

Joey Pons, Associate Director Public Safety &
University Risk Manager



Carl Taz Winingger
Assistant Safety Director

PARKER HALL, ROOM 227
482-1840
WWW.SAFETY.LOUISIANA.EDU

EH & S WEBSITE

www.safety.louisiana.edu



Updates:

- Safety Courses now offered exclusively online
 - A few are still offered by instructor

Online Driver Safety Training



- Participants who take this course (and wish to be placed on the University-approved list of drivers) are required to submit:
 - Motor Vehicle Driver Authorization Form (Completed)
 - The Louisiana Road Sign Test (Completed)
 - Online Training Verification of completion (ORM Certificate)

The EH&S office is NOT notified upon completion of this program, unless the above listed documents **are submitted to our office**. When your paperwork is received, we manually enter you into the approved training database and send you a UL Lafayette Certificate.

If you possess an out of state drivers license, you will have to request it on your own and submit it back to the EH&S office.

EH & S Responsibilities



- Campus-wide Safety Policy
- Employee Training oversight
- Driver Safety Program & Water Vessel Program
- Building Safety Systems (Fire Alarms, Sprinkler and Suppression, Code Blue, Elevator, Evac-trac)
- Emergency Preparedness – planning, training, etc.
- BEAP (Building Emergency Action Plan) assistance

ORM/FARA



**OFFICE OF RISK
MANAGEMENT
INSURANCE CARRIER**

YEARLY SAFETY AUDIT



- Conducted Yearly by ORM
(September of every year)
- Passing Incentives, Failure Penalties
- UL Sets the Standard

Your Participation is Critical!



Compliance safety
program

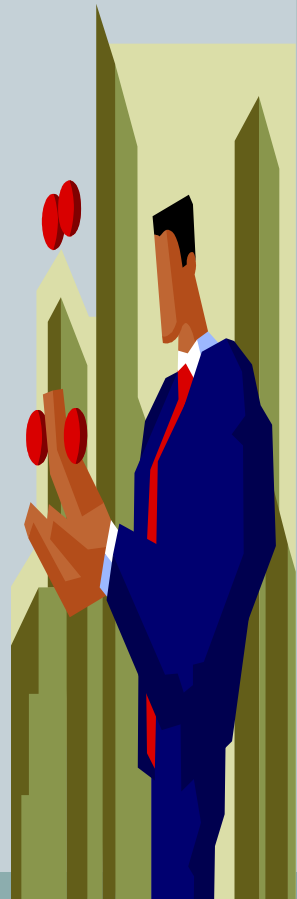
v/s

Practical safety program

YOUR DSC RESPONSIBILITIES



- Quarterly Building Safety Inspections
- Quarterly Safety Meetings
- Accident Investigation
- Assistance during Emergencies
- Assistance in Safety situations
- Reporting of issues
 - (see something say something)



Emergency Preparedness



- Essential Personnel
- All Hazards Plan
- Hurricane Preparedness Plan
- Communicable Disease Plan
- Building Emergency Action Plan (BEAP)



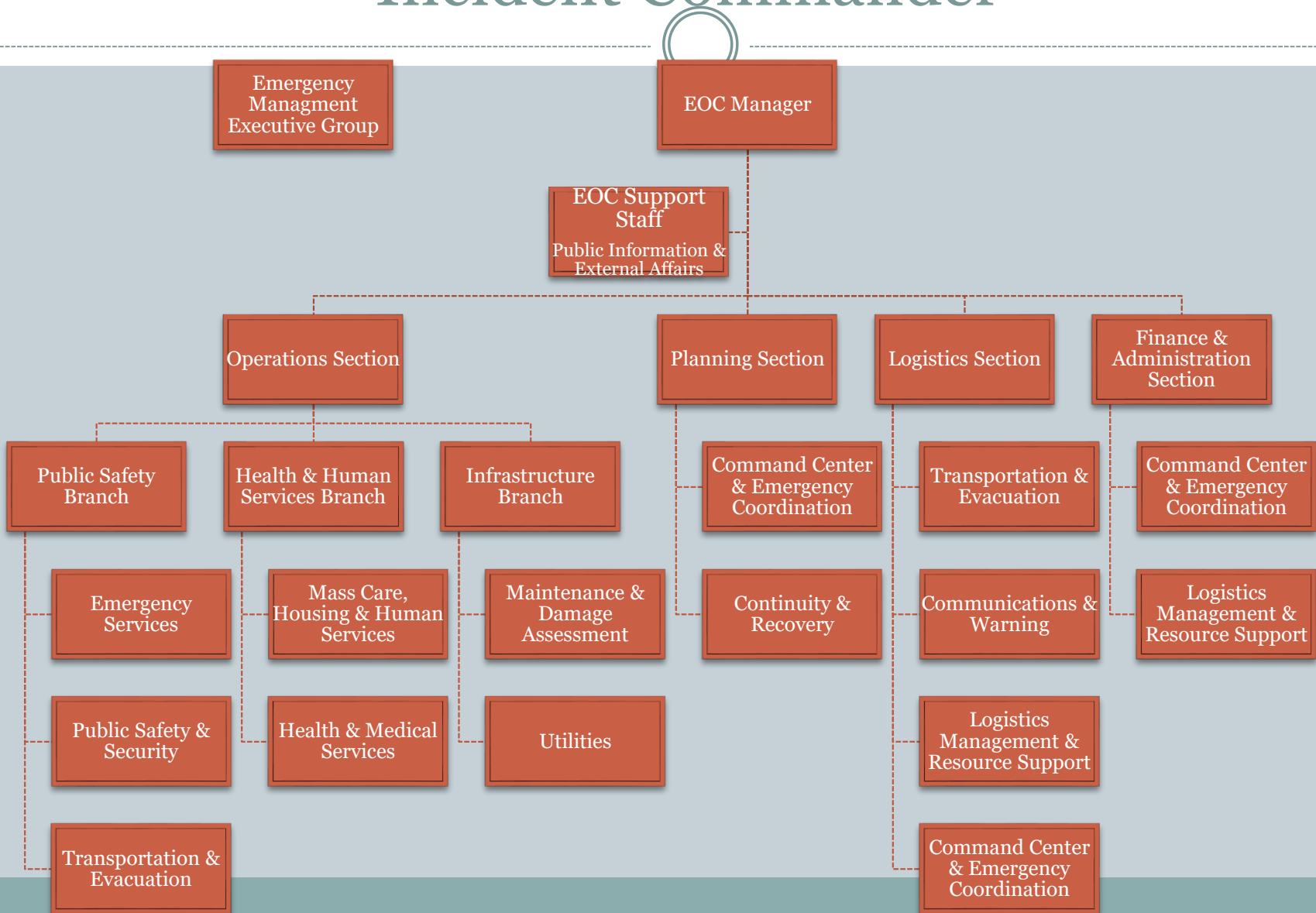
Essential Personnel



- Job duties may require you to work even during times of University Closure
- Examples:
 - Assist in building/campus evacuations
 - Logistical support for emergency operations
- Remember to get your updated ID Badge at Cajun Card Services



