

## **8.0 GENERAL SAFETY INFORMATION**

### **8.1 Introduction**

Safety rules are necessary to define the minimum standards that must be upheld by every employee or student regardless of his or her capacity within the University. These rules have been written by the EH&S office and shall be made available to all persons on campus. They are developed to ensure that proper safe procedures are followed.

Enforcement of these rules is the responsibility of all University employees. Anyone who observes other persons acting in an unsafe manner is obligated to report this activity to a Departmental Safety Coordinator (DSC) or an appropriate supervisor.

Specific additional rules for persons who work in industrial or laboratory environments are described in sections 9 and 10 respectively.

**No specific rule can serve as a substitute for good common sense.  
All persons should incorporate safe thinking in their everyday life.  
No job or activity is worth an injury. Think safe and be safe!**

## 8.2 UL Lafayette General 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.

## 8.3 Workplace Safety Information

### 8.31 First Aid

*Note: The information in this section is provided to assist employees who are trained in first aid procedures. First aid should not be administered by persons who are not properly trained to do so. UL employees are not required to administer first aid, but must dial 911 or University Police and request assistance. The Good Samaritan laws of Louisiana are applicable on the University campus. University Police are the first responders to all medical emergencies on campus. First Aid training is available at the Marine Survival Training Center (262-5929) for all UL employees, free of charge on a space-available basis. This section is not a complete first aid guide. For more information about first aid, contact the EH&S office at 482-5357.*

#### **General Information**

First aid is immediate care given to a person who has been injured or suddenly become ill. This care can vary from cleaning a scratch to performing Cardiopulmonary Resuscitation (CPR). First aid is administered *before* professional medical services are obtained. First aid measures are not intended to *replace* proper medical treatment. Rather, first aid is intended to provide temporary assistance until professional medical assistance is available. When administering first aid, the basic objectives are to:

- Maintain an open airway
- Maintain breathing
- Maintain circulation
- Control Bleeding
- Prevent or reduce the effects of shock

#### **Emergency Response Guidelines for First Aid**

Usually when first aid is provided, time is very limited. It is important to stay calm and think clearly while responding to an accident. DSC and other first aid trained personnel should understand these guidelines.

- Before performing first aid, a victim should give consent to an offer of help.
- As the victim “Are you OK?”
- A vocal response from the victim indicates that the airway is probably not obstructed. This can also indicate whether or not the victim is breathing.
- Check the victim for excessive bleeding.
- If necessary, contact 911 and ask for assistance.

- If necessary, continue administering first aid and/or simply stay with the victim until professional help arrives. Introduce yourself and assure the victim that you know first aid and that help is on the way.
- Should you have to continue administering first aid, assess the accident victim further:
  - ✓ Is the area safe for performing first aid? It is not safe to help a victim in a dangerous environment. Be careful when moving victims – ask for help.
  - ✓ If the area is safe, do not move the victim. Early movement can aggravate back, neck, and internal organ injuries.
  - ✓ Look for medical information devices such as bracelets, necklaces, etc. These offer information about other medical conditions that may exist on the victim such as allergies and asthma.
  - ✓ If more than one person is injured, treat life-threatening conditions first. Ensure an open airway, breathing, excessive bleeding, and proper circulation for the victims first.
  - ✓ Ask others for assistance in responding. Other persons can be helpful in calling emergency personnel, helping emergency personnel find the accident scene, etc.
- Keep the victim lying down with his or her head level with the body. If the victim is vomiting, turn his or her head sideways to prevent asphyxiation.
- Loosen restrictive clothing to get a closer look at the injuries or provide more comfort to the victim.
- Do not touch open wounds with your fingers unless it is absolutely necessary. If sterile gloves are not available, use a barrier between wounds and your fingers such as plastic wrap, clean trash bags, a clean area of your shirt, etc.

### **Respiratory Failure**

Respiratory failure is a life-threatening situation and requires immediate first aid. If oxygen is not returned to circulation system within four minutes after respiratory failure, permanent bodily damage or even death can occur. Causes of respiratory failure can include airway obstructions, breathing in an oxygen-poor environment, drowning, and electrocution.

### **Obstructed Airway**

*Note: Emergency first aid is not to be performed on any victim by untrained personnel. The information in this section is intended to supplement emergency first aid training for UL Lafayette employees.*

Airway obstructions (choking) occur when an object partially or completely blocks the passageway to the lungs. Leading causes of choking can be swallowing large pieces of food, or laughing while a victim is eating. For victims who are unconscious, the tongue can also cause an airway obstruction.

