	Emergency Response Plan

In addition, Permanent Memorandum (PM) 30 on Radiation Protection Program available on the [LSU University Administration Website](#) also applies to this Safety Manual.

## Assignment of Safety Responsibility

Safety is everyone's responsibility and all employees should be actively involved in the General Safety Program. Employees who do not comply with the LSU Eunice General Safety Program will not be considered desirable for continued employment. To meet this goal, specific safety responsibilities at LSU Eunice have been assigned as follows:

### Chancellor and Executive Staff (Chancellor and Vice Chancellors)

1. Assign safety responsibilities, delegate authority required to implement LSU Eunice's Safety Program and incorporate all necessary accommodations and safety measures associated with Services for Persons with Disabilities (See [LSU Eunice Policy Statement \(PS\) 44](#) available on the Chancellor's Policy Statement Webpage).
2. Approve and implement safety policies formulated by the Campus Safety Coordinator and Administration.
3. Take under consideration recommendations on safety issues from the Campus Safety Coordinator.

### Campus Safety Coordinator and Administration

Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures, and hazards on campus. The Campus Safety Coordinator and Administration shall review problems, develop means and methods for resolving these problems, and develop procedures for placing acceptable measures into effect. The team shall:

1. Review reports of serious accidents or fires.
2. Provide suggestions and/or recommendations based on professional safety advice and in compliance with applicable safety regulations (federal, state, local) to correct hazardous conditions.
3. Review current policies and, if needed, recommend changes and/or assist in development of new policies to minimize unsafe conditions.
4. Recommend physical or structural alterations required to eliminate or control hazards.

### **Director of Facilities Services and Safety Coordinator**

The Director of Facilities Services and Safety Coordinator shall work closely with the administrators and supervisors to ensure facilities are maintained in safe condition. The director shall:

1. Serve as chair of the Campus Safety.
2. Initiate topics and facilitate campus wide safety meetings to promote increased safety awareness and accident prevention throughout the campus.
3. Accumulate, maintain, and analyze accident records.
4. Furnish information on losses as requested by the State Office of Risk Management.
5. Conduct examinations for compliance of the fire alarm systems, fire extinguishers, pipeline safety, hazardous material reporting, elevator safety, asbestos management, etc. with local, state, and federal rules and regulations.
6. Coordinate and oversee regular and periodic campus-wide inspections of facilities, grounds, and equipment by utilizing the campus work-order system.
7. Promptly execute all work orders identified as safety related.
8. Conduct inspections of requested areas and report findings.
9. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

### **University Deans and Unit Directors**

Each administrator is accountable for safety within his or her area of responsibility. Delegation of authority to supervisors, managers, etc., is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections, etc. They shall:

1. Educate new employees on job safety requirements and procedures.
2. Enforce safety rules and work regulations within their area of responsibility.
3. Report to the Department of Facilities Services any unsafe condition, practices, and make suggestions for improved safety.
4. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

### **Instructors**

Instructors are responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions involving the handling, use, and storing and disposal of hazardous materials. Instructors shall:

1. Inform students and enforce the safety rules and regulations of their respective areas.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.
3. Serve as a good role model for his/her students.

## **Supervisors**

Supervisors are responsible for the day-to-day implementation of safety rules and regulations. Supervisors shall:

1. Educate new employees on job safety rules, requirements and procedures.
2. Enforce safety rules, regulations, and procedures within their area of responsibility.
3. Investigate and follow-up on accidents and ensure that accident reports are filed through the Human Resources Office.
4. Ensure equipment and work area(s) are in safe functioning condition. Monitor work procedures and practices to ensure employees are performing their respective duties in a safe manner at all times.
5. Be a good role model for employees under his /her supervision.

## **Employees**

Each employee is responsible for abiding by LSU Eunice's General Safety Program. Employees shall:

1. Work in accordance with accepted safety rules, regulations, and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor.
2. Report to their supervisor any unsafe conditions/practices and make suggestions for improved safety.
3. Observe all safety rules and regulations.
4. Attend safety meetings and safety training programs as required.

## **Safety Meetings**

Campus-wide safety meetings will be conducted at the Faculty/Staff Workshops that are held at the beginning of each spring and fall semester. The workshops are mandatory and each employee is required to sign an attendance sheet. During the second and third quarter of each year, information regarding safety tips are communicated to all LSU Eunice employees in the form of handbooks or flyers. LSU Eunice employees are required to acknowledge receipt of the documents.

## **Safety Rules and Responsibilities**

1. LSU Eunice is a tobacco free campus. The use of any tobacco product in any form is prohibited on all LSU Eunice facilities and property.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Before beginning work, notify the immediate supervisor of any permanent or temporary impairment that may reduce the ability to perform in a safe manner.
5. Use personal protective equipment to protect oneself from potential hazards that cannot be eliminated.
6. Operate equipment only if trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to the immediate supervisor.

9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
11. Operators should obtain special safety permits when required. Examples of conditions requiring special safety permits are electrical transformer maintenance and confined spaces.
12. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
13. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
14. Report any smoke, fire, or unusual odors to the immediate supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.
17. If work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.

Employees who do not comply with the LSU Eunice safety rules will not be considered desirable for continued employment.

## **Building Safety Inspections**

The Director of Facilities Services/Safety Coordinator or designee shall conduct campus-wide building safety inspections quarterly (the LSU Eunice Building Inspection Quarterly Report form can be found in Appendix A). After each inspection, work orders will be submitted to the Facilities Services Department for correcting any deficiencies. While the scheduled quarterly building inspections will be officially conducted by the Director of Facilities Services or designee, all faculty, staff and students are encouraged to report any hazards or possible hazards at any time primarily to the Facilities Services Department by way of the work order system.

LSU Eunice will continue to utilize the Facilities Services Department's computerized maintenance work order program that prints out individual quarterly inspection checklists to include, but not limited to the following: exit signs, fire extinguishers, exit doors, vent hoods (in labs), emergency showers, general lighting, grounds, vehicles, etc., for all areas on campus. The Facilities Services Department shall conduct these inspections using hardcopy work orders that will be signed, dated, and eventually fed back into the computerized system for accurate tracking, equipment history, and overall record keeping. Emergency requests will take priority over all other requests.