All Hazards Plan Incident Commander



UL Lafayette All Hazards Plan



- Follows FEMA and NIMS Protocol
 - Preparedness
 - Response
 - Recovery
 - Mitigation



UL Lafayette All Hazards Plan



- **Functional Annexes (“Who” do we need??)**
 - Transportation and Evacuation
 - Communications and Warning
 - Maintenance and Damage Assessment
 - Emergency Services
 - EOC
 - Mass Care, Housing, Human Services
 - Resource Mgmt and Procurement
 - Health and Medical Services
 - Utilities
 - Public Safety and Security
 - Continuity of Operations
 - Public Information and External Affairs
 - New Iberia Research Center



Public Information



- PIO is formally assigned
- Do not talk to the media unless instructed to do so.
- 3 C's Core Message
 - We Care
 - We're Committed
 - We will continue to Communicate

Notification and Operations



- **Notification Resources**

- ENS
- Conference Call Capability
- Building Emergency Operations Plan (BEAP)

- **Operations Resources**

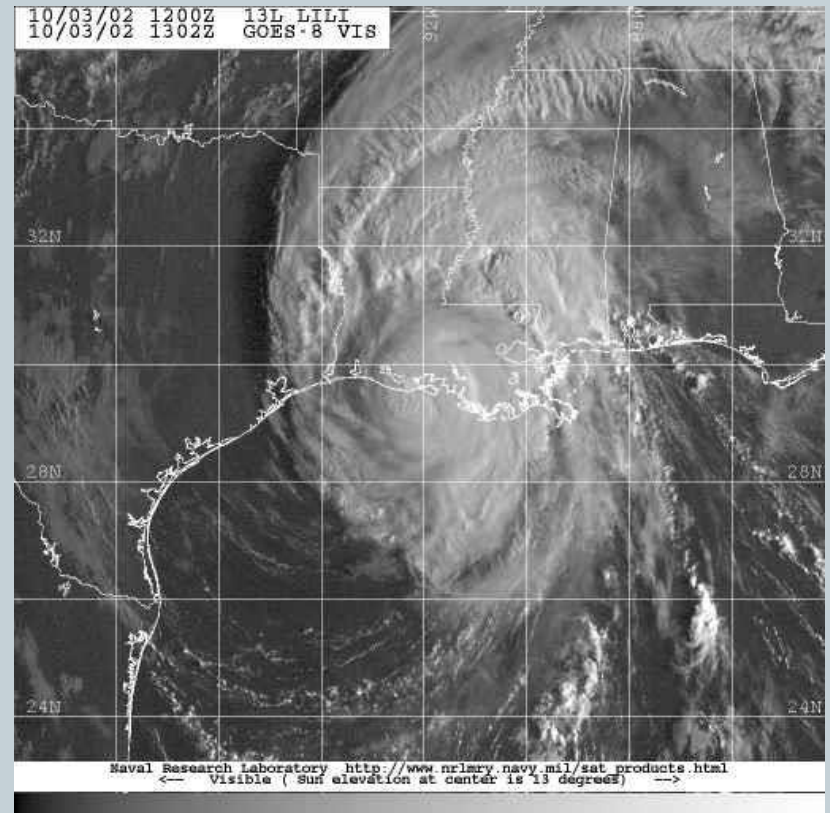
- EOC
- MOC
- Simple Command Post



Hurricane Preparedness Plan



- A 3-Phased Approach.....
 - “Get Ready”
 - “Get Set”
 - “Geaux”



Phase 1 – Get Ready



- Only Applies to Named Storms
- Lafayette Parish is in 5-day Cone
- Hurricane Team notified via Voicemail and Email
- May deploy ENS
- Hotline, website, social media
- Enact your Phase 1 Plans

