

Environmental Health and Safety - Safety Manual

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I. Assignment of Responsibility

Safety is everyone's responsibility and all employees should be actively involved in the General Safety Program. To meet this goal, the University of New Orleans' administration has assigned specific safety responsibilities to the following areas.

President and Executive Staff (President and Vice Presidents)

1. Appoint a Campus Safety Committee.
2. Assign safety responsibilities and delegate authority required to implement UNO's Loss Prevention Program.
3. Approve and implement safety policies formulated by the Campus Safety Committee and Campus Safety Officer.
4. Take under consideration recommendations on safety issues from the Campus Safety Officer.

Campus Safety Committee (CSC)

The Campus Safety Committee meets bi-annually for the purpose of discussing and taking appropriate action on the principal accident producing conditions. Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures and hazards of the department. The CSC shall review problems, develop means and methods for resolving these problems and develop procedures for placing acceptable measures into effect. The committee shall:

1. Help develop a safety education/training program for the university designed to create and maintain an awareness of safety.
2. Advise and coordinate the efforts of the safety committees organized within the various colleges and departments of the university.
3. Review reports of all fires and accidents of a serious nature.
4. Provide suggestions and/or recommendations based on professional safety advice and in compliance with applicable safety regulations (federal, state, local) to correct hazardous conditions.
5. Review existing policies and, if needed, recommend changes and/or assist in development of new policies to minimize unsafe conditions.

6. Recommend physical or structural alterations required to eliminate or control hazards.

Campus Safety Officer

The Campus Safety Officer has been delegated the authority to implement and maintain the university's General Safety Program. In this capacity he/she is responsible for the overall safety at the University of New Orleans and will:

- A. Develop and implement a comprehensive safety program which provides for
 1. Regular and periodic facility and equipment inspections.
 2. Investigation of employee job-related accidents.
 3. Educational and training programs for supervisors and employees.
 4. Programs to promote increased safety awareness and accident prevention throughout the campus.
- B. Report to the Executive Staff on a quarterly basis the status of the safety program and concerns for the university.
 1. Accumulate, maintain and analyze accident records.
 2. Furnish information on losses as requested by the State Office of Risk Management.
 3. Conduct examinations for compliance with local, state and federal rules and regulations.
- C. Serve as chairperson of the Campus Safety Committee.

Director of Facility Services

The Director of Facility Services shall work with the Campus Safety Officer, College Safety Committees, administrators and supervisors to ensure that facilities are maintained in a safe condition.

He/she shall:

1. Serve as a member of the Campus Safety Committee.
2. Promptly execute all work requests identified as safety related.

3. Conduct inspections of requested areas and report findings.
4. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

University Deans/Department Heads/Unit Directors

Each is accountable for safety within their areas of responsibility. Delegation of authority to supervisors, managers, etc., is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections and safety meetings. They shall:

1. Implement within their areas of responsibility, the University of New Orleans Loss Prevention Program.
2. Indoctrinate new employees on job safety requirements and procedures.
3. Enforce safety rules and work regulations within their area of responsibility.
4. Ensure that the mandatory Quarterly Safety Meetings are conducted, recorded and reports filed with the Campus Safety Officer.
5. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

College Safety Committees

Safety Committees appointed by each college shall:

1. Conduct Safety Committee Meetings on a bi-annual basis. Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures and hazards of the department.
2. Direct a concerted effort to identify, correct and report safety hazards located in their areas.
3. Coordinate safety protocols with designated building custodians in the case of shared areas, i.e., hallways, restrooms, stairwells, storage areas, etc.
4. Develop and maintain an active safety program within their areas of responsibilities.

5. Record and file reports of safety meetings and forward a copy to the appropriate Dean, Director or other administrative head. Appropriate recommendations and improvements in safety should be included.

Building Coordinators

The Office of the Provost appoints these positions. Their primary function is coordinating any notifications and preparedness tasks for occupants of their respective building:

1. Considering the uniqueness of each building, establish a plan of action using the UNO Administrative Policy & Procedure (AP) 48.2: "Preparedness and Action Plan for Disaster, Emergency and Dangerous (or Potentially Dangerous) Situations". The Campus Safety Officer shall periodically review the completed plan.
2. Identify resources (e.g., evacuation equipment for the disabled) needed to implement the plan.
3. Train those involved in the plan of action.
4. Practice and evaluate the plan of action annually.
5. Notify everyone in the building of any intended action representing water shut down, electrical outage, etc.
6. Review all non-employee accident reports submitted by the Departmental / Area Safety Representative of the respective building and forward to the Loss Claims Officer.
7. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Departmental / Area Safety Representatives

The Dean/Vice President shall appoint this representative. He/She will serve as the liaison between the Campus Safety Officer and the building they represent as follows:

1. Serve as member of College Safety Committee.
2. Convey information obtained from the Campus Safety Office to the College Safety Committee and vice versa.

3. Assist in the investigation of accidents when necessary.
4. When an accident involving a non-employee occurs in a general occupancy area of the building they represent, he/she is responsible for completing the accident report and forwarding it to the Building Coordinator.
5. Perform weekly walk-through inspections of designated areas, report unsafe conditions and follow up on efforts to correct.
6. Assist in the completion of Job Safety Analysis Forms when necessary.
7. Serve as a good role model for co-workers.

Instructors

Instructors are responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions involving the handling, use, storing and disposal of hazardous materials. Instructors shall:

1. Inform students of and enforce the safety rules and regulations of their respective areas.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.
3. Complete accident reports that involve non-employees when the accident occurs in the area they represent.
4. Serve as a good role model for his/her students.

