



NORTHWESTERN STATE

Office of Environmental Health and Safety

July 16, 2018

To: New Northwestern State University Employees

From: Julie Powell
Environmental Health & Safety Officer

RE: General Safety Policy Statement

Northwestern State University proposes to provide a safe and efficient work environment for NSU employees. The full support of each employee is essential for the effectiveness of this safety program. Each employee has an obligation to cooperate fully by helping to protect himself/herself, as well as their fellow employees. This can only be achieved through safe and efficient practices. It is imperative that work place hazards be identified, appropriately evaluated, and effectively controlled.

It is Northwestern State's objective to follow federal, state, and local codes, in addition to our own policies in order to maintain safe and healthy conditions in the workplace. This objective is possible when our employees accept responsibility for their own safety and well-being. Safe work habits are an important aspect of great job performance. Individual employees are responsible for immediately reporting potentially unsafe conditions and work practices to his/her immediate supervisor.

Supervisors are accountable for training their employees to report unsafe actions, incidents and accidents immediately. Supervisors are also responsible for reporting all accidents and/or incidents to University Police, **AS WELL AS** the Environmental Health & Safety Office **IMMEDIATELY** (day, night, holidays and weekends). Contact information for the EHS Office will be listed below.

The EHS Office at Northwestern State University will continuously work to provide training, establish guidelines, and provide supervision, in order to maintain a successful safety program and minimize hazards when possible.

EHS Contact Information:

Julie Powell
EHS Officer
318-663-6080
obannonj@nsula.edu
Fax: 318-357-4348

Chelsea Eddington
Assistant to the EHS Officer
318-663-0441
csmith062@nsula.edu
Fax: 318-357-4348

DEDICATED TO ONE GOAL. **YOURS.**[™]