- The universal distress signal for a choking victim to grab his or her throat with one or both hands.
- If the victim can pronounce vocal sounds or forcefully cough, then he or she should be encouraged to try to dislodge the partial obstruction without assistance. However, if good breathing ceases, or the victim turns blue, then provide assistance immediately.
- If necessary, administer abdominal thrust (commonly referred to as the *Heimlich Maneuver*).
  - ✓ Stand behind the victim
  - ✓ Place your arms around the victim's waist
  - ✓ Place your fist against the victim's abdomen below the breastbone and above the navel
  - ✓ Grasp this fist with your other hand
  - ✓ While keeping your elbows outward, pull your fists into the abdomen with quick upward thrust.
  - ✓ Repeat this process until the obstruction is cleared or the victim becomes unconscious
- An alternate method is to perform abdominal thrusts while the victim is lying down. This method is appropriate if the victim is unconscious.
  - ✓ Straddle the victim's thighs
  - ✓ Place the heel of your hand against the victim's abdomen below the breastbone and above the navel
  - ✓ Place your other hand directly on top of the first with your fingers pointed toward the victim's head
  - ✓ Press the abdomen with quick upward thrusts
  - ✓ Repeat this process until the obstruction is cleared.
- If necessary, persons can attempt to dislodge obstructions on themselves.
  - ✓ Do not panic. Stay calm
  - ✓ Place your fist against your abdomen below the breastbone and above the navel.
  - ✓ Grasp this fist with your other fist
  - ✓ Pull with both arms toward your abdomen.
  - ✓ Alternatively, lean forward and press your abdomen against the back of a chair, a railing, or a sink.

## Cardiopulmonary Resuscitation

*Note: CPR is not to be performed on any victim by untrained personnel. The information in this section is intended to supplement CPR training for UL Lafayette employees.*

Cardiopulmonary Resuscitation (CPR) is the process of providing oxygen to someone who cannot breathe on his or her own. The procedures described in this section are for performing CPR on adults or children over 8 years old.

- If possible, dial 911 first or instruct someone else to do so.
- Determine if the victim is conscious by asking, “Are you OK?”
- If unconscious, kneel facing the victim with your knees midway between the victim’s hips and shoulders.
- Raise the victim’s closest arm over his or her head.
- Tilt the victim’s head and open his or her mouth. Without closing the mouth, lift the victim’s jaw to open the airway.
- Look and listen for breathing in the victim.
- If no breathing is observed, then pinch the victim’s nose. Open your mouth, take a deep breath, and make an airtight seal around the victim’s open mouth. Ventilate twice and listen for sign of breathing from the victim.
- Check for a pulse by feeling the carotid artery, which is located on the side of the victim’s Adam’s Apple.
- If there is no pulse, then perform chest compressions.
  - ✓ Kneel, facing the casualty's chest.
  - ✓ With your middle and index fingers (Fig. 2-11) of the hand nearest the casualty's legs, locate the lower edge of the rib cage on the side closest to you.
  - ✓ Slide your fingers up the rib cage to the notch at the end of the breastbone.
  - ✓ Place your middle finger on the notch, and your index finger next to it.
  - ✓ Place the heel of your other hand on the breastbone next to your index finger.
  - ✓ Place the heel of the hand used to locate the notch on top of the heel of your other hand.
  - ✓ Keep your fingers off the casualty's chest
  - ✓ Position shoulders over your hands, with elbows locked and arms straight.
  - ✓ Give 15 compressions, each should compress the chest 1 1/2 to 2 inches at a rate of 80 to 100 compressions per minute. Count aloud, "One and two and three," until you reach 15. After 15 compressions, deliver 2 full breaths. Compressions should be smooth, rhythmic, and uninterrupted.

- Continue 4 complete cycles of 15 compressions and 2 breaths. Check for a carotid pulse and breathing for 5 seconds.

### **Bleeding Control**

In extreme cases, excessive bleeding can cause death. Depending on its source, different methods are used to control bleeding. There are three methods for controlling bleeding:

1. Direct Pressure
  - ✓ Place a clean or sterile barrier between your hands and the wound.
  - ✓ Press firmly with your hand against the wound
  - ✓ Do not press so firmly as to interfere with the victim's circulation
  - ✓ If the blood soaks through the barrier, then add another barrier on top
2. Elevation
  - ✓ If possible, raise the injured area above the victim's heart.
  - ✓ Hold the extremity upright until the bleeding stops
3. Indirect Pressure
  - ✓ This is for extreme cases when direct pressure is not enough to control bleeding
  - ✓ Select a point toward the heart away from the wound and attempt to cut off the blood vessels to the wound.
  - ✓ It may be necessary to use a tourniquet or similar device to tighten the blood vessels enough.