Phase 1 – Get Ready

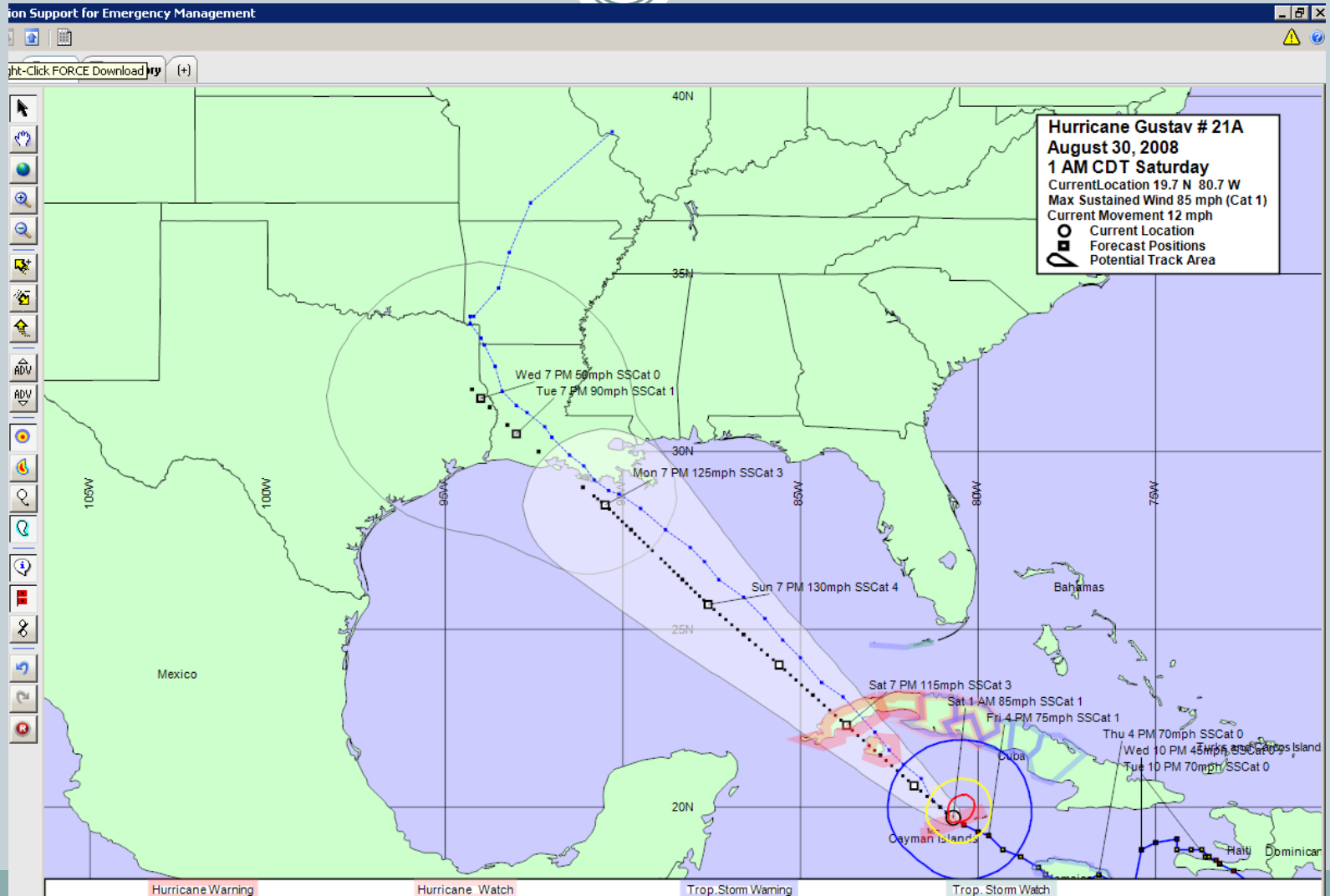


- **Supervisors/DSC**

- Phase 1 may not start 5 days out
- Use the time for YOUR personal plan
- Pre-arrange your essential personnel
- Stock up on supplies.
- Check fuel



Phase 2 – Get Set



Phase 2 – Get Set



- Lafayette Parish is in 2-day Cone
- Hurricane Team notified via Voicemail and Email
- May deploy ENS
- Hotline, website, social media
- Enact your Phase 2 Plans
- Coordinating with State and Local Govt.
- Admin discusses school closure

Phase 2 – Get Set



- **School Closure, decision making**

- Need to know about Important Departmental Functions/Events
- Public and other non-University Events
- Students may shelter in place
 - ✦ Student Residents
 - ✦ International Students

get set

Phase 3 – Geaux!!



- Lafayette Parish is under a mandatory evacuation

- Ordered by the Parish President
- Historically this has never happened
- MOU, Louisiana College - Pineville



Phase 3 – Geaux!!



- **Evacuation to Pineville**

- Scope is for 300 students and support personnel
- University Police Escort
- Only until weather has passed

The Hurricane Plan



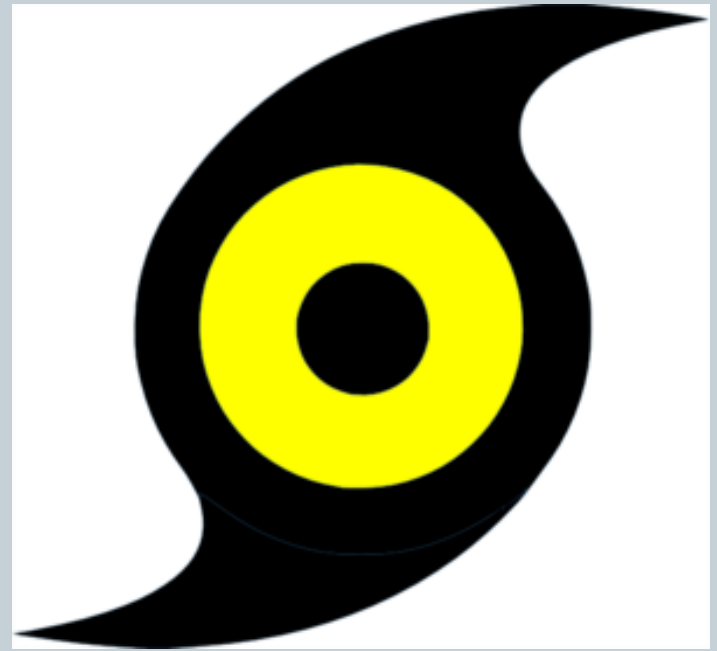
Please review your Phase I, II, and III plans with your supervisor!



Hurricane Plan - Things You Should Know



- While we are closed...
 - No employees may shelter on campus
 - Student resident sheltering in place
 - Buildings will be locked down
 - Research/special circumstances

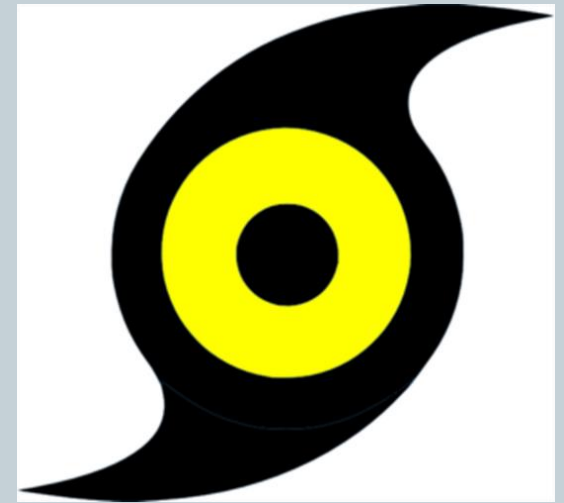


Hurricane Plan - Things You Should Know



- **Post Storm Recovery**

- First Responders must “OK” roads
- Initial Property Damage Assessment
 - ✦ All reports to Emergency Operations Center
 - ✦ Tight deadline for this (usually 12 hours or less)

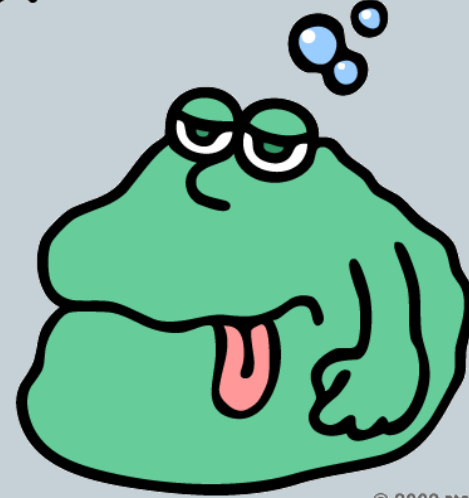


Communicable Disease Plan



- Direction from OPH/SHS
- Airborne Transmission
- Direct Contact
- Standard Template
- 4-phased Plan for each

GOT A VIRUS?