## **Procedures for Accident Investigation**

Accidents may occur in spite of an emphasis on safety and regular preventive inspections. Accidents involving injury requiring first aid and an ambulance require the involvement of the LSU Eunice Police and Campus security in order for an incident report to be filed with Human Resources. The accident will also appear in the Officer's Shift Report (see Appendix B). Accidents must be thoroughly investigated regardless if the person is an employee, student, or

visitor to determine the cause and any contributing factors in order to prevent a reoccurrence.

According to the Office of Risk Management, the investigation report must include information on the person injured, a description of the incident, a statement of what caused or might have caused the accident, and any corrective action that has been taken. If the accident involves an employee, the supervisor of the work unit involved is primarily responsible for notifying the Human Resources Office of the incident along with assisting that office and the LSU Eunice Police and Campus Security in any way possible with the Emergency First Aid/Accident Report and the accident investigation. Others, such as the safety coordinator and/or the safety committee, may be involved depending upon the nature and severity of the accident. An example of the Office of Risk Management Employee Post Incident/Accident Analysis (DA 2000) is contained in Appendix C. An example of the Visitor/Client Post Incident/Accident Initial Information Form (DA 3000) is contained in Appendix D. Both the [DA 2000](#) and the [DA 3000](#) forms are available at the Office of Risk Management online. The use of the DA 2000 and DA 3000 forms are required for all incidents/accidents except vehicle accidents for which a police report serves as the proper documentation. The completed Office of Risk Management forms are filed in Human Resources. The completed Officer's Shift Report and the Incident Report completed by the police officer or security personnel on duty are filed with the LSU Eunice Police and Campus Security.

Another component of accident investigation is job safety analysis. Job safety analysis is a procedure used to review work methods and uncover hazards that may result in accidents. The hazards might have been overlooked in the inspection of the building, workstation, equipment, tools or processes. The 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.

Job safety analysis is one of the first steps in hazard prevention, accident analysis, and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have a history of resulting in personal injury or property damage. There are three objectives in job safety analysis: 1) to systematically evaluate jobs and work methods to eliminate hazards and potential hazards, 2) to develop a tool to assist in the teaching of safe work procedures, and 3) to provide a framework for accident analysis. The State of Louisiana Job Safety Analysis Form is located in Appendix E.

## **LSU Eunice Hazard Communication & Chemical Safety Program**

### **I. General**

The purpose of the Hazard Communication & Chemical Safety Program is to ensure LSU Eunice employees are effectively informed of potential and existing chemical hazards. Hazardous materials are found in several departments and agencies on campus. This policy assigns responsibilities and provides guidance to comply with applicable ORM Hazard Communication operational and training requirements.

### **II. Responsibilities**

#### **A. Safety Coordinator**

1. Overall responsibility for implementation and oversight of the Hazard Communication/Chemical Safety Plan.
2. Maintain a current list of the type and location of all hazardous material on campus as submitted by departments (see Appendix F).

3. Monitor departments with hazardous materials to ensure all employees with potential exposure to hazardous materials receive appropriate initial and recurrent training.
4. Conduct periodic safety and compliance reviews at departmental level.
5. Coordinate disposal of hazardous materials.

#### **B. Department Heads / Deans / Directors**

Department Heads/Deans/ Directors who have employees working in areas where hazardous chemicals are stored, handled, or used are responsible for:

1. Monitoring procurement, storage, use, and proper disposal of hazardous chemicals within their department.
2. Creating and maintaining an inventory of all hazardous chemicals. A current copy of this inventory will be provided to the Safety Coordinator (see Appendix F).
3. Ensuring that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
4. Maintaining copies of Safety Data Sheets (SDSs) for each hazardous chemical in the workplace, and ensuring they are readily accessible to employees when they are in their work areas.
5. Informing employees of any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, the inventory, and material safety data sheets.
6. Providing employees with training regarding hazards or practices specific to their work area at the time of their assignment and whenever a new hazard is introduced into their work area.
7. Determining the required personal protective equipment (PPE) for the procedures and materials in use in their area.
8. Ensuring that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.
9. Developing safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
10. Providing adequate storage cabinets for hazardous materials.
11. Ensuring that laboratory hoods are maintained and calibrated.

#### **C. All Other Employees**

Employees are responsible for:

1. Planning and conducting each operation according to the LSU Eunice Hazard Communication Program.
2. Maintaining area in good order.
3. Using the required personal protective equipment.
4. Immediately reporting any exposures, injuries, or problems to a supervisor and the Campus Safety Coordinator.
5. Reviewing SDSs prior to using a substance for the first time and reviewing it periodically thereafter.

### **III. Hazardous Chemical Inventory**

The supervisor or designee is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) and update the list as necessary. The inventory must identify:

1. Each hazardous chemical by the primary name on the label,
2. The manufacturer or distributor of the chemical, and
3. Chemical abstract number (CAS).

The inventory must:

1. Be kept in the work area in a suitable format, on a log sheet, or in a computer.
2. List all hazardous chemicals found in the work area for which the supervisor is responsible including, but not limited to:
  - a. Laboratory chemicals, janitorial supplies, compressed gases, cleaning products,
  - b. Materials found in the maintenance departments (such as lubricating oils, solvents, etc.).

#### **IV. Labeling Requirements**

The supervisor or designee shall ensure that all hazardous chemicals are properly labeled. Labels shall list:

1. At least the chemical identity,
2. Appropriate hazard warnings, and
3. The name and address of the manufacturer, importer, or other responsible party.

Portable containers of working solutions of hazardous chemicals shall be labeled appropriately unless they are intended for immediate (during a day's work-shift) use by the employee who prepared it. The contents of all vessels (containing chemicals or products such as cleaning solutions) shall be identified by name on the container.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be adequately labeled. Storage tanks or drums may be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same. It is the responsibility of the department or area supervisor ordering and using these bulk chemicals to ensure adequate labeling.