### **Shock**

Anaphylactic shock is a depressed state that can affect many bodily functions. Victims in shock can rapidly deteriorate and this condition should be treated immediately. Signs of shock include:

- ✓ Pale, cold, or clammy skin
- ✓ Weakness, tiredness, or apathy
- ✓ Rapid or faint pulse
- ✓ Increased rate of breathing
- ✓ Dilated Pupils

Treatment for Anaphylactic shock is as follows:

- ✓ Keep the victim lying down to improve blood circulation
- ✓ If the victim is cold, cover them only enough to prevent the loss of body heat
- ✓ Raise the victim's feet
- ✓ Talk calmly to the victim and assure him or her that help is on the way

### **Communicable Illnesses**

*Note – more information on this subject can be found in Section 12 of this policy.*

#### **What is a communicable illness?**

- This describes an illness caused by an infection (viral or bacterial) that can pass from one person to another.

- These infections can vary from being very mild (head cold) to very severe (meningitis).
- The modes of transmissions may include:
  - Direct skin contact (Staphylococcal infection, Chlamydia, Gonorrhea),
  - Respiratory droplets, from coughing or sneezing (head cold, influenza, pneumonia, tuberculosis),
  - Sharing oral / throat secretions (Strep throat, Mono, Meningococcal Disease) or
  - Exposure to infected blood (HIV, Hepatitis B, Hepatitis C).
- Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 days **after** becoming sick. **That means that you can pass an infection to someone else before you know you are sick, as well as while you are sick.**

**What can you do to prevent communicable illness - Practice good hygiene:**

- Frequent hand washing with soap and water or use of alcohol-based hand rubs.
- Avoid contact with other people's wounds or bandages
- Avoid sharing personal items such as towels or razors.
- Use a barrier (e.g., clothing or a towel) between your skin and shared equipment; and wiping surfaces of equipment before and after use.
- Keep cuts and scrapes clean and covered with a bandage until healed.
- Avoid touching your eyes, nose and mouth with unclean hands
- Encourage people around you to cover their nose and mouth with a tissue when coughing or sneezing
- Do not put anything in your mouth that has been in someone else's mouth
- Talk to your health care provider concerning any available vaccines that may prevent or decrease the severity of a communicable illness
- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.

**For more information:**

[www.cdc.gov](http://www.cdc.gov)

[www.who.org](http://www.who.org)

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

## 8.32 Fire Safety

*Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Fire Protection Association (NFPA) and their Life Safety Code (NFPA 101). A complete copy of these codes is available in the Facility Management Department.*

Chapter 4 of the NFPA Life Safety Codes designates all non-residence buildings on campus as "business occupancy" (see LSC 4-1.8). Residence halls, dormitories, and apartments are designated as "residential occupancy" (see LSC 4-1.6).

### General Fire Safety

- In case of a serious fire or smoke:
  - ✓ If possible, pull the nearest fire alarm station
  - ✓ Leave the building immediately
  - ✓ Once evacuated, dial 911 from a nearby telephone
  
- The proper evacuation route is posted on the Emergency Information Floor Plan for every building. If you cannot find this information, contact the EH&S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
  
- The point of assembly after evacuation is also located on the Emergency Information Floor Plan.
  
- Keep all fire doors closed. Do not tamper with the self-closing systems on these doors, if they exist.
  
- Smoke only in designated areas. Use ashtrays when smoking (see section 8.5).
  
- Store flammables only in approved containers.

The Louisiana Office of the State Fire Marshall regularly inspects University buildings for safe occupancy. These inspections are also performed on buildings with major renovations or new construction. In these cases, existing buildings with major renovations must meet current fire code in order to pass inspection. Deficiencies are documented and corrective action is taken by the Facility Management department to remedy these.

## Fire Extinguisher Safety

The University utilizes 4 types of fire extinguishers.

<b>Class/Type</b>	<b>Types of Fire</b>	<b>Examples</b>	<b>Extinguishing Agent</b>
A	Common Combustibles	wood, paper, trash, cloth	dry chemical, water, foam, halogen
B	Flammable Liquids	gasoline, natural gas, solvents	carbon dioxide, dry chemical
C	Live Electrical Equipment	computers, fax machines	dry chemical, halogen
K	Cooking materials	cooking oils and fats	wet chemical **

\*\* Note: Type K extinguishers are incorporated into the hood systems and cannot be removed.