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www.marktoon.co.uk

Communicable Disease Plan



- **Direct Contact Template, Phase 1**
 - General Readiness
 - Confirmed cases in region, none on campus
 - Travel Restrictions
 - Concentrate on Education/Awareness/Training

Communicable Disease Plan



- **Communicable Disease Template, Phase 1**
 - General Readiness
 - May be confirmed cases in region, none on campus
 - Travel Restrictions
 - Concentrate on Education/Awareness/Training

Communicable Disease Plan



- **Communicable Disease Template, Phase 2**
 - Heightened Awareness
 - One or more confirmed cases in region, and on campus
 - Daily formal updates within core group
 - Supplies stockpiled
 - Focus is on Non-Pharmaceutical Intervention measures:
 - ✦ Social Distancing
 - ✦ Isolation (already sick)
 - ✦ Quarantine (exposed and may be sick)

Communicable Disease Plan



- **Communicable Disease Template, Phase 3**
 - School Closure
 - Campus is locked down
 - Quarantining exposed students that are not symptomatic
 - International Students who are travel restricted

Communicable Disease Plan



- **Communicable Disease Template, Phase 4**
 - School Re-opening
 - Return to the normal academic schedule
 - Those sick or exposed will remain home until safe for return

Building Emergency Action Plan “BEAP”



- BEAP is a document that consist of emergency procedures to help facilitate and organize building occupant actions during an emergency.
- DSCs will need to help during building evacuation.
- This will need to be updated annually (December)
 - All changes will need to be submitted back to the safety office for revisions.

Building Emergency Action Plan “BEAP”



- BEAP Self Training always available on Talent Management



Building Emergency Action Plan “BEAP”



Point of Assy.

GET OUT/RUN

Fire/Non-Security Threat Evacuation Assembly Areas ¹	Security Threat Evacuation Assembly Areas ¹
<ul style="list-style-type: none">_____	<ul style="list-style-type: none">Run as far away from building as possible

STAY IN/HIDE

Storm Refuge Areas ²	Security Threat Areas ²
<ol style="list-style-type: none">Inside of assigned RoomMain Lobby of Floor	<ol style="list-style-type: none">Secure room.Secure office.

ACTIVE THREAT

RUN If you can safely leave the building, **RUN**.

HIDE If you cannot safely leave, find a safe place to **HIDE**.

FIGHT If you cannot **RUN** away safely or cannot **HIDE**, be prepared to **FIGHT** for your life.

NEED HELP?

Areas of Rescue Assistance¹

- Persons with Needs – LANDING IN STAIRWELL CLOSEST TO ELEVATOR?
-

Rescue Assistance

Emergency Response Recommendations

¹ Contact Environmental, Health & Safety at 337-482-1840 to identify appropriate locations.

² Contact University Police at 337-482-6467 to identify appropriate locations.

Building Emergency Action Plan “BEAP”



Active Shooter Training

BUILDING EMERGENCY ACTION PLAN Lafayette, LA 70503

The Department of Public Safety of UL Lafayette recommends the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

Only follow these actions if safe to do so. When in doubt, follow your instincts—you are your own best advocate!

RUN

Action taken to leave an area for personal safety.

- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- FOLLOW EXIT signs to lead you out of the building.
- If you are not able to evacuate, go to an Area of Rescue Assistance, (located in the landing of the stairwell closest to the elevator).
- Evacuate and remain until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

ACTIVE THREAT:

- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.

HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.

- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building. **THIS IS NOT CLEAR TO ME**
- If sheltering-in-place due to severe weather, proceed to the Identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE THREAT:

- Lock or barricade your area.
- Get to a place where the threat cannot see you.
- Place cell phones on silent.
- Do not make any noise.
- Do not come out until you receive an EMS-Alert advising you it is safe.

FIGHT

Action taken as a last resort to increase your odds for survival.

ACTIVE THREAT:

- If you cannot run away safely or cannot hide, be prepared to fight with anything available to increase your odds for survival.

Building Emergency Action Plan “BEAP”



BUILDING EMERGENCY ACTION PLAN Lafayette, LA, 70503

Emergency Notification Systems

University Notifications — The University of Louisiana at Lafayette may utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **ENS-Alert Emergency Text Notification System** — ENS-Alert is an “opt-out” system designed to deliver text messages to those who have registered for the service. ENS-Alert automatically triggers mass cellphone text, mass University landline voicemail, hotline, cellphone calls with emergency messaging, emergency web alerts, [Facebook](#) and Twitter notifications. **YOU CAN REVIEW/UPDATE YOUR ENS PROFILE BY LOGGING ONTO UNLINK AND CLICKING EMERGENCY NOTIFICATION SYSTEM.**
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service in Lake Charles, Louisiana, will post an alert message on NOAA weather radios. **A NOAA RADIO IS LOCATED IN EVERY DEPARTMENT AND RESIDENCE HALL.**
- **482-6447** — An emergency phone line system will be provided via this telephone number to provide emergency information from essential personnel located at the Emergency Operations Center.
- **UNIVERSITY HOTLINE** — **UPDATED CAMPUS EMERGENCY INFORMATION CAN BE OBTAINED BY CALLING 482-2222**



Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications, via site specific means (see below).

Building and Department Internal Emergency Notifications — Individual buildings and departments may utilize their own mechanisms for communicating emergency information (i.e.: bullhorns, telephone trees, public address systems, and face-to-face contact). Ensure the following list is comprehensive enough to provide coverage for all areas. The following emergency notification system(s) and individuals have been identified specifically for your building to provide emergency information:

Emergency Notification System	Primary Communicator	Backup Communicator

**ENS Training
Other Systems - FACP
Voice Evac
Etc.**

Building Emergency Action Plan “BEAP”



BUILDING EMERGENCY ACTION PLAN Lafayette, LA 70503

Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the University of Louisiana at Lafayette. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Regularly check your ENG profile by logging onto [ULink](#), and clicking "Emergency Notification System"
- "Like" University of Louisiana at Lafayette Official Facebook page to get the latest post on campus events.
- Take the time to visit the University Police website at: <http://police.louisiana.edu> and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and active shooter training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. For more information, see <http://readyup.org>.

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the University's Emergency Preparedness Plan, which provides recommendations for response actions to specific emergency events:

<http://safety.louisiana.edu/resource-center/police-procedures/emergency-preparedness>

Building Emergency Action Plan “BEAP”



BUILDING EMERGENCY ACTION PLAN
_____, Lafayette, LA 70503

Building Emergency Management Team Contact Information

<input type="checkbox"/>	Name	Alternate	Cell	Office Phone	Home Phone	Email
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Attributes of Building Emergency Management Team Members

- May have authority to make overall decisions for the building and/or department.
- Has thorough knowledge of the building's operational needs.
- Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Office of COMMUNICATIONS AND MARKETING.
- Should have understanding of other team members' roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergency.

Roles of Building Emergency Management Team Members

- Planning and Preparedness Actions
 - Assist with Identifying Evacuation Assembly Area(s).
 - Assist with Identifying Storm Refuge Area(s).
 - Assist with Identifying Command Post Location.
 - Assist with Identifying Areas of Rescue Assistance.
 - Establish Building and Departmental Internal Emergency Notification List.
 - Identify Floor Coordinators and provide proper training and/or guidance.
 - Solicit the list of Self-Identified Persons with Functional Needs.
 - Prepare and submit BEAP to DEPARTMENT OF PUBLIC SAFETY for approval.
 - Review and update BEAP annually.
 - Create and establish annual training and exercise schedules to test functionality of BEAP.
- Response Actions
 - Initiate Building and Departmental Internal Emergency Notifications to occupants when emergency has been verified.
 - Deploy Floor Coordinators to evacuate or shelter-in-place as required.
 - Building Emergency Management Team Members report to designated Command Post.

