

Quick Reference Guide

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QUICK REFERENCE GUIDE— WHAT IS IN THIS DOCUMENT?

Minimum safety information that all university employees need to know:

- How to report emergencies - dial 911 – from any telephone on or off campus.
- Work Order: [Online work order form](#)
- [UL Lafayette general safety rules](#)
- An informational sheet on what to do if you have an accident
- A copy of an accident reporting form –[DA2000](#)
- A copy of an accident reporting form –[DA3000](#)
- [Return to work policy statement](#)
- A copy of the motor vehicle accident reporting form – [DA2041](#)
- (keep this in your glove box)
- [Bloodborne Pathogens information/Meningitis general information](#)

OTHER MATTERS OF SAFETY THAT YOU NEED TO KNOW

1. **Environmental Health and Safety Website** – (www.safety.louisiana.edu)
 - Safety policies
 - Supervisor responsibilities
 - Safety training classes in Cornerstone & Moodle
 - Safety forms (downloadable/editable)
 - Listing of departmental safety coordinators to assist you
2. **Driver's Safety Training** – (Cornerstone on ULINK)
 - [Training is mandatory for all employees who drive on university business](#)
 - Travel Request require a current training date for expenses relative to ground transportation
 - Students & PT staff must request access to Cornerstone, via human resources [Computer Access for Non-Employees Form](#).
 - Course completions take 3 days to reflect in Chrome River.
3. **Violence in The Workplace Policy**
 - If threatened or assaulted, report to either University Police or Human Resources
 - [Violence Free Workplace Policy](#)
4. **Employee Drug Testing Policy**
 - Pre-employment, Post Accident, Random, Reasonable Suspicion, & Return-to-duty
 - [Drug Testing Policy](#)
5. **Other Employee Points of Interest**
 - [Disability Accommodation Policy](#); [EEO Policy](#), [Sexual Harassment Policy](#)
 - [Hazard Communication Policy \(Section 11\)](#)
 - [Asbestos Management Plan](#)
 - [Tobacco-Free Policy](#)
 - [General Campus Electrical Safety \(Section 8.33\)](#)
6. **Emergency Preparedness**
 - [Hurricane/Tropical Storm Preparedness, 3-phased plan](#)
 - [Pandemic Flu Preparedness, 4-phased plan](#)
 - [Emergency Notification System](#) – keep your profile updated in ulink

Safety Training

Training Programs available:

- Active Shooter
- All-Terrain Vehicle (ATV)
- Asbestos Course
- Back Injury & Lifting
- Bloodborne Pathogens
- Boating Safety
- Boating Safety Refresher
- Building Emergency Action Plan (BEAP)
- Campus Security Authority (CSA)
- Compressed Gas Safety
- Confined Space Safety
- Distracted Driving
- Electrical Safety
- Fall Protection Course
- Fire Extinguisher Safety
- Fire Safety Course
- First Aid Basics
- Hand & Power Tool
- HAZCOM & RCRA Course
- Hearing Loss Protection
- Heat Illness Prevention
- ORM Defensive Driving Online Course
- Ladder Safety
- Lockout/Tagout
- Office Ergonomics
- Personal Protective Equipment
- Science Lab Safety & Chemical Spills
- Slips, Trips & Falls
- Utility Cart Safety
- Welding Safety
- Workplace Injury Prevention

And much more....

Note: Students, volunteers and part time faculty & staff must request access to Cornerstone; however, training is available in Moodle.

Contact Information for Emergencies and Unsafe Conditions

DIAL 911 FOR ALL EMERGENCIES

University Police are the First Responders for ALL Emergencies

Notice for University Employees Regarding Safe Work Practices

Good safe work ethics are required from every University employee. Any employee who repeatedly commits unsafe acts is a danger to himself or herself and to others around him or her. Once any unsafe condition is discovered, it should be reported to a Departmental Safety Coordinator or supervisor immediately. Departmental supervisors are responsible for initiating corrective action and for ensuring that all employees are trained on how to do these tasks safely.

Work Orders and Work Requests

Work Orders can be submitted by: • Filling out the [online work order form](#), including (Building name, Room number, Contact name & Phone number must be provided) or calling the Work Order Desk at 482-6440.

For a Work Request (construction projects above regular maintenance):

- Please contact Facility Planning at 482-2001

For Pest Control (insects, rodents, etc.):

- Please contact Facility Management at 482-6441

For Elevator Problems (elevator cars not running, Doors not opening or closing, and leveling issues):

- Please contact the Work Order Desk at 482-6440

Solid Waste Services (trash removal, dumpsters and recycling containers):

- Please contact Grounds Services at 482-6440

Hazardous Waste Disposal (used and unused chemical disposal & empty drums):

- Please contact the Office of Sustainability (337) 482-0053

What to do if you have an accident...