- The location of fire extinguishers is posted on the Emergency Information Floor Plan Maps for every building. If you cannot find this information, contact the EH&S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
- Ensure that the proper type of fire extinguisher for a particular area is available and operable.
- As per Life Safety Code (LSC) 27-7.2, business and residential occupants shall be periodically instructed on how to properly use a portable fire extinguisher.
- Use the **PASS** guide when operating a fire extinguisher:
  - ✓ Pull the pin (or Press the puncture lever)
  - ✓ Aim the fire extinguisher toward the base of the fire
  - ✓ Squeeze or press the handle
  - ✓ Sweep, from side to side, at the base of the fire until it appears to be out.
- After using a fire extinguisher, always back away from the location of the fire
- Departmental Safety Coordinators shall inspect portable fire extinguishers during their building safety inspections (see section 3)
- A contracted external vendor shall certify fire extinguishers yearly
- For replacing uncharged or discharged fire extinguishers, or to request additional fire extinguishers, please contact the Facility Management Safety Coordinator at 482-1049.

## Hood Suppression Systems

The University supports many commercial kitchens in order to prepare food for its students and personnel. As such, stove hood suppression systems are installed, where applicable. These systems are inspected twice yearly by a licensed contractor.

Deficiencies are documented and corrective action is taken by the University and/or its contractor to remedy these.

### **Fire Alarm Systems**

Fire alarm systems exist in all dormitories, and most academic and administrative buildings. Examples of the pull stations used for these alarms are shown next:



- There are instructions on how to activate the alarm on the pull station assembly
- Fire alarm pull station locations are shown on the Emergency Information Floor Plan for every building. If you cannot find this information, contact the EH&S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
- A fire alarm pull station should be located next to every building exit.
- Do not activate the fire alarm unless you observe a fire or a smoky condition in the building.
- If you hear the fire alarm, if possible dial 911 and leave the building immediately
- Do not tamper with or attempt to silence a fire alarm.
- If a false alarm is activated, contact the University Police (dial 911) or the Facility Management Safety Coordinator (dial 482-1049).
- If the fire alarm is sounded, do not re-enter the building until an official has deemed it safe.

- A licensed contractor shall inspect fire alarm systems monthly.

### **What to do When the Fire Alarm is Sounded**

To prepare for an emergency before the fire alarm rings:

- Familiarize yourself with the closest exit and an alternate exit.
- Locate the fire extinguishers in the building. Know how to use a fire extinguisher.
- Locate the fire alarm pull stations in the building.
- Know your **Departmental** or the **Building Safety Coordinator (DSC)**. This person will act as the liaison with emergency personnel. Your building may have more than one **DSC**; make sure you know who you have to interact with.
- Know where the “**Safe Haven**” is for the building. The **Safe Haven** is an area designated by the **DSC** for all employees to meet outside the building. This area allows the **DSC** to determine that everyone is safely out of the building.
- The safe area for handicap persons inside the building (if multistory) is in the designated stairwell. Emergency personnel will rescue them from this area.
- If applicable, know where all stairs are located.

The fire alarm has just rung in the building. What do you do now?

- **DO NOT ASSUME THAT THE RINGING ALARM IS A FALSE ALARM.**
- **EXIT THE BUILDING IN AN ORDERLY MANNER**
- Exit the building via the closest route (unless you see fire or smoke).
- If you are the person discovering the smoke, on your way out of the building – pull the fire alarm (located at all exit doors).
- Do not use the elevators.
- Do not attempt to fight the fire.
- Upon exiting the building, go immediately to the “**Safe Haven**”. Make sure the **DSC** knows that you are safely out of the building.
- Call **University Police (26447)** if no one has done so already or dial **911** from any university phone and it will connect you to **University Police**.
- Follow **University Police** instructions.

### **Fire Sprinkler System Safety**

Fire sprinkler systems exist in some campus buildings. For example, all residence halls greater than 6 stories tall are equipped with a fire sprinkler system. Some buildings on campus are partly equipped with sprinkler systems.

- The sprinkler systems are automated. No building occupant interaction is required to activate these systems.

- The system unit is designed to detect heat and deliver water only to areas that are on fire.
- Where applicable, these sprinkler systems are connected to the building fire alarm system. If a sprinkler is activated, the building fire alarm will automatically sound.
- Do not tamper with fire sprinkler systems. If you notice a water leak or any other problem, contact the Facility Management Safety Coordinator at 482-1049.
- Fire sprinkler system inspections shall be conducted yearly by contracted certified officials.

