

## University of Louisiana System

**Title: SYSTEM OPERATIONAL  
SAFETY PLAN**

**Effective Date: January 3, 2000**

**Cancellation: None**

**Chapter: Miscellaneous**

### **Policy and Procedures Memorandum**

#### **MANAGEMENT SAFETY POLICY STATEMENT**

In accordance with the requirements of the Office of Risk Management and R.S. 39:1543-1544, the Board of Supervisors for the University of Louisiana System is committed to a safe environment for employees and clients of this agency. Safety is not the exclusive responsibility of any one employee. Every employee is responsible for his/her own safety and the safety of those with whom he/she comes in contact. The safety responsibility of each employee is in direct relationship to his or her own operational responsibility.

#### **ASSIGNMENT OF SAFETY RESPONSIBILITY**

Each employee is responsible for periodic self-inspections of his or her area of responsibility and should make appropriate inspection reports as required. Employees should immediately report all accidents resulting in personal injury to their immediate supervisor.

Supervisory personnel should investigate all accidents reported to them and they should complete the required injury/accident report.

## **PROCEDURES FOR INSPECTION**

Employees are encouraged to regularly inspect their work areas and to identify and report unsafe conditions to their immediate supervisor for corrective action.

## **PROCEDURES FOR ACCIDENT INVESTIGATION**

When an accident occurs, the immediate supervisor of the accident victim should investigate it as soon as possible. Other levels of management may be involved depending upon the nature and severity of the accident.

## **PROVISIONS FOR SAFETY MEETINGS**

Safety meetings will be held to discuss any unsafe behavior or activity noted in work areas as a result of safety inspections.

## **SAFETY RULES FOR THE FACILITY**

Employees will observe the rules and regulations for this facility as promulgated by the Division of Administration Office of Buildings and Grounds.

## **PROVISION FOR SAFETY TRAINING FOR EMPLOYEES**

Supervisory personnel are responsible for training their employees to perform required tasks in a safe and efficient manner.

## **RECORD KEEPING PROCEDURES**

Injury reports, first aid logs, inspection reports, hazard control logs, risk reports, minutes of safety meetings, and training records will be retained for at least one year.

## **FIRST AID PROCEDURES**

Only someone who has completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Management will maintain a file of trained first aid attendants.

*Policy References:*

Office of Risk Management  
Louisiana R.S. 39:1543-1544

*Distribution:*

System Staff