Building Emergency Action Plan “BEAP”



BUILDING EMERGENCY ACTION PLAN Lafayette, LA 70503

Floor Coordinators (Community Assistants- "CA's")

Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Role of Floor Coordinators or "CA"

- All actions should be done only if it is safe to do so.
- Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown (see Appendix C if applicable). Floor Coordinators and the Building Emergency Management Team can initiate an evacuation and/or shutdown of the building.
- Individuals identified as Floor Coordinators assume the role voluntarily and understand they are not considered emergency responders.
- Floor Coordinators must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place. (This may include assisting persons with functional needs.)
- Floor Coordinators should report observations of persons in need of rescue assistance to emergency responders or Building Emergency Management Team members.
- Floor Coordinators should report observed damage of building systems to emergency responders or Building Emergency Management Team members.

Floor Coordinators and Areas of Responsibility

Floor Coordinator	Backup Coordinator	Area of Responsibility

Building Emergency Action Plan “BEAP”



BUILDING EMERGENCY ACTION PLAN Lafayette, LA 70503

The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information will be shared with employees within this building.

Persons with Functional Needs

The following are self-identified persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

Building Emergency Action Plan “BEAP”



BUILDING EMERGENCY ACTION PLAN Lafayette, LA 70503

Appendix C --- Building Shutdown

OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate:

Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or over time. In other instances it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

Staff Required for Shutdown during Evacuation

Name	Office Phone	Cell	Critical Actions Required

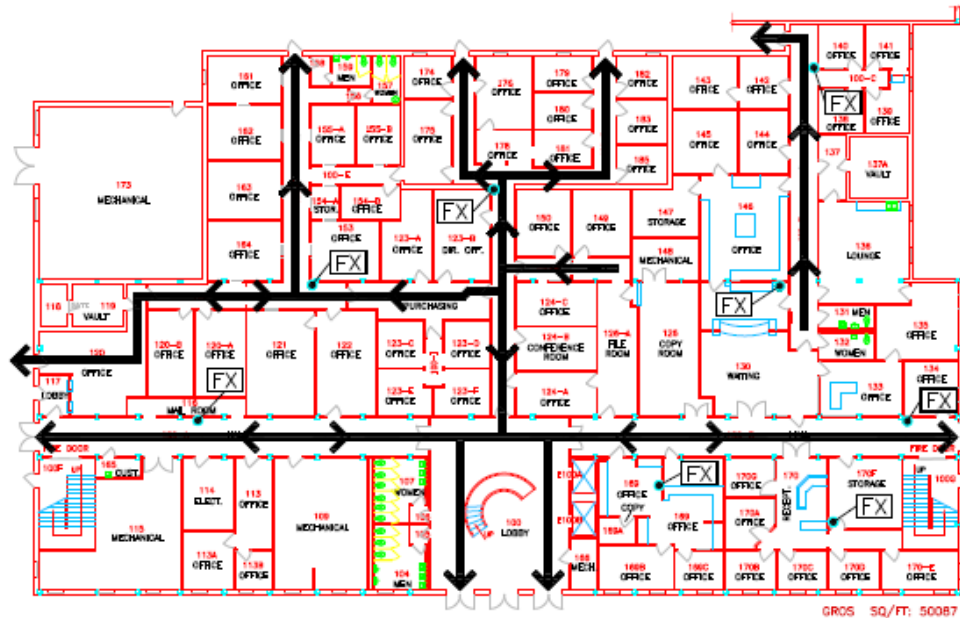
Building Emergency Action Plan “BEAP”

1-26-15

1 OF 3

MARTIN HALL

FIRST FLOOR



EMERGENCY LEGEND

- ← ESCAPE ROUTE
- [FX] FIRE EXTINGUISHER
- * AREA OF RESCUE ASSISTANCE

- EVACUATION ASSEMBLY AREA IN FRONT PARKING LOT AREA

EVAC-Trac Training



DSC RESPONSIBILITIES (Some of You)



- Monthly Vehicle Checklist
- Monthly Boat Checklist



DSC RESPONSIBILITIES

Monthly Vehicle Checklist



- Only required if your department has fleet vehicle(s)
- Complete checklist on the reverse side of MV3 form and turn in with mileage information
- Due by the 3rd of each month
 - (for the previous months information)

MV3 Form



Revision 12/2010
MV3/MV4/SafetyChecklist

DAILY VEHICLE LOG

STATE OF LOUISIANA
(AGENCY NAME GOES HERE)

Property Tag Number			VIN	License Plate		Month	Year	Unit #	
PA	HS	Make	Model	Model Year	DO NOT INCLUDE INSURANCE COSTS				
N	N								
Beginning Odometer:		Gallons	Maint. & Repair Cost	Other Costs (Detail	Down	Driver	Location where trip began, all points visited, unless did not leave state		
Date	Trip Ending Reading	Trip Mileage	Fuel of Fuel	Fuel Cost	(Detail on Reverse Side)	on Reverse Side)	Days	Initials	
								grounds; where trip ended & purpose of trip (meeting, site visit, etc.)	
Final Reading:									
Monthly Totals			TOTAL EXPENSE FOR MONTH					\$	
<small>THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE, AS ATTESTED TO BY THE OPERATORS INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.</small>						SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE) No Assignment			
						AUTHORIZED SUPERVISOR			
						TITLE			

Monthly Vehicle Checklist (MV3 inspection checklist)



PREVENTIVE MAINTENANCE RECORD							
Visual checks & inspections to be done every 6 mths or 6000 miles (whichever is earlier)	Initials	Date Performed	Odometer	Vendor	\$ Parts	\$ Labor	\$ Total Cost
Change engine oil and filter							
Change automatic transmission fluid & filter							
Replace air filter							
Replace fuel filter							
Inspection sticker							
Rotate tires							
Check fluid levels							
Tune engine							
Remove all wheels & inspect brakes							
Check PCV valve and exhaust system							
Check clutch pedal free-play							
Replace wheel bearings							
Clean battery posts & clamps							
Lubricate all fittings/latches/hinges							
Other Costs							
Date	Vendor	Odometer Reading	Service Report: Nature of Repairs (Car wash, tires, etc)	\$ Parts	\$ Labor	\$ Total Cost	
VEHICLE SAFETY INSPECTION CHECKLIST							
Equipment	Indicate OK in the corresponding box with a (v). Indicate Faulty in the corresponding box with a (x).						
Headlamps							
Brake/Turn/Hazard/Parking/Backup Lights							
Horn							
Mirrors/Windows/Windshield							
Windshield Wiper/Washer							
Adequate Tire Inflation/Tread							
Spare Tire & Jack							
Fire Extinguisher							
Inspection Sticker Current							
Fuel Level (F, 3/4, 1/2, 1/4, E)							
Oil(Indicator in Safe Zone)							
Heat/AC							
Radio							
Tool Kit Accounted For							
All Tools Accounted For							
Inspection Verification							
Operator's Initials							
Date							
Remarks for Faulty Items							