### **Fire Drills – Business Occupancy (Non-Resident)**

In accordance with Life Safety Code (LSC) 27-7.1, business occupancy buildings (non-residential) are not required to conduct formal fire drills. However, occupants of these buildings shall be trained on how to exit a building in the event of a fire. The following information is to be given to all employees who occupy non-resident buildings:

- The proper evacuation route is posted on the Emergency Information Floor Plan for every building. An example of this floor plan is shown in section 1.3 of this policy. If you cannot find this information, contact the EH & S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
- The point of assembly after evacuation is also located on the Emergency Information Floor Plan.
- Additional documentation regarding the Emergency Information Floor Plan can be found in section 1.5 of this manual.
- Once it becomes necessary to evacuate, all occupants shall do so quickly but in an orderly manner.
- Do not attempt to re-enter the building until emergency officials deem it safe.

### **Fire Drills – Residential Occupancy**

The purpose of a fire drill is to simulate a fire in a building whereby occupants of that building are evacuated. By doing this, these occupants can anticipate what will happen if a real fire occurs. This anticipation helps to minimize panic and confusion among the building occupants.

## **Fire Drill Guidelines**

- Fire Drills shall be conducted at all dormitories at least twice per year. One drill will be scheduled during both the Fall and Spring semesters.
- The deans of students shall coordinate the scheduling of these drills with the Facility Management Safety Coordinator.
- Students and other building occupants shall not be notified of the fire drill.
- At the time of the fire drill, the fire alarm shall be sounded throughout the building.
- Building personnel shall alert all residents to evacuate the building.
- The entire fire drill shall be documented using the FDR-9-01 form (see next section)
- Once completed, the deans of students shall review the fire drill and offer suggestions to housing employees.
- Records associated with the fire drill shall be kept on file with the Facility Management Safety Coordinator and the Housing Director.

### **False Alarm Procedures**

- False alarms will be treated as fire drills and documented accordingly using the FDR-9-01 form.
- If a false alarm occurs prior to the regularly scheduled fire drill in a building, then that false alarm will replace the scheduled fire drill in that building only.
- Additional false alarms will be documented using the FDR-9-0 form and simply treated as additional fire drills for the building

### **Documenting Fire Drills - FDR-9-01 Form**

The FDR-9-01 form shall be used to document all scheduled fire drills and false alarms that result in the evacuation of the building. This document is available for download from the EH&S website at <http://www.safety.louisiana.edu/>. Housing administrators are responsible for ensuring this documentation. Hall directors shall assist in completing this documentation. Housing administrators shall send a copy of each FDR-9-01 form to the EH&S office. Assistance in completing the FDR-9-01 form can be obtained from the Facility Management Safety Coordinator at 482-1049. The following page contains a blank copy of the FDR-9-01 form.

**FIRE DRILL RESPONSE FORM**  
**FDR-9-01**

*Note: This form should be completed for any scheduled Residence Hall Fire Drill and any false alarm which results in a building evacuation. For help or questions regarding this form, call David Gondron at 482-1049*

**Section 1: General Information**

Building/Residence Hall Name: \_\_\_\_\_

Date/Time Fire Drill Conducted: \_\_\_\_\_

Person Supervising the Fire Drill: \_\_\_\_\_

**Section 2: Alarm Information**

Time of Alarm Activation: \_\_\_\_\_(am/pm)

Time of Alarm Silence: \_\_\_\_\_ (am/pm)

Did all Alarm Devices Activate? \_\_\_\_\_

Was there any trouble with the alarm, panel, or initiating devices?

\_\_\_\_\_  
\_\_\_\_\_

Please describe any messages or codes shown on the panel, if any?

\_\_\_\_\_  
\_\_\_\_\_

**Section 3: Evacuation Information**

Did everyone in the building evacuate? \_\_\_\_\_

Was corrective action taken for persons who did not evacuate? \_\_\_\_\_

Was the evacuation orderly? \_\_\_\_\_

Any comments/recommendations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **8.33 General Campus Electrical Safety**

*Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Electrical Code. A copy of this code is available in the Facility Management.*

The following information pertains to electrical issues that apply to all campus employees and students.

