

## Safety Information Review For University Employees

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Sometimes it doesn't hurt to go "back to the basics". For this quarterly meeting, I offer some review information for you to read. For your reference, a copy of this document and all referenced documents is available on the EH&S website:

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

- 1. Dial 911 For All Emergencies:** University Police are the first responders to all emergencies on campus, 24 hours a day, 365 days per year. Dialing "911" from any campus phone will call University Police. If dialing "911" from a cell phone, tell the dispatcher this is a University emergency, and your call will be forwarded to University Police.
- 2. Know Your Departmental Safety Coordinator:** Every department has a Departmental Safety Coordinator (DSC). Identify yours by checking the EH&S Website: [www.safety.louisiana.edu](http://www.safety.louisiana.edu) (click on "coordinators"). Your DSC can assist you with reporting accidents and understanding University safety policies.
- 3. Emergency Floor Plan:** Familiarize yourself with the building Emergency Floor Plan, a laminated document posted in the high traffic areas of your building. This document shows evacuation routes, locations of fire extinguishers and fire alarm equipment, and any ADA accessibility available in your building.
- 4. What If You Have Or Witness An Accident:** Report all accidents to your supervisor and DSC. Also, consider the following:
  - Accidents requiring professional medical attention: Call Jenny Dorsett, 482-6246– she will help you with worker compensation paperwork.
  - Accidents not requiring professional medical attention: Your DSC will complete a DA2000 form and forward this to Jenny Dorsett.
  - Motor Vehicle Accidents: Complete a DA2041 form and forward to the EH&S Office. This document is in the glove box of every state vehicle. Keep a blank copy of this document in your personal vehicle.
  - Water Vessel Accidents: Complete a VOHR-12-00 form *at the scene of the accident*. You must report this type of accident to the Department of Wildlife and Fisheries immediately.
- 5. Reporting Unsafe Conditions:** Contact the Physical Plant, 24 hours per day, at 482-6440. For emergencies after hours, contact University Police by dialing "911" or 482-6447.
- 6. For More Information:** All safety related policies can be viewed at the EH&S website: [www.safety.louisiana.edu](http://www.safety.louisiana.edu) (click on "Policy"). You can also contact the EH&S Director at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).