

Employee Drug Testing Policy and Quick Reference Guide Review

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As required by the Louisiana Office of Risk Management, all employees must refresh their training regularly in University policies related to safety.

Employee Drug Testing Policy Review

Employees are asked to read this document, which can be found online at:

<https://humanresources.louisiana.edu>

Highlights of the policy are:

- Purpose, Definitions, and Legal Applicability for the Policy
- Drug Testing Procedures and Responsibilities
- Conditions for which an employee may be tested
- Consequences of a confirmed positive drug test
- List of Safety Sensitive Employee Positions subjected to Random Drug Testing

Quick Reference Guide

The Quick Reference Guide is the minimum safety information that all University employees should understand. This document is presented to all employees during their normal orientation session, and annually thereafter. A complete copy of this document can be viewed online at:

<https://safety.louisiana.edu/resource-center/forms>

Highlights of the Quick Reference Guide are:

- University Police are the first responders for all emergencies. Dial 911 or 482-6447 from any campus phone 24/7 to reach University Police
- The official campus safety rules are given
- Instructions on what to do in the event of an accident. Specifically, all accidents should be reported to the Departmental Safety Coordinator. Employee injuries that require *professional medical attention* should be reported to Carolyn Benoit at 482-6246. Accidents involving a motor vehicle should be reported to Joey Pons at 482-5357.
- The incident reporting forms are included in the Quick Reference Guide. The Departmental Safety Coordinator completes these forms and employees are required to provide all of the information on this document.
- The Motor Vehicle Accident Reporting form is included in the Quick Reference Guide. Employees who drive their personal vehicles on University business should keep a copy of this document in their glove box.