DSC RESPONSIBILITIES

Monthly Water Vessel Checklist



- Only required if your department has fleet boat(s)
- Due by the 10th of each month
 - (for the previous months information)

DSC RESPONSIBILITIES

Monthly Water Vessel Checklist



UL Lafayette Monthly Fleet Water Vessel Preventative Maintenance Checklist *Revised September 2008*

Date: _____

Fleet Vehicle #: _____

Completed By: _____

All University Boats

- Personal Flotation Devices (PFD) (Life Jackets)
- Department of Wildlife and Fisheries Paperwork
 - ✓ Each boat should have a copy of the registration on board at all times.
 - ✓ The DWF registration number must be posted on each side of the boat near the bow in 3" block letters that differ from the boat color.
 - ✓ These block letters must be visible when the boat is floating on water.
- If applicable, check the boat trailer for:
 - ✓ Operational trailer lights
 - ✓ Serviceable tires
 - ✓ Trailer tongue for proper operation.
 - ✓ Trailer rollers
 - ✓ A visible license plate
 - ✓ Boat Winch (strap in good shape) and Stern Attachment (strap, tie downs)
- Fuel tank has no leaks, fuel lines, fittings, etc. in good shape
- If applicable, steering mechanism in safe operation, good cables, lubrication, etc.

University Boats Greater Than 16 Feet (In addition to the above)

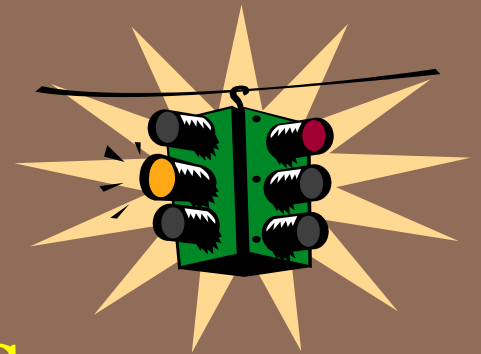
- Check for at least one USCG approved throw able PFD in good condition.
- Check for a working signaling device such as a horn or whistle.
- Flare Kit is not expired (for boats operated south of the Intracoastal Waterway)
- Check for working navigational lights for both the bow and the stern.
- Boat has a suitable paddle.
- Portable fire extinguisher with adequate charge on board
- A suitable anchor with sufficient rope attached to it on board

Employee Representation Form (ERF-8-01) “The Pink Sheet”



**IDENTIFY LOW
RISK AND HIGH
RISK JOBS**

***TURNED IN
EVERY QUARTER
W/SAFETY MEETING**



LOW-RISK JOBS



One that **DOES NOT** involve :

- Scientific laboratories
- Power machinery
- HAZMAT or radiation

LOW-RISK JOBS



Examples of these :

- ❖ Administrative
- ❖ Clerical
- ❖ Some teaching faculty

EH & S Policy, section 6.3

UL Lafayette

QUICK REFERENCE GUIDE

(UPDATED regularly to include ORM required information)



WHAT'S IN THE GUIDE?



- List Of Documents
- Other Matters Of Safety
 - Drivers Training
 - Responsibilities of a DSC
 - Violence In The Workplace Policy
 - Employee Drug Testing Policy
 - Campus Tobacco-Free Policy
 - Emergency Preparedness Information
 - Active Shooter Training, Ethics, & Sexual Harassment Training (**Training is required annually**)

QUICK REFERENCE GUIDE

(UPDATED 12/2015)



DIAL 911 FOR ALL EMERGENCIES

- DO I DIAL “9” TO GET AN OUTSIDE LINE?
- Cell Phone connects to Lafayette Parish Dispatch.
- UL Phone Line connects to University Police.



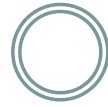
Code Blue Poles



- Campus Code Blue Poles (67) are located strategically across campus for wide-spread safety coverage
- Tested weekly to ensure effectiveness by a diagnostic program
- Connect directly to University Police



RAVE List



- Special ENS Group established for DSC's
- May expect SMS, Email, Voice Calls, Text
- May also expect Conference Calls for Briefing

RAVE List



- Necessary to Enroll
- Ulink-ENS
- Directions on the safety website:
 - Resources Center section
 - ✦ Emergency Notification System

QUICK REFERENCE GUIDE

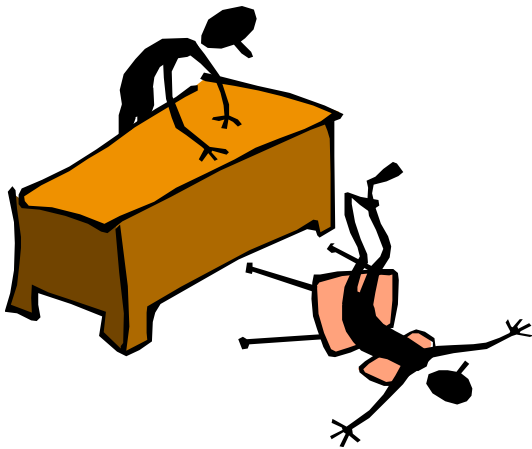
(UPDATED 12/2015)



UL LAFAYETTE CAMPUS SAFETY RULES



WHAT TO DO IF YOU HAVE AN ACCIDENT



- Employees **MUST** contact DSC
- Worker's Compensation Paperwork
- Special Motor Vehicle Instructions
- Always go to the safety website when in question
 - Report an issue
 - ✦ Accident on campus / on-the-job injury

DA2000 ACCIDENT INVESTIGATION FORM



**SAMPLE ONLY
MORE ON THAT
LATER...**

DA2041 FORM -MOTOR VEHICLE ACCIDENT FORM



- State vehicle glove box
 - DA2041 form
 - Vehicle Registration
 - Ink Pen
- Blank copy for personal vehicle glove box
 - ****Please do not file a DA2000 on vehicle accidents****



ALSO IN THE GUIDE?



- **Bloodborne Pathogens Information – ORM Requires Regular Training**
 - Annual training for High-risk employees
 - Training every 3 years for Low-risk employees
- **Meningitis Information**
- **Now offered in an online format**



Bloodborne Pathogens

BUILDING

SAFETY

INSPECTIONS

BUILDING SAFETY INSPECTIONS



- Must be performed quarterly
- Excludes mechanical equipment areas
- Please ensure floor plans, fire extinguishers, emergency lighting, and evac trac & radios are in place and functioning
- Must be taken seriously!