Container labeling shall provide an immediate visual warning about the specific harm that may result from exposure to the chemical. If the manufacturer or supplier has adequately labeled the original container, transferring the information on that label to a secondary workplace container is appropriate. In many cases, the chemical manufacturer or supplier may cooperate by providing additional labels, upon request, with a chemical shipment.

In the event that the department needs to create labels, durable printed labels will be available in blank form with chemical names and an assortment of hazard symbols, which may be affixed to the basic label. Personnel responsible for container labeling shall correct any outdated hazard warnings with the updated information as soon as they learn of any hazard characteristic changes.

#### **V. Safety Data Sheets (SDS)**

Department heads will be responsible for implementation and maintenance of a departmental system to insure availability of SDS for every hazardous material in their areas of responsibility. SDS will be readily available in the workplace and reviewed periodically for currency. New and significant health/safety information will be given to affected employees. Supervisors will ensure that personnel preparing to use a hazardous substance for the first time review the SDS.

When more than one material safety data sheet is present for a hazardous chemical from the same manufacturer the one with the most current date shall be kept and all others discarded.

## **VI. Employee Training and Information**

Employees will be provided information and training at time of their initial assignment and whenever a new hazard is introduced into their work area. Department heads will designate a qualified instructor to conduct this training. Documentation of this training will be maintained at the department level. The minimum requirements for initial training are as follows:

1. An overview of the requirements in the LSU Eunice Hazardous Materials Program.
2. Chemicals present in workplace operations.
3. Location of the written Hazardous Control Plan.
4. Physical and health effects of the hazardous materials listed on the department inventory.
5. Methods and techniques to determine the presence/release of hazardous materials in the work area.
6. How to read and understand labels and SDS.
7. Contingency plans for any exposures or accidents.
8. Required PPE and its proper use.
9. Location of SDS file and hazardous chemicals inventory.
10. How to lessen or prevent exposure through use of proper work practices.

## **VII. Non Routine Tasks**

Before any non-routine task is performed, employees shall be advised by their supervisor of any special precautions to follow including:

1. Specific chemical names and hazards expected to be encountered,
2. Required PPE and safety measures, and
3. Emergency procedures.

## **VIII. Contractors**

Department Heads will be responsible for providing the following information to contractors working in their area:

1. Hazardous material to which they may be exposed,
2. Recommended measures to lessen potential exposure,
3. Location of all SDS, and
4. Emergency procedures.

The Director of Facility Services will be responsible contacting external contractors prior to the start of work to gather and disseminate information on chemical hazards the contractor may be bringing on campus.

## **IX. Handling, Storing, & Disposing of Hazardous Materials**

Each chemical will be handled, stored, & disposed of in accordance with the specific SDS (see Appendix G). If there is any question, the SDS should be the primary source of information. The Safety Coordinator is overall responsible for the coordination of Hazardous Chemical pickup on the campus. In addition, the Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed (see Appendix H).

Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s).

## Radiation Safety

The LSU Eunice Radiation Safety Manual is available on the [Faculty/Staff webpage](#) under "Facilities Services". In addition, LSU has a Radiation Protection Program (see [LSU Permanent Memorandum \(PM\) 30](#) on the LSU University Administration's website).

## LSU Eunice Emergency Response Procedures

In case of a Medical Emergency:

1. Remain with the victim.
2. Call 911 (9-911 from a campus telephone) if a victim is unconscious, has trouble breathing, has chest pain or pressure, or is bleeding severely.
3. Call LSU Eunice Police and Campus Security at 337-550-1225 or x225 from a campus phone for any type of emergency.

### NOTES:

1. IF VIOLENCE OR POTENTIAL VIOLENCE is observed, call the LSU Eunice Police and Campus Security at 337-550-1225 and/or 911 (9-911 from a campus telephone).
2. To report a NATURAL GAS ODOR in or around a building
  - a. during normal operating hours (Monday through Friday 8 am to 4:30 pm), call extension 291, extension 225, or 337-550-1225.
  - b. after hours, weekends, or holidays, call the Eunice Police Department at 337-457-2626. The dispatcher will send Eunice Gas Department to respond and assess situation. If all else fails, dial 911.

## Emergency Preparedness Plan

Every unit on the LSU Eunice campus must be prepared to effectively cope with the unique problem that arises in an emergency situation. Therefore, the purpose of an emergency preparedness plan is to ensure the safe evacuation of all persons in an affected area and the rapid control of hazards during life threatening situations.

Emergency-preparedness is critical to protect employees, citizens, clients, students and property against all natural disasters and other incidents such as fires, bomb threats, and civil disorder. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well-publicized, flexible, and tested plan; and clear delineation of the responsibilities of employees. Each departmental unit must stress the importance of being prepared in emergencies.

## **Procedures for Handling Specific Emergency Situations**

### **Natural Disasters**

The following are some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes.

1. Only enter disaster areas if it is essential.
2. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas line or flammable materials.
3. Do not touch fallen or damaged electrical wires.
4. Immediately leave the area upon discovering a leaking gas line.
5. Formulate plans to isolate people from potential hazards.
6. Identify the disconnecting switch or master control valves for utility services and make them accessible.
7. When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect oneself from falling objects and flying debris. The best protection is an underground shelter, ditch, a steel-framed, or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.

### **Fire Prevention and Control – General Information**

Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention, control and training principles include the following:

1. Prevent a fire from starting by using fire resistant construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.
2. If a fire is promptly discovered at its inception, and one feels confident and safe using a fire extinguisher that is readily available; extinguishing the fire can prevent it from growing out of control, thus stopping or minimizing human or property loss. Nevertheless, one should not be alone or should notify someone prior to attempting to extinguish the fire.
3. Limit the spread of fire by providing suitable fire barriers and keep the amount of combustibles stored to a minimum. Unorganized storing of large amounts of unused items in attics, basements, closets, etc. should not be practiced.
4. Maintaining clear paths to exit a building (normal exit routes) from any given location of a building is a must.