- Do not attempt to repair an electrical circuit of any kind. To report broken circuits or any other electrical problem, call the Facility Management at 482-6440 or email at [workorder@louisiana.edu](mailto:workorder@louisiana.edu).
- If an activity you are doing “trips” an electrical breaker, do not attempt to reset the breaker. Report this problem to the Facility Management at 482-6440 or email at [workorder@louisiana.edu](mailto:workorder@louisiana.edu).
- Do not use an electrical receptacle or switch whose faceplate is missing or displays burn marks.
- Unplug and do not use any electrical device that emits a burnt odor.
- Do not use any device whose electrical cords are frayed or cut.
- Do not use receptacle splitters or other devices that are designed to allow multiple devices to be plugged into one receptacle. Power strips for computers are acceptable provided they are equipped with a circuit breaker or surge protection device. Only one power strip should be used in any wall receptacle – attaching multiple power strips in line with one another is unsafe and prohibited.
- Occasionally, florescent light fixtures will emit a burning smell. This is usually caused by a faulty ballast and is easily fixed. Turn off the light immediately and contact the Facility Management at 482-6440 or email at [workorder@louisiana.edu](mailto:workorder@louisiana.edu).
- When not in use, turn off the lights in a room. Conserve energy wherever possible.

#### **Extension Cords**

- Extension cords may not be hung over sharp edges such as nails or bolts.
- Extension cords cannot cross aisles as this creates a tripping hazard.

- Extension cords cannot be used as a substitute for fixed or permanent wiring.
- Extension cords cannot be used inside walls, above ceilings, across floors in the path of walkways, or along doorways and windows.
- When using an extension cord, ensure that the cord wire size is adequate for the devices that are to be powered by that cord. If you are unsure about this, contact EH&S office at 482-5357.

### **Christmas and Other Electrical Decorations**

- Use only approved cool bulb lighting strings.
- Ensure that lighting strings are operable and not missing bulbs **before** they are installed.
- Do not use lighting strings that are frayed, broken, or cut.
- Do not overload the building circuit with lighting strings. To accommodate multiple strings, do not use receptacle splitters. Power strips are acceptable provided they are equipped with a circuit breaker or surge protection device.
- Do not leave Christmas lights on unattended while they are illuminated.
- Illumination is not allowed on artificial trees made of metal. This is both a fire hazard and a shocking hazard.

### **8.34 Proper Lifting Techniques**

Back injuries are one of the most prevalent lost work time injury in the workplace. Improper lifting techniques can be attributed to a significant number of back, neck, and other injuries throughout the university. Follow these guidelines when lifting heavy objects (objects more than 10 pounds):

- Lift only loads you can safely handle.
- Establish good footing with your feet on level ground.
- Keep the load close to the body.
- Bend at the knees as you grasp it.
- Lift smoothly by straightening your legs while keeping your back straight.

- Avoid twisting action. When turning, move your feet rather than twisting your body at the waist.
- Reverse the procedure to set the object down.
- If necessary, wear a protective belt at all times when lifting.

**REMEMBER, the secret to proper lifting is to bend your knees, not your back, and let your powerful leg muscles do the work.**

### **8.35 Good Lighting in the Work Environment**

Proper illumination in the workplace is required as part of the prevention of accidents. Good lighting can prevent slips, trips, and falls. Lighting in the work place shall conform to ANSI A132.1-1973 and OSHA 1926.56, which specify minimum light intensities for workspaces in foot-candles (see EH & S policy, glossary). The following table lists a portion of this standard. To have the light intensity checked in a specific area, contact the EH&S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).

<b>Area Description</b>	<b>Min. Light (Foot-Candles)</b>
Corridors and Stairways	20
Elevators	20
Loading Platforms	20
Materials-loading, trucking	20
Offices-general spaces	100
Storage rooms - inactive	5
Storage rooms - active	20
Service space - wash rooms	30

### **8.36 Stairways and Portable Ladders**

*Note: The information in this section applies to “portable ladders” as written in OSHA 1917.119 and “stairways” as written in OSHA 1926.1050 through 1926.1060. This information applies to both commercially purchased ladders or ladders constructed for portable use.*

*For more information regarding work in ladders, stairs, and unprotected roofs, please refer to section 9.4 of the Environmental Health and Safety Policy (Fall Protection Program)*

#### **Portable Ladders**

- All ladder rungs must be capable of supporting a minimum of 250 pounds without deformation.
- All ladder rungs must be continuous members between rails
- Width between side rails at the base of the ladder shall be at least 12 inches for ladders 10 feet or less in overall length, and shall increase ¼” for each additional 2 feet of ladder length.
- Do not use portable ladders with any of the following conditions:
  - ✓ Broken or split side rails
  - ✓ Missing or loose bolts, rivets, hardware, or fastenings
- Never stand on the top rung of a portable ladder.
- Do not use a portable ladder as a runway, platform, or scaffold.
- Before climbing portable ladders, ensure that the base of the ladder is secure and will not slip or slide when a load is placed upon it.
- Before using portable ladders, ensure that the ladder is not touching electrical receptacles or other electrical objects.
- If it is necessary to use a portable ladder next to a doorway, lock that door or have a co-worker stand next to the door to avoid being knocked down.