For All Accidents (Including those involving a Motor Vehicle)

- Microsoft Forms have been established for accident reporting. (Form links below)
- If necessary, dial 911 or report to an emergency medical center of your choice
- Contact your Departmental Safety Coordinator
- For **any employee** injury, the DSC will complete **DA2000**
- For **an injury to a NON-employee**, the DSC will complete **DA3000**
- For **an employee injury requiring medical attention**
 1. Ask the medical provider to contact Wellness Works, 888-977-3319 (24 hours a day)
 2. The employee should also contact Human Resources:

Martin Hall, room 170
482-6242
(For Worker's Compensation paperwork)

Additional Information for Accidents Involving a Motor Vehicle

- Contact University Police or the Police Authority Having Jurisdiction or dial 911
- Complete Form **DA2041** – *Driver's Accident Report Form (should be done within 48 hours)*
- Contact:

Carl Taz Wininger
Parker Hall
482-1840
safety@louisiana.edu

Return to Work Policy

The University follows a transitional return-to-work process when an employee is injured on the job and is released by a physician with restrictions that result in the inability of the employee to perform the full functions of their job. This effort is to provide for an employee's earliest possible safe return to work for occupationally related injuries or illnesses, give employees more options in returning to work other than only being able to return with a full duty release, retain qualified employees within state government thus utilizing their training and expertise facilitate a safer working environment by taking more responsibility for injured employees, reduce medical costs of Worker's Compensation claims due to extended work absences, and reduce the duration of time needed for employees to transition back to full duty.

The transitional return-to-work process is a collaborative effort between the employee, the employee's supervisor, the return to work coordinator (Human Resources) and the employee's treating physician(s). If the employee is eligible, he or she is given a modified job assignment for a specified time frame as determined by the physician(s).

Employees who have questions regarding this process can contact the Office of Human Resources at (337) 482-6242.

ACCIDENT REPORT

LOUISIANA STATE DRIVER SAFETY PROGRAM

(If you do not know your location code, please refer to <http://www.laorm.com/documents/lococodes.pdf>)

Submit report to ORM
within 48 hours of accident

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	Agency Name (Owner)	Person to Contact	Phone	Vehicle Owner's Loc. Code
State Vehicle Driver's Name		Driver's Agency Name and Location Code	Date of Accident	Time of Accident AM PM

Exact Location of Accident (Use street markers, mileage markers, etc., to pinpoint location)

DESCRIBE HOW ACC. HAPPENED				
Seat Belt in Use Yes No				

STATE VEHICLE INFORMATION

If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.

State Vehicle Driver's Address (Street No)		City	State	Zip Code	Home Phone	Work Phone
Driver's License No.	Age	Sex M F	Vehicle's Owner's Name and Address			
Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle Lic. No. / Equip No. / VIN	LPAA Fleet ID No.	
Where can the Vehicle be Seen ?			Describe Damage			

OTHER VEHICLE INFORMATION

If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).

Other Vehicle Driver's Name		Driver's Social Security No. --no longer required--	Driver's License No.	Age	Sex M F
Other Vehicle Driver's Address (Street No.)		City	State	Zip Code	Home Phone Work Phone
Vehicle Owner's Name and Address (Street No.)			City	State	Zip Code
Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle I.D. No. or Lic. No.	Where can the vehicle be seen ?
Other Vehicle Insurance Co.				Policy No.	
Describe Damage					Estimated Amount \$

INJURED

Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Police Investigated ? Yes No
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Type Report State Sheriff City
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Report No. (Item No.)

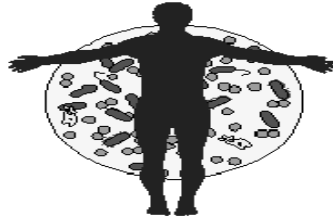
WITNESSES OR PASSENGERS

Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	(Specify)
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	(Specify)
State Driver's Signature		Name of Driver's immediate Supervisor and Phone No.			

Bloodborne Pathogens (BBP)

Safety Training

Bloodborne Pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. OSHA requires employers to establish a written plan to eliminate or minimize an employee's occupational exposure to blood, bodily fluids or other potentially infectious material. UL Lafayette's written plan can be found on the: <https://safety.louisiana.edu>.



Types of Bloodborne pathogens include:

Malaria Syphilis
Brucellosis Hepatitis B (HBV)
Human Immunodeficiency Virus (HIV)

Transmission of Bloodborne Pathogens

Anytime there is blood-to-blood contact with infected blood or body fluids, there is a potential for transmission. Unbroken skin forms a generally good barrier against bloodborne pathogens. However, infected blood can enter your system through open sores, cuts, abrasions, acne, burns, and open blisters.

Preventing Exposure

Universal Precautions is an approach to infection control whereby all bodily fluids are treated as if they are known to be infected.

Personal Protective Equipment (PPE) is wearable protective equipment such as gloves, mouth, face and eye covers, gowns, shoe covers, lab coats etc., designed to protect the wearer's body from injury or infection.

Engineering and Work Practice Controls

Engineering Controls protect workers by removing hazardous condition or placing a barrier between the worker and the hazard. Example: The use of safety needles

Workpractice Controls are procedures that reduce the likelihood of exposure by altering the way a task is performed. Example: Do not recap needles

Smart Safety Rules

Be Aware. Treat all blood and body fluids and items contaminated with as if they were infected with bloodborne pathogens

Read. UL Lafayette's Exposure Control Plan

Know procedures, practices, vaccination requirements and appropriate reporting for Incident of Exposure

Use Personal Protective Equipment (PPE) appropriate for your work. If you do not know which PPE to use, ask your supervisor.

Always wash your hands, even if you were wearing disposable gloves.

Follow safe hygiene and work practices. Avoid eating drinking, smoking, applying cosmetics or handling contact lenses when exposure to infectious material is possible. Do not reach inside trash cans with bare or gloved hands.

Never recap, bend or break needles.

Always dispose of needles in appropriate leak-proof, puncture proof containers

Dispose of personal protective equipment and contaminated laundry properly in designated areas or containers.

Know what to do/who to contact if blood/bodily fluids clean-up is needed:

Safety Office: 482-1840

Facility Management: 482-6440