### **Fire Drills, False Alarm & Alarm Response Procedures-For Occupants of a Building**

Please be aware that campus wide unannounced fire drills shall take place once annually. Here are some helpful instructions and guidelines for scheduled drills and/or false alarms:

1. In most cases, the fire drills will be scheduled within the first two weeks of the spring or fall semesters.
2. Treat every alarm, whether an unannounced scheduled drill or false alarm, as an actual emergency. In every instance, when an alarm sounds, all students, faculty, staff, and visitors are expected to cooperate fully in safely exiting the given building.
3. Occupants should begin the evacuation process immediately upon alarm.

4. Occupants should move swiftly and orderly to the nearest building exit evacuation route and position themselves away from the given building.
5. The last person to leave a given classroom, office, etc., should close the door completely.
6. Occupants must not use elevators when evacuating a building during a fire emergency.

### **Fire Drills, False Alarm & Alarm Response Procedures-For Physical Plant Personnel**

1. Prior to the scheduled campus fire drills, the Physical Plant Director/Safety Coordinator or his designee will contact the fire alarm monitoring company and the local fire and police departments to properly inform them of the safety exercise.
2. Alarm response – Actual or false - the operator engineer shall call 9-1-1.
3. In the event of a false alarm or actual alarm, trained members of the Physical Plant staff will proceed to the fire alarm panel in that given building to investigate and try to determine the nature or location of the fire. If possible, trained Physical Plant staff will take steps to extinguish the fire, SAFELY. Other Physical Plant personnel with radios will make themselves available at the exterior of the building for support. This support may include yielding radio communication equipment to the Chancellor or available Vice Chancellor in charge to ensure they are well informed of the given situation and circumstances. Support may also include assisting with clearing occupants away from the building, assisting with getting emergency vehicles to the given building, etc.
4. When the Fire Department arrives, the officer in charge takes command of the scene.
5. If the Facilities Services Director/Safety Coordinator or designee determines the alarm is FALSE, prior to the Fire Department arrival, call 9-1-1 and relay the information to Fire Department Dispatcher.
6. **DO NOT RESET THE ALARM UNLESS INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT!**
7. The Fire Department will notify the fire companies in route to the building that a false alarm has been indicated. Generally, one fire company will continue to the building to verify the alarm is false, and all other response will be cancelled.
8. **IT IS EXTREMELY IMPORTANT TO NOT RESET THE FIRE ALARM WHEN IT IS BELIEVED TO BE FALSE. ONLY DO SO WHEN DIRECTED BY THE FIRE DEPARTMENT.** If the alarm is reset prior to Fire Department permission, it may be necessary for the Fire Department to conduct a complete search of the building to verify that the alarm was false.

### **Procedures for Persons on Upper Level Floors Who Are Unable to Use Exits (wheelchair bound, other special needs individuals, etc.)**

If the Individual Can Move to the Exit:

1. Move to the exit door outside of the stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared. If the hallway or entrance outside the stairwell has been compromised, filled with smoke, heat, any life threatening exposure, enter and wait on the stairwell landing immediately. Two people should wait with the individual while Facilities Services personnel (building custodian) communicate to the Fire Department of the location. Make sure that the door to the stairwell is securely closed.
2. Wait with colleagues for further instructions. The Fire Department will send firefighters

- to assist if an evacuation is necessary.
3. Colleagues should not attempt to carry anyone down the stairs unless conditions in the stairwell become threatening (if conditions deteriorate, firefighters and/or Facilities Services personnel can then proceed to carry the individual down the stairs to a safer area).

If the Individual is Unable to Leave the Floor:

1. If an individual does not have persons to assist or are otherwise unable to leave, seek refuge on the floor by securing the area (such as blocking openings around doors or vents where smoke might enter, etc.). When possible, a totally enclosed room with a solid door, telephone, and window is most appropriate.

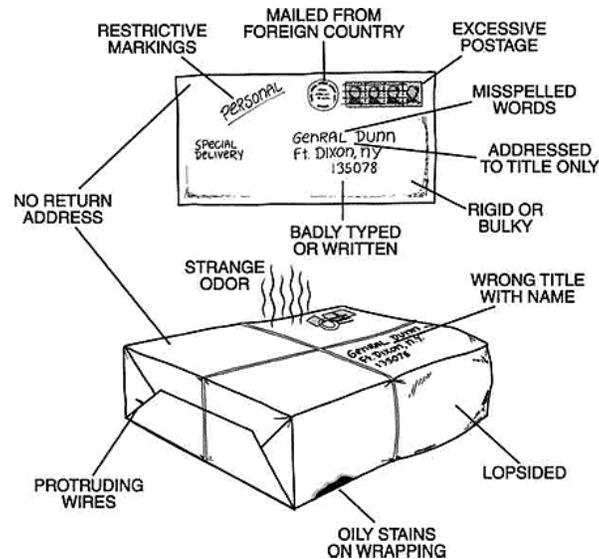
Survival Skills to “Protect in Place”

1. Use towels or clothing to block openings around doors or vents where smoke might enter.
2. Put a wet cloth over the mouth or nose.
3. Place a signal in the window. The signal can be anything that will call attention to the location. For example, exposing a piece of clothing outside the window.
4. If smoke or fire enters the area, call 9-1-1 to report the location. Stay low to the floor to breathe the best air.
5. It is advisable not to open or break windows. Often smoke from outside the building can enter through open windows. Breaking windows will put an individual at greater risk of smoke entering from the outside, and may hamper rescue efforts.

### **All Threats – Including Telephone / Mail – Bomb, Bio-terrorist, etc.**

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, voice characteristics such as raspiness, hoarseness, or stuttering and any other important information. ***For telephone threats, please see Appendix I for the “LSU at Eunice Phone Threat Check List”. Report all threats immediately*** to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of Physical Plant (ext. 291). Do not share information with anyone else; the immediate supervisor will contact the proper authorities. In general, always remember:

1. If a suspicious object is found, **DO NOT TOUCH IT**, and clear the area.
2. Keep a running log of events as they occur.