### **Stairways**

Not all stairways on the UL Lafayette campus are approved fire exit ways. Those stairways approved for fire evacuation shall have appropriate exit signage posted in them. They shall also be illustrated in the building Emergency Information Floor Plans posted in every building on campus (see section 1.5).

- Keep stairways orderly and clean to prevent slipping and tripping hazards.
- Stairways shall be properly lit as per the specifications in section 8.34.
- Hazardous materials shall not be stored under a stairway.
- Stairways shall incorporate approved handrails.
- When using stairways, climb and decent only one-step at a time.
- When using stairways, stay to your right as you climb and decent.

### **8.37 Elevator Safety**

## **Things Everyone Should Know About The University's Elevators**

The University supports many elevators and lifts throughout its campus. Here is some information you might find useful regarding elevators:

- Most of the University's elevators are designated for disabled persons or employees only. The UL Lafayette campus reflects an atmosphere of respect and courtesy for students with disabilities. Able-bodied students should be strongly discouraged from using these elevators.
- Each elevator car has a "hands free" phone that can be used in emergencies. These phones are available 24 hours a day. Simply push the button and University Police will be contacted immediately.
- Fire Service Keys for all ULL elevators, which are used by the Fire Department in support of emergency operations, are all maintained within the Facility Management department. The fire service functions of ULL elevators is tested regularly.
- Each elevator is examined by a State contracted certified inspector at least twice yearly. During these inspections, the entire elevator system is checked for safety and proper operation. The Facility Management Department conducts additional internal inspections as well. Inspection certificates are available at the Facility Management department.
- Although rare, occasional entrapments within an elevator can occur and if this happens, try to remain calm. Each elevator has redundant safety features within its design that prevent the car from falling. Contact University Police using the hands free phone inside the car and a response to your call will be initiated immediately.
- Report elevator outages or vandalism 24 hours a day to the Facility Management at 482-6440. The University utilizes a maintenance contractor that must respond to normal outages within 2 hours and entrapments within 1 hour.
- During an elevator outage, if a disabled person becomes stuck within the building, consider the following suggestions:
  - Contact the Facility Management at 482-6440 and verify that help is on the way.
  - Contact University Police at 482-6447 and request assistance.
  - Assure the individual that help is forthcoming.
  - University Police have an evacuation device that can be used to safely bring disabled persons down a stairway.
  - Employees should not attempt to assist disabled persons down the stairwell. University Police are trained to perform this task properly and safely.

Questions regarding elevators on campus can be directed to Steve Provost at 482-6429

### **Other Elevator Information**

The University maintains many elevators throughout the campus. The following guidelines should be followed when using these elevators:

- Do not use elevators in the event of a building fire.
- The proper evacuation route is posted on the Emergency Information Floor Plan for every building. If you cannot find this information, contact the EH&S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
- Step aside to allow other passengers to exit the elevator car before you enter
- Do not attempt to hold open elevator doors.
- Step carefully when entering and exiting elevators and pay attention to the entrance and exit for uneven floors.
- While riding the elevator, keep cloths and carry on baggage away from the door opening.
- If the elevator doors do not open, push the call button and wait for an attendant (see next section on elevator rescue for more information).
- Do not store materials or equipment in the elevator equipment room.

### **Elevator Inspections and Maintenance**

All University elevators and wheelchair lifts are inspected yearly by a state-contracted and certified inspector as part of a state mandated program administered by the Office of Risk Management. This mandate includes a robust yearly inspection by a qualified technician, which requires a comprehensive report. The report identifies things like load test results, door closure pressures, and other technical criteria. The University also has a maintenance contract for performing repairs and taking corrective action noted on the yearly inspections. In the case of wheelchair lifts, the maintenance contractor is required to perform monthly preventative maintenance. This includes a general inspection and repair for this equipment.

The elevator maintenance contractor is required to respond to the University call within 1 hour. This requirement exist 24 hours/day, 7 days/week. Once the Facility Management receives a call from the department, they in turn call the elevator contractor and they will respond within 1 hour. In the case of a stuck person, especially someone stuck in a wheelchair lift; historically the response is much faster.