BUILDING SAFETY INSPECTIONS



- Include a physical walk-through
- Use the BSI-10-08 Form
- Inside and Outside

Common Citing's by the Inspector



- Fire Extinguishers (know how to read the tag)
- Blocking Electrical Panels (3 feet of free space)
- Receptacles have cover plate (no wires exposed)
- Clear paths of egress (3 feet minimum)
- Tripping hazards are addressed or reported
- Hazmat/Hazcom
 - Labeled and correctly stored

BSI-10-08 FORM SECTION 1



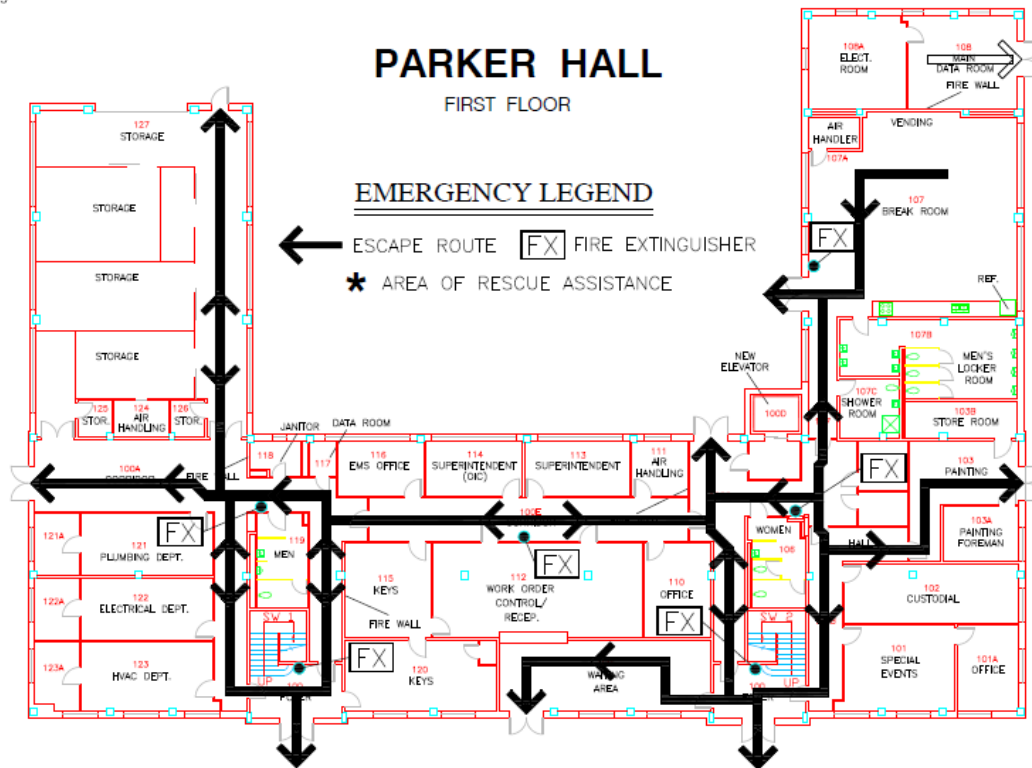
- ✓ Building area/floor
 - ✓ (must include FX's locations)
- ✓ Emergency Floor Plan
- ✓ Fire extinguisher
- ✓ Exit signs
- ✓ Emergency lighting

EMERGENCY FLOOR PLAN

Sample: Parker Hall– 1st Floor

1-21-15

1 OF 2



EMERGENCY FLOOR PLAN

(Posted in high-traffic areas)



- ✓ Evacuation route
- ✓ Area of assembly
- ✓ Fire extinguisher locations
- ✓ Area of Rescue Assistance

BSI-10-08 FORM SECTION 1



- ✓ Departmental Emergency Radio
- ✓ Other Emergency Equipment
- ✓ Office Furniture and Fixtures



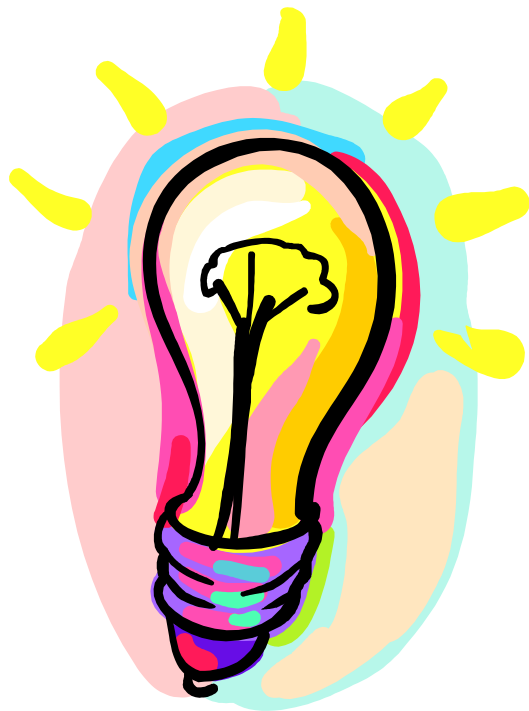
BSI-10-08 FORM SECTION 2



- No HAZMAT in the stairways
- Doors are not blocked (exceptions for this do exist)
- Campus sink holes
- Evac-trac Check

BSI-10-08 FORM

SECTION 3 - ELECTRICAL



- Exposed wire
- Overloaded circuits
- Extension cords (power strips are acceptable)
- Receptacles and internet/phone line outlets have cover plates

BSI-10-08 FORM

SECTION 3- PLUMBING



- Leaking water
- Water fountains



BSI-10-08 FORM SECTION 4 HAZMAT & FLAMMABLES

- ❖ Unattended chemicals
- ❖ Proper containment
- ❖ Proper storage/labeling
- ❖ SDS sheets (updated in Cameo annually)
- ❖ Waste Disposal

Question – are your
HAZMAT employees
trained in HAZCOM????



BSI-10-08 FORM SECTION 5 FUME HOODS AND OTHER



- PPE-Personal Protective Equipment
- Safety Guards, Shields, Warning Labels
- Good Housekeeping
- Unobstructed paths of egress
- Safety Office inspects fume hoods annually (check inspection dates on hoods and report if over 1 year).