## Civil Disorder

The following are some suggestions for handling civil disorders:

1. **Emergency Authority** – Supervisors may be given additional authority during civil disorders.
2. **Emergency Responsibility** – During emergencies, responsibility for areas vulnerable to attack or necessary for operations should be assigned to specific persons. Responsibility for decisions in these particular areas should be assigned to employees with knowledge of the area and who will be present at the emergency.
3. **Community Relations** – The Chancellor or designee (usually the Director of Public Affairs) will be designated to communicate with news media and the public. The public should be informed of potential hazards as soon as possible.
4. **Security** – Strict security of the facility should remain in effect until the emergency is over. Gates and doors should be closed and perimeter fences maintained. Entry into the facility should be strictly controlled.

Other components of emergency preparedness procedures for LSU Eunice are located in [Policy Statement Number 72](#) - Emergency Response Plan.

## Emergency Response and the Command Team

It is the responsibility of any employee who learns of an actual or impending emergency between 8:00 a.m. and 4:30 p.m. to report it immediately to a senior administrative officer available. This begins with the Office of the Chancellor (ext. 201), Vice Chancellor for Academic Affairs (ext. 301), Vice Chancellor for Business Affairs (ext. 288), Dean of Student Affairs (ext. 218), Director of Physical Plant/Safety Coordinator (ext. 291), and such other administrative personnel should be notified as is appropriate to initiate the emergency response decision making process. In the event of an emergency situation occurring before 8:00 a.m., after 4:30 p.m., or on the weekend, all emergencies should be reported by calling 911, and in addition notify LSU Eunice Police and Campus Security at ext. 225 or mobile number 337-580-0720. The Chancellor or designated representative will evaluate the threat and order any or all of the following:

1. Establish the Command Team (see Appendix J) at its designated location.
2. Call 911 and report the threat. (Provide only the basic information needed to generate a response from fire/police agencies; do not inadvertently release sensitive information on the radio that can be heard on scanners throughout Southwest Louisiana.)
3. Contact other service agencies as required (see Appendix K).
4. Order evacuation of the campus or one or more campus buildings.

## **LSU Eunice Police and Campus Security**

LSU Eunice Police and Campus Security is composed of two police officers and three guards. One police officer works a day and one works an evening shift. The guards each work a day, an evening, and an overnight shift to provide security for the LSU Eunice campus community. In addition to normal shifts, the police officers also cover select events that take place on campus. Utilization of local law enforcement is also used to supplement police coverage as needed on campus.

1. Major areas of concentration for police officers include:
  - a. Patrol Campus. Patrolling campus on both foot and by marked police vehicle in order to provide police presence and deterrence of criminal activity.
  - b. Respond to incidents and call for service. Officers respond to reported incidents on campus as notified, while taking reports for both criminal and select non-criminal investigations as necessary.
  - c. Report on duty/off duty and maintain radio communications with City of Eunice Police that may occur when the officers are on duty as well as off duty.
  - d. Coordinate with other local law enforcement for incidents or events that take place on or near the LSU Eunice campus.
2. Major areas of concentration for Security include:
  - a. Parking and driving. All students with vehicles on campus must purchase an LSU Eunice parking decal. Each student is given copies of the campus parking policy that is included in the [Student Handbook](#). Faculty and staff are issued hangtags. Faculty, staff, and students are ticketed for improper parking. Security also monitors the parking lot areas for safe driving policies. A copy of the LSU Eunice traffic and parking regulations contained in the [Student Handbook](#) is located in Appendix L. Parking and Traffic Regulations for faculty, staff, and students are also available on the [LSU Eunice Policy and Campus Security Webpage](#) and at <https://www.lsue.edu/policy-statements/regulation-vehicular-traffic.php>.
  - b. LSU Eunice Police and Campus Security continuously patrols the campus to assure the safety and security of the campus community and their vehicles. Emergencies are reported to the Office of Student Affairs or to LSU Eunice Police and Campus Security, which will then make appropriate emergency contacts (police, fire, and ambulance) as necessary.
  - c. All LSU Eunice Police and Campus Security shifts complete a Officer's Shift Report that details specific findings such as defective campus lighting, unlocked doors, and vehicles parked on campus overnight, etc. A sample of the Officer's Shift Report is located in Appendix B. These reports are turned into the LSU Eunice Director of Police and circulated to appropriate campus administrators for information and implementation of corrective measures.
  - d. Evening shift security patrols the LSU Eunice campus after dark to assure the safety

and security of evening students and campus personnel and facilities. A copy of the LSU Eunice campus map is located in Appendix M.

# Appendix A: LSU Eunice Building Inspection Quarterly Report

## SECTION 1: GENERAL INFORMATION

Building Name Building Area/Floor \_\_\_\_\_

Inspectors Name/Date: \_\_\_\_\_

Are all listed hazards addressed?	Y	N	N/A
Fire Extinguishers checked:	Y	N	N/A
Exit Signs working:	Y	N	N/A
Emergency Equipment Operational	Y	N	N/A
Office Furniture and Fixtures In Good Working Condition	Y	N	N/A

## SECTION 2: HALLWAYS, STAIRWAYS, GROUNDS, AND ELEVATORS

Areas clear of obstructions:	Y	N	N/A
Areas free of slip and fall hazards:	Y	N	N/A
Grounds areas free of obstructions and holes:	Y	N	N/A
Elevators working:	Y	N	N/A

## SECTION 3: ELECTRICAL AND PLUMBING

Electrical systems check OK:	Y	N	N/A
Plumbing systems check OK:	Y	N	N/A

## SECTION 4: HAZMAT/FLAMMABLES

Proper storage	Y	N	N/A
SDS available:	Y	N	N/A
Waste properly contained:	Y	N	N/A

## SECTION 5: FUME HOODS AND OTHER HAZARDOUS AREAS

PPE available:	Y	N	N/A
Safety guard:	Y	N	N/A
First Aid available:	Y	N	N/A
Warning labels intact:	Y	N	N/A
Good Housekeeping:	Y	N	N/A

NOTE: If "no" is checked for any of these in Sections 1-5 please describe here:

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**SECTION 6: AREAS THAT DO NOT FALL UNDER SECTIONS 1-5**

Please describe: \_

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Signed By: Inspector: \_\_\_\_\_ Safety Coordinator: \_\_\_\_\_

# Appendix B: Officer's Shift Report

Officer: Choose an item.