The number to call 24 hours a day to report an elevator outage is 482-6440 – do not email this request. University employees and students may not remove anyone from a stuck elevator. The maintenance contractor is trained to handle these events. Further, emergency maintenance workers and some University Police officers are also trained to respond properly (see next paragraphs).

### **Elevator Rescue Training**

In the event of an elevator failure, the safest place to be is inside the elevator car. There are many safety devices incorporated into the elevator design that will prevent the car from falling. Persons stranded in the elevator should remain calm and push the call button to receive help. A professional elevator contractor will be contacted immediately and shall respond to perform the rescue. University employees and students may not attempt to rescue any stranded persons from an elevator.

In certain situations, it may be necessary for trained personnel to rescue stranded persons from an elevator. These personnel can include university police officers and Facility Management emergency student workers. Before conducting a rescue of any kind, these persons shall be trained by an elevator professional. This course shall be offered as needed and will include a hands-on rescue simulation.

## **8.4 Safety in Residence Halls**

The UL Lafayette campus supports and maintains many residence halls. Because these are residences, special safety considerations should be followed in addition to those that exist in business occupancies. For more information on these considerations, consult the NFPA Life Safety Codes, chapter 4.

### **Residence Personnel and Responsibilities**

**Housing Director:** The housing director is responsible for ensuring the personal safety of all residence hall occupants. The housing director shall work with the EH&S Director and other University administrators whenever possible to remedy hazardous conditions and to enforce all of the safety policies set forth in this manual.

**Housing Departmental Safety Coordinator:** The housing DSC shall implement all safety policies as they apply to University employees. For more information on DSC responsibilities, see section 2.6.

**The Hall Director:** The housing hall director serves as a first point of contact for building and other emergency situations. Also, the hall director shall spend a minimum of 3 nights per week (7 pm. to 7 am.) in the residence hall. The hall director shall carry a means for residents to contact him or her at other times (radio or pager).

**University Police:** University police officers serve as the second point of contact for building and other emergency situations.

**The Desk Worker:** The desk worker is responsible for answering the residence hall phone and ensuring proper security in the residence. This includes keeping the opposite sex out of the living quarters at all times. Desk workers are stationed every day between 8 am and 12 pm.

### **Safety Training for Dormitory Personnel**

- All departmental safety coordinators, hall directors, and desk workers shall understand how to operate a portable fire extinguisher (see section 8.32).
- Emergency Facility Management personnel and university police shall be trained on emergency elevator rescue procedures (see section 8.37).
- Student Residence Hall Personnel shall be given Safety Training by the EH&S Director, which includes emergency preparedness and basic fire safety.
- All students shall understand how to properly evacuate the building. The emergency evacuation route shall be posted on the door of each room in the residence hall. Additionally, students shall gain further knowledge through regular fire drills (see section 8.32).
- When a student receives a residence hall key, he or she shall be given a copy of the *Residence Hall Handbook... A guide to On-Campus Living*.

### **Dormitory Safety Rules**

*Note: The following rules supplement, but do not supersede, guidelines in the handbook entitled Residence Hall Handbook... A guide to On-Campus Living.*

- Possession, consumption, sale, manufacturer, or furnishing alcoholic beverages or any drug or drug paraphernalia in the residence hall or residence hall rooms is prohibited.
- The UL Lafayette Campus is a Drug-Free and Weapons-Free Zone (see sections 14 and 15).
- Students must familiarize themselves with the locations of all fire extinguishers and fire exits.
- In the event of a residence fire, residents should grab a towel and exit the building immediately.
- Smoking is permitted in designated areas only.

- Tampering with fire equipment or falsely activating fire alarms is prohibited in residence halls.
- Tampering with or disrupting the service of elevators is prohibited in residence halls.
- Students must follow the guidelines in section 8.33 with respect to electrical safety and room decorations.
- Every residence hall has designated areas for microwaves, and some contain kitchen areas. Residents are responsible for keeping the kitchen areas clean after each use.
- Cooking of any kind is not allowed in residence hall rooms. This includes the use of hot plates, coffee makers, toasters, toaster ovens, sandwich makers, and microwaves.
- Small space heaters are permitted in residence hall rooms provided they do not cause electrical circuit breakers to trip when in use.

### **8.5 University Smoking Policy**

The University maintains an approved smoking policy, which can be found on the EH&S website, [www.safety.louisiana.edu](http://www.safety.louisiana.edu).