BSI-10-08 FORM



- You **MUST** answer each item (N/A is acceptable)
- If “NO” for sections 2-5, please describe
- Use section 6 if necessary
- Sign form, keep copy, and mail to me

SAFETY MEETING PROCEDURES



SAFETY MEETING PROCEDURES



- **MUST BE PERFORMED QUARTERLY**
- **CONSISTS OF LOW-RISK AND HIGH-RISK MEETINGS**

SAFETY MEETING PROCEDURES



- ALL EMPLOYEES MUST TAKE THE LOW RISK MEETING
- HIGH RISK EMPLOYEES MUST ALSO TAKE A HIGH RISK MEETING
- ****NOTE: THIS IS IN ADDITIONAL TO THE LOW RISK TOPIC****

SAFETY MEETING PROCEDURES LOW-RISK MEETING



**TOPICS SELECTED BY EH & S
THAT ARE RELATED TO
PUBLIC SAFETY OR
REQUIREMENTS BY THE
INSURANCE AGENCY**

LOW-RISK SAFETY MEETING

Safety Meeting August 2017



- ENSURE THAT ALL READ AND SIGN
 - All employees to sign (original signatures or electronic read receipt)
 - PINK Representation forms must be turned in w/ meetings
 - (total signatures need to match numbers on pink sheet)
- USE ADDITIONAL SIGN-IN SHEETS
- KEEP A COPY AND SEND TO EH&S OFFICE

New- Emailing of Safety Meeting



- Safety meetings are allowed to be emailed to faculty, staff and students (if applicable).
- All Safety meetings sent out must be tracked.
 - “Return a Read Receipt” must be requested. Ask employees to respond indicating they have received information.
 - Delivery receipts are not acceptable.
- Responses/Receipts must be printed
 - Save in a folder & print screen
- Attach to the safety meeting and send in to EH&S office.

HIGH-RISK MEETINGS



- Formal gathering
- Do this with other departmental meetings
- Requires SMR-9-00 form in addition to the low risk meeting

EH & S Policy , section 6.3

HIGH-RISK MEETINGS



Topics chosen by the DSC or other departmental employee

- Suggestions:
- Emergency Plan
 - Lab Safety
 - HAZMAT
 - PPE
 - MSDS
 - Compression-only CPR

<http://safety.louisiana.edu/resource-center/safety-tips>

HIGH-RISK MEETING

SMR-9-00 Form



- Review any accidents first
- Discuss meeting topic
- Allow time for questions/
suggestions

HIGH-RISK MEETINGS

SMR-9-00 FORM

SECTIONS 1 AND 2



- ✓ **DO THIS BEFORE THE MEETING**
- ✓ **KEEP IT SIMPLE**

HIGH-RISK MEETING SMR-9-00 FORM SECTIONS 3



✓ **DO THIS DURING THE MEETING**

✓ **SIGN-IN!!!**

✓ **WHEN FINISHED, SEND TO EH & S**

✓ **ATTACH DOCUMENTATION, HANDOUTS**

ACCIDENT INVESTIGATIONS



EH & S Policy, section 4

ACCIDENT INVESTIGATION



- Accidents are inevitable
- Unsafe acts
- Unsafe conditions
- Contributing Factors
- Investigations help us learn and take action to prevent.

ACCIDENT INVESTIGATION



- Emergency personnel are in charge
- Contact EH & S immediately for serious accidents
- Notify immediate supervisor for all accidents

ACCIDENT INVESTIGATION

7 STEPS









- Be Prepared
- Help the Injured
- Secure and Survey the Scene
- Gather the Evidence
- Document the Evidence (take Photos)
- Recommend and Implement Changes
- Follow-up On These Changes

ACCIDENT INVESTIGATION STEP 1: BE PREPARED



Build a Response Kit

-  Blank DA2000 Forms
-  Pen and Paper
-  First Aid
-  Sterile Gloves
-  Tape Measure
-  Disposable Camera



EH & S Policy, section 4.3

ACCIDENT INVESTIGATION STEP 1: BE PREPARED



Know before:

- ✓ Building hazardous areas
- ✓ Emergency Floor Plan
- ✓ Fire extinguishers
- ✓ Emergency phone numbers

ACCIDENT INVESTIGATION STEP 2: HELP THE INJURED

- Don't panic
- Dial 911 if necessary
- Don't move the injured unless necessary



ACCIDENT INVESTIGATION

STEP 3: SECURE/SURVEY THE SCENE

- Use the help of others
- Speak calmly
- Survey the environment



ACCIDENT INVESTIGATION

STEP 4: GATHER THE EVIDENCE



- Use Proper Forms
- Take measurements
- Make a drawing
- Interview witnesses—
don't place blame
- Pictures



ACCIDENT INVESTIGATION

STEP 5: DOCUMENT THE EVIDENCE



- Identify unsafe acts
- Identify unsafe conditions
- Identify contributing factors

ACCIDENT INVESTIGATION

STEP 6: RECOMMEND/IMPLEMENT CHANGES



- Document – reporting form
- Notify employee and co-workers
- Notify supervisor
- Contact EH & S if not sure

ACCIDENT INVESTIGATION

STEP 7: FOLLOW-UP ON THESE CHANGES



- Are unsafe conditions fixed?
- Are unsafe acts corrected?
- Can this happen again?
- Contact EH & S if you need help.



ACCIDENT INVESTIGATION REPORTING FORMS



- **DA2000** – Used for employee incidents (do not use for vehicle accidents)
- **DA3000** – Used for non-employee incidents

ACCIDENT INVESTIGATION DA-2000 FORM



- Must use for EVERY employee injury
- Injuries requiring medical attention – call Human Resources at 482-1196 (Worker Compensation)

ACCIDENT INVESTIGATION DA-2000 FORM



- Field 2- please give date and time
- Field 10 – if yes, must initiate worker comp. claim (call – x 26246)
- Field 11- please be specific

ACCIDENT INVESTIGATION DA-2000 FORM



MANAGEMENT SECTION

- Field 16/17 – DSC Completes This
- Field 18 – DSC Trained “yes”
- Field 19B – Job Safety Analysis likely “no”

EH & S Policy, section 4.4

ACCIDENT INVESTIGATION DA-2000 FORM



ROOT CAUSE ANALYSIS SECTION

DSC Must Complete All Applicable Fields

ACCIDENT INVESTIGATION DA-3000 FORM



- For non-employee injuries
- Ex: Students, visitors, parents, etc.

ACCIDENT INVESTIGATION DA-3000 FORM



- Field 1- Agency Code is 5260
- Field 6 – Ask the injured and describe it accordingly
- Field 10 – please be specific
- Field 11 – DSC contradicts the claimant
- Field 14 – Do not pitch until I tell you to do so

Forms are submitted:



DA2000 forms to

Human Resources

DA3000 forms to

Safety Office



What's in a DSC Packet?



- Employee Representation Form (Pink sheet) – Normally only sent during the 1st Quarter
- Building safety inspection (Yellow sheet)
- Safety meeting documentation (Green sheet)

FUTURE MAILINGS



Quarterly safety documentation mailed every:

- August 15th
- November 1st
- January 15th
- April 1st

Deadline is 1 month after mailing for each.

THANK YOU FOR ATTENDING

PLEASE BE CAREFUL!!!!