Date Begin Shift: Click or tap to enter a date.

Shift: Choose an item.

Complaint #'s:

## TICKET REPORT

NUMBER OF TICKETS	VIOLATION
	NOT REGISTERED
	STUDENT PARKED IN STAFF PARKING
	BACKED INTO SPACE
	PARKED IN NO-PARKING
	PARKED IN HANDICAPPED
	PARKED IN VISITOR
	OTHER
<b>0</b>	<b>TOTAL</b>

## MISC. COMMENTS

## BUILDINGS

<u>ACADIAN CENTER</u> TIME SECURED/OPENED:	COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)
<u>SCIENCE BLDG</u> TIME SECURED/OPENED:	COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)
<u>HEALTH AND TECHNOLOGY BLDG</u> TIME SECURED/OPENED:	COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)
<u>MANUEL HALL</u> TIME SECURED/OPENED:	COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)
<u>HPRE</u> TIME SECURED/OPENED:	COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)
<u>COMMUNITY EDUCATION BLDG</u> TIME SECURED/OPENED:	COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)

## Officer's Shift Report

<p><b><u>HUNDLEY HALL</u></b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b><u>MXII</u></b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b><u>CATHOLIC STUDENT CENTER</u></b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b><u>BAPTIST COLLEGIATE MINISTRY</u></b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b><u>LEDOUX LIBRARY</u></b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>BENGAL VILLAGE OFFICE (including POOL AREA)</b></p> <p>TIME:</p>	<p>RA on-call (if applicable):</p> <p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>BENGAL VILLAGE BLDG 1</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>BENGAL VILLAGE BLDG 2</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>BENGAL VILLAGE BLDG 3</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>SOCCER PRACTICE FIELD</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>SOCCER GAME FIELD</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>SOFTBALL FIELD (including POND)</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p><b>BASEBALL FIELD (FIELDHOUSE)</b></p> <p>TIME:</p>	<p>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>

## Officer's Shift Report

<p style="text-align: center;"><b>Grounds Maintenance Building</b></p> <p style="text-align: center;">TIME:</p>	<p><b>COMMENTS</b> (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</p>
<p style="text-align: center;"><b>CHANCELLOR'S RESIDENCE</b></p> <p style="text-align: center;">TIME:</p>	<p><b>COMMENTS</b></p>

**PARKING LOTS (AREA AND LIGHTING)**

	<u>AREA</u>	<u>LIGHTING</u>
P-1 SCIENCE LOT		
P-2 HEALTH TECH LOT		
P-3 COMMUNITY ED LOT		
P-4 HPRE LOT		
P-5 MANUEL HALL LOT		
P-6 UNION PARKING		
P-7 CENTER AND SYCAMORE STREETS		
MONUMENT DRIVE		

MISC. COMMENTS

# Appendix C: Office of Risk Management State Employee Incident/Accident Investigation Form (DA 2000)

**OFFICE OF RISK MANAGEMENT  
UNIT OF RISK ANALYSIS AND LOSS PREVENTION  
STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM  
Worker's Compensation Claims—For Agency Use Only**

(PLEASE TYPE OR PRINT)

1. AGENCY \_\_\_\_\_
2. ACCIDENT DATE \_\_\_\_\_ 3. REPORTING DATE \_\_\_\_\_
4. EMPLOYEE NAME (LAST, FIRST) \_\_\_\_\_
5. JOB TITLE \_\_\_\_\_
6. IMMEDIATE SUPERVISOR \_\_\_\_\_
7. DESCRIBE IN DETAIL HOW INCIDENT/ACCIDENT OCCURRED *(USE ADDITIONAL SHEET IF NECESSARY)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. PARISH WHERE OCCURRED \_\_\_\_\_ 9. PARISH OF DOMICILE \_\_\_\_\_
10. WAS MEDICAL TREATMENT REQUIRED \_\_\_\_\_ Y \_\_\_\_\_ N
11. EXACT LOCATION WHERE EVENT OCCURRED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. NAME (S) OF WITNESSES \_\_\_\_\_
13. NAME OF PERSON COMPLETING THIS SECTION OF REPORT \_\_\_\_\_
14. SIGNATURE \_\_\_\_\_ 15. DATE \_\_\_\_\_

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION  
WHERE INCIDENT/ACCIDENT OCCURRED**

**Employee Post Incident/Accident Analysis (DA 2000)**

**[Required for all incidents/accidents]**

[This form is **NOT** for use in reporting a claim. The claim reporting form can be found at: [www.laorm.com](http://www.laorm.com)]

**MANAGEMENT SECTION**

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT \_\_\_\_\_
17. POSITION/TITLE \_\_\_\_\_
18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION \_\_\_\_ Y \_\_\_\_ N
19. WAS EQUIPMENT INVOLVED \_\_\_\_ Y \_\_\_\_ N (If no, skip to question 20)
- A. TYPE OF EQUIPMENT \_\_\_\_\_
- B. IS THERE A JSA FOR EQUIPMENT \_\_\_\_ Y \_\_\_\_ N                      C. DATE LAST JSO PERFORMED \_\_\_\_\_
20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED \_\_\_\_ Y \_\_\_\_ N
21. DID INCIDENT INVOLVE SAME INDIVIDUAL \_\_\_\_ Y \_\_\_\_ N
22. SAME LOCATION \_\_\_\_ Y \_\_\_\_ N
23. WAS THE SCENE VISITED DURING THE INVESTIGATION \_\_\_\_ Y \_\_\_\_ N
- A. DATE & TIME \_\_\_\_\_                      B. ARE PICTURES AVAILABLE \_\_\_\_ Y \_\_\_\_ N
- C. IF NO, REASON FOR NOT VISITING \_\_\_\_\_

**ROOT CAUSE ANALYSIS**

**UNSAFE ACT (PRIMARY):**  Failure to comply with policies/procedures     Failure to use appropriate equipment/technique     Inattentiveness  
 Inadequate/lack of JSA/standards     Incomplete or no policies/procedures     Inadequate training on policies/procedures     Inadequate adherence of policies/procedures

