

Violence In The Workplace 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. As such, this document is the first in a 2-part series on this subject.

Violence In The Workplace Policy Review

The University has recently revised its Violence In The Workplace Policy. Employees are asked to read this document, which can be found online at:

www.safety.louisiana.edu

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.

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. A complete copy of this document can be viewed online at:

www.safety.louisiana.edu

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 Jenny Dorsett at 482-6246. Accidents involving a motor vehicle should be reported to Joey Pons at 482-5357.
- The incident reporting form is included in the Quick Reference Guide. The Departmental Safety Coordinator usually completes this form 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.