

# **Policy Review – Campus Safety Rules, Violence In The Workplace Policy, Employee Drug Testing Policy**

*Joey Pons, EH&S Director  
482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu)*

## **UL Lafayette Campus Safety Rules**

*Note: These rules shall be distributed to every university employee as required by the Office of Risk Management. These rules shall also be available for students.*

- Every employee is expected to take responsibility for his or her own safety.
- DO NOT knowingly put yourself in an unsafe working environment.
- Determine who is your Departmental Safety Coordinator – as your supervisor if you are not sure
- Report accidents or any unsafe activity to a Departmental Safety Coordinator or Supervisor.
- Possession or use of any weapons on campus is prohibited by law.
- UL Lafayette is an alcohol and drug free zone. Possession or use of these on campus is prohibited
- Smoking is not allowed in any University building
- Horseplay and fighting are not tolerated on campus.
- Notify your supervisor of any impairment that may reduce your ability to perform tasks in a safe manner.
- Operate equipment only if you are trained and authorized to do so.
- Use Personal Protective Equipment (safety glasses, ear protection, etc) to protect yourself from hazards
- Keep an orderly work environment. Pay close attention to hazards that can cause slips, trips, or falls.
- Store flammables, hazardous materials, and hazardous waste in appropriate containers.
- Bend your knees when lifting objects. DO NOT bend your back when lifting objects.
- Fasten safety belts before starting any motor vehicle.

- Additional safety procedures and policies may be applicable for certain departments. Consult your Departmental Safety Coordinator or the EH & S Policy for more information on these. If you do not know who your Departmental Safety Coordinator is, contact the EH & S office at 482-5357.

### **Violence In The Workplace Policy Review**

The University Violence in the Workplace Policy can be found online at:

[www.safety.louisiana.edu](http://www.safety.louisiana.edu)

(click on “Policy”, then “Other Safety Related Policies”)

Highlights of the policy are:

- Term definitions used throughout the policy
- The University’s responsibility for security, documentation, and other policy components.
- Employees are required to report workplace violence to the Director of Personnel Services at 482-6242. Other persons can report violence to University Police at 482-6447
- Incident response and documentation procedures are covered within the policy.

### **Employee Drug Testing Policy Review**

The University Employee Drug Testing Policy can be found online at:

[www.safety.louisiana.edu](http://www.safety.louisiana.edu)

(click on “Policy”, then “Other Safety Related Policies”)

Highlights of the Employee Drug Testing Policy are:

- Term definitions used throughout the policy
- Drug Testing Procedures and Standards, including qualifications of the testing laboratory.
- Types of drug testing including pre-employment, reasonable suspicion, post-accident, random testing, and return to duty testing.
- Consequences for a positive drug test