Other (specify) \_\_\_\_\_

Detailed explanation of checked box \_\_\_\_\_

**WHY WAS ACT COMMITTED:**

**UNSAFE CONDITION (PRIMARY):**  Inappropriate equip/tool     Inadequate maintenance     Inadequate training     Wet surface  
 Worn/broken/defective building components     Broken equipment     Inadequate guard     Electrical hazard     Fire Hazard

Other (specify) \_\_\_\_\_

Detailed explanation of checked box \_\_\_\_\_

**WHY DID CONDITION EXIST:**

**CONTRIBUTORY FACTORS (IF ANY):**

**IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:**

**LONG RANGE ACTION TO BE TAKEN:**

**WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:**

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION  
WHERE INCIDENT/ACCIDENT OCCURRED**

# Appendix D: Visitor/Client Post Incident/Accident Initial Information Form (DA 3000)

## VISITOR/CLIENT POST INCIDENT/ACCIDENT INITIAL INFORMATION FORM - DA 3000

OFFICE OF RISK MANAGEMENT - UNIT OF RISK ANALYSIS AND LOSS PREVENTION

### GENERAL LIABILITY – FOR AGENCY USE ONLY

- This form is NOT for use in reporting a claim. The claim reporting form can be found at: [www.laorm.com](http://www.laorm.com)
- Required for all incidents/accidents except vehicle accidents for which a police report serves as the proper documentation.
- Keep completed forms on file at the location where the audit/compliance review will occur.

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE: \_\_\_\_\_

2. DATE and TIME of INCIDENT/ACCIDENT: \_\_\_\_\_ 3. REPORTING DATE: \_\_\_\_\_

4. VISITOR/CLIENT NAME (LAST, FIRST): \_\_\_\_\_

5. VISITOR/CLIENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. VISITOR'S/CLIENT'S TELEPHONE #: \_\_\_\_\_

7. VISITOR'S/CLIENT'S DETAILED DESCRIPTION OF HOW ACCIDENT OCCURRED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. DID ANY EMPLOYEE ASK THE VISITOR/CLIENT IF HE/SHE WAS INJURED? \_\_\_Y\_\_\_N

9. DID THE VISITOR/CLIENT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? \_\_\_Y\_\_\_N

(IF NO, SKIP TO Q. 10)

A. WHICH PART OF HIS/HER BODY WAS INJURED? PLEASE BE SPECIFIC (e.g., RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN) \_\_\_\_\_

B. WAS MEDICAL CARE OFFERED? \_\_\_Y\_\_\_N

1. DID THE VISITOR/CLIENT ACCEPT MEDICAL CARE? \_\_\_YES\_\_\_NO

10. WERE THERE ANY WITNESS(ES)? \_\_\_Y\_\_\_N (IF NO, SKIP TO Q. 11)

A. WITNESS'S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)  
\_\_\_\_\_  
\_\_\_\_\_

B. WITNESS STATEMENT(S) ATTACHED? \_\_\_Y\_\_\_N

11. DETAILED DESCRIPTION OF INCIDENT/ACCIDENT LOCATION \_\_\_\_\_

A. IS THIS LOCATION IN A  STATE-OWNED OR  LEASED BUILDING?

B. IS THIS SPACE SHARED WITH NON-STATE EMPLOYEES? \_\_\_Y\_\_\_N

12. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT? \_\_\_Y\_\_\_N IF YES, PLEASE PROVIDE A BRIEF SUMMARY:

13. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION(S) THAT IS/ARE APPLICABLE TO THE INCIDENT/ACCIDENT:

RAINING  SUNNY  CLOUDY  FOGGY  COLD  HOT  LIGHTING  WIND  
 OTHER WEATHER CONDITION(S) \_\_\_\_\_  WEATHER NOT A FACTOR

14. CHECK THE APPROPRIATE BOX(ES) THAT PERTAINS TO THE INCIDENT/ACCIDENT:

STAIRS  PARKING LOT  GARAGE  SIDEWALK  ELEVATORS  GRATING  
 SPONSORED ACTIVITY  DORMITORY  WAITING ROOM  WALKWAYS  RAILINGS  
 FURNITURE  LIQUID ON FLOOR - TYPE OF LIQUID \_\_\_\_\_  
 FLOORING - DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX \_\_\_\_\_  
 EQUIPMENT (SPECIFY TYPE) \_\_\_\_\_ STATE-OWNED? \_\_\_Y\_\_\_N  
 OTHER CONDITION(S): \_\_\_\_\_

15. IF THE INCIDENT/ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (e.g., furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF INCIDENT/ACCIDENT AND NAME OF VISITOR/CLIENT.

IF THE STATE-OWNED ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED.

THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT.

IF APPLICABLE, WERE THESE STEPS FOLLOWED? \_\_\_Y\_\_\_N

16. WAS THE VISITOR/CLIENT AUTHORIZED TO BE IN THIS AREA? \_\_\_Y\_\_\_N

17. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT? \_\_\_Y\_\_\_N  
(IF NO, SKIP TO Q. 18)

A. WAS A STATEMENT OBTAINED AND ATTACHED? \_\_\_Y\_\_\_N

18. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? \_\_\_Y\_\_\_N

19. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? \_\_\_Y\_\_\_N

20. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT:

\_\_\_\_\_  
DATE





## Appendix G: Disposition of Hazardous Materials Form

Campus/Operating Unit \_\_\_\_\_

Supervisor's Name & Position \_\_\_\_\_

### Hazardous Material to be Disposed

Building	Room Number	Description of Hazardous Material	Quantity

**Certification:**

I hereby certify the information contained herein is true and correct to the fullest extent my knowledge.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Coordinator

## Appendix H: Example of a Hazard Communication Standard

<p><b>Health Hazard</b></p>	<p><b>Flame</b></p>	<p><b>Exclamation Mark</b></p>
 <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	 <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>	<p><b>Corrosion</b></p>	<p><b>Exploding Bomb</b></p>
 <ul style="list-style-type: none"> <li>• Gases under Pressure</li> </ul>	 <ul style="list-style-type: none"> <li>• Skin Corrosion/ burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	 <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame over Circle</b></p>	<p><b>Environment (Non Mandatory)</b></p>	<p><b>Skull and Crossbones</b></p>
 <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	 <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

## Appendix I: LSU Eunice Phone Treat Check List

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, "Do you know that what you are doing could cause injury or death?"

**Record telephone number of caller** \_\_\_\_\_  
**Note exact time of call** \_\_\_\_\_

### Ask the caller

**Where is the threatening item located?** \_\_\_\_\_

**If it is a bio-terrorist threat:**

- What is the substance? \_\_\_\_\_
- What does it look like? \_\_\_\_\_

**If it is a bomb:**

- When will it explode? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_

How do you know so much about this bomb? \_\_\_\_\_

How do you know so much about this building? \_\_\_\_\_

What group do you represent? \_\_\_\_\_

Where are you now? \_\_\_\_\_

What is your name? \_\_\_\_\_

### Try to identify the following

**Sex:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Nationality/Foreign accent:** \_\_\_\_\_

Voice characteristics: \_\_\_\_\_

Background noises: \_\_\_\_\_

Other innuendoes as to location of the bomb or bio threat:

\_\_\_\_\_

**Exact words of caller:** \_\_\_\_\_

\_\_\_\_\_

- Immediately report the incident to the Office of the Chancellor (ext. 203), LSU Eunice Police and Campus Security (ext 225), a Vice Chancellor (ext. 301, 288, or 218), or the Director of Facilities Services (ext. 291).
- **Do not share this information with anyone else;** your supervisor will contact the proper authorities.
- If a suspicious object is found, **DO NOT TOUCH IT**, and clear the area.
- Keep a "running log" of events as they occur.

## Appendix J: Command Team Members

Name	Office Number	Other Contact
Chancellor Dr. Nancee Sorenson	337-550-1203	520-490-9727
Vice Chancellor for Academic Affairs Dr. John Hamlin	337-550-1301	337-943-0434
Vice Chancellor for Business Affairs Ms. Amy Greagoff	337-550-1288	337-278-1689
Associate Vice Chancellor for Student Affairs and Dean of Students (Vacant)	337-550-1218	
Director of Facility Services/Safety Coordinator Mr. Michael P. Broussard	337-550-1292	337-580-6519
LSU Eunice Police & Campus Security Captain. J. Cory, Lalonde	337-550-1225	225-337-2586
Director of Information Technology Mr. Stephen Heyward	337-550-1307	225-229-2735
Director of Public Relations Mr. Travis Webb	337-550-1211	337-581-5746

## Appendix K: Additional Contacts for Local Services

Name	Company	Business Number	Other Contact Number
	LSU System Office	225-578-2111	
Ms. Ashley Leblanc, Director	Acadia Parish OHSEP	337-783-4357	337-523-2679
Mr. Van Reed, Director	St. Landry Parish OHSEP	337-948-3688	337-351-2467
Chief Kyle LeBouef	Eunice Police Department	337-457-2626	
Chief Chase Brown	Eunice Fire Department	337-457-6557	
Sheriff K. P. Gibson	Acadia Parish Sheriff's Office	337-788-8700	337-788-8772
Sheriff Bobby Guidroz	St. Landry Parish Sheriff's Office	337-948-6516	337-948-5801
Sheriff Charles R. Guillory	Evangeline Parish Sheriff's Office	337-363-2161	
	LA State Police (Troop I)	337-262-5880	
Mr. Tony Freeman, Supt.	Eunice Gas Department	337-457-6505	337-580-4747
Mr. David Willie Bergeron	CLECO	337-550-3535	337-849-3999
Ms. Chellie Godeaux	Utility Compliance Solutions, LLC		337-277-7817
	Williams Gas Pipelines Transco		337-457-3602
	Acadian Ambulance Service	800-259-3333	337-291-1111
Mr. Huey Miller	Service Master	337-234-1289	337-654-2700

## **Appendix L: LSU Eunice Traffic and Parking Regulations**

### **Registering Your Vehicle**

To part and operate a motor vehicle on campus, students must register their vehicles on their myLSUE accounts. Students are held responsible for knowing and obeying campus traffic regulations, which are outlined below. Steps for registering your vehicle on myLSUE:

1. Log into your myLSUE account;
2. Select “Student Services” tab; then
3. Enter your vehicle information.

### **Receiving your Parking Permit**

After you have registered your vehicle online, you may pick up your permit/decals from the Business Office window during the hours of 8:00am – 4:30pm, Monday through Friday. The office is located in the Science Building Room.

Make sure to put the decal on the bottom left-hand corner of your rear windshield immediately to avoid receiving a parking citation.

### **Paying for your Parking Permit**

Immediately after receiving your parking permit, you must make a payment of \$30 online on your myLSUE account or in person at the Business Office.

### **Traffic and Parking Regulations**

Parking decals must be placed on the left of the rear windshield affixed on the outside of the glass. Pedestrians have the right of way when within marked crosswalks. Unless a different limit is posted, the speed limit is 15 mph on all campus streets and 10 mph in parking areas.

Vehicles must be centered in marked parking spaces and must not be backed into parking spaces. Backing into a space or pulling across to an opposite space leaves the parked vehicle illegally facing against the flow of traffic and prevents LSU Eunice Police and Security Officers from being able to easily read decals. Vehicles must be registered by the end of the first full week of classes with decals that are valid from the date the car is registered until the following August 15. Vehicles must follow established traffic routes, stop at all stop signs, and obey all other traffic regulations. Vehicles must be parked in spaces designated specifically for the associated parking permit. Vehicles improperly parked in faculty/staff spaces, designated handicapped spaces, loading zones, fire lanes, or other improper spaces will be ticketed and/or towed at the owner’s expense. Parking and traffic tickets may be appealed in person in the Office of Student Affairs, Room 112 of the Dr. Anthony Mumphrey Center. Additional information on parking and traffic regulations for LSU Eunice is available at the LSU Police and Campus Security Webpage under Parking and Traffic Regulations at [www.lsue.edu/police](http://www.lsue.edu/police).

# Appendix M: LSU Eunice Campus Map