Supervisors

Supervisors are responsible for the day-to-day implementation of safety rules and regulations. Supervisors shall:

1. Indoctrinate new employees on job safety rules, requirements and procedures.
2. Enforce safety rules, regulations and procedures within their area of responsibility.
3. Investigate accidents, complete accident reports and submit to Human Resource Management.
4. Conduct safety inspections of their work areas.

5. Complete Job Safety Analysis forms as required.
6. Be a good role model for employees under his/her supervision.

Employees

Each employee is responsible for abiding by the University of New Orleans General Safety Program. Employees shall:

1. Work in accordance with accepted safety rules, regulations and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor.
2. Report to their supervisor any unsafe conditions and practices and make suggestions for improved safety.
3. Attend safety meetings and safety training programs as required.

II. Safety Inspections

Through safety inspections, the University of New Orleans provides a method for systematically inspecting and eliminating safety and fire hazards. Along with the presence of general housekeeping safety rules, inspections must be conducted in order to identify and correct hazards. These safety inspections are a major factor in maintaining operational efficiency, assuring a safe work environment and controlling unsafe actions.

Louisiana Workers Compensation Rule 15 classifies the University of New Orleans as a Class B facility, and therefore, safety inspections are required on a quarterly basis whether or not a reportable item is discovered. If it is found that areas on campus are deemed to have a greater potential for safety hazards, the Campus Safety Officer will direct supervisors to conduct monthly inspections and take immediate action to correct unsafe conditions as they are discovered.

Delegated employees conducting the inspections must identify and take appropriate action to correct existing or potential hazards. The appropriate checklist must be completed for each safety inspection and sent directly to the Campus Safety Officer

within three (3) days and a copy provided to the department head responsible for the area. The inspector will indicate the corrective action recommended for each unsafe condition. He/She will follow up the recommendation with a note to the file indicating when the safety problem was resolved and the method used. Inspection reports shall be retained for two years and be available for review. The Campus Safety Officer shall conduct scheduled and unscheduled safety inspections to ensure that all operating units are in compliance with established safety standards and regulations.

Discovery of Potentially Hazardous Conditions

All employees are responsible for reporting any potentially hazardous condition or practice they find. If such a condition or practice is discovered, the following must be done:

1. The employee reports the unsafe condition to his/her supervisor.
2. The supervisor is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken.
3. The Supervisor must report the hazard to his/her immediate supervisor and also the designee responsible for completing and forwarding to Facility Services a Work Request/Order Form. If immediate corrective action is needed, the supervisor should call the Facility Services Work Control Desk (x6675) and report the hazardous condition as a Trouble Call.
4. If the hazard exists for more than 30 days, the Department Head and the Campus Safety Officer must be notified.
5. The Work Request/Order Forms and Trouble Calls are retained in Facility Services for at least two years.

The following is a list of the areas requiring inspections along with exhibits of applicable inspection reports at the end of this section:

Laboratory Inspections

Each quarter (or monthly/weekly if unsafe conditions exist) the laboratory supervisor will complete a laboratory inspection and he/she will note any corrective action that may be required. Within three (3) days, a copy of this inspection report must be sent to the Department Head and the Campus Safety Officer. If a serious condition exists, the Dean

responsible for the college shall advise his/her Vice President so that corrective action can be expedited. The Laboratory Inspection Report shall be on file in the inspecting department for a period of two years.

In addition to general safety items, the laboratory supervisors will give particular attention to the following areas:

1. Slip or trip hazards.
2. Foreign materials that could cause loss of balance - food, oil, grease, liquids, mud, algae, trash, etc.
3. Holes or protrusions on walking surfaces.
4. Accumulation and proper storage of flammable or combustible materials.
5. Hazardous materials - special handling, use, storage and disposal.
6. Condition of equipment (including personal protective equipment).
7. Surplus equipment - report to Property Control Manager.
8. Teaching materials and supplies - proper maintenance, storage.

Building Inspections

Each quarter, or monthly/weekly if unsafe conditions exist, the Campus Safety Officer, or a designee, will complete a building inspection and he/she will note any corrective action that may be required. Within three (3) days, a copy of these reports must be sent to the Building Coordinator and the Director of Facility Services. If a serious condition exists, the Dean responsible for the college shall advise his/her Vice President so that corrective action can be expedited. The Building Inspection Report shall be retained on file by the inspecting department for a period of two years.

In addition to general safety items, special attention shall be given to the following:

1. Buildings and adjacent yards.
2. Stairs.
3. Ladders.
4. Exits and exit markings.
5. General environmental controls.

6. Fire protection.
7. Automatic sprinkler system.
8. Electrical wiring.
9. Outdoor lighting

Work / Construction Area Inspections

Each quarter, or monthly/weekly if unsafe conditions exist, the Campus Safety Officer, or a designee, will complete a work / construction area inspection and he/she will note any corrective action that may be required. A copy of this inspection report will be sent to the Department Head/Director of Facility Services. If a serious condition exists, the Dean responsible for the college shall advise his/her Vice President so that corrective action can be expedited. The Work/Construction Inspection Report shall be retained on file by the inspecting department for a period of two years.

In addition to general safety items, special attention shall be given to the following areas:

1. Power equipment.
2. Hand tools (storage and maintenance) - shovels, spades, blades, etc.
3. General Housekeeping
4. Ladders/Scaffolding
6. Wheelbarrows (maintenance).
7. Hazardous Materials - proper handling, use, storage, disposal, etc.
8. Personal protective equipment.
9. Chemicals - proper handling, use, storage, disposal, etc.

Grounds / Common Areas Inspections

Each quarter, or monthly/weekly if unsafe conditions exist, the Campus Safety Officer, or a designee, will complete a grounds / common areas inspection and he/she will note any corrective action that may be required. A copy of this inspection report will be sent to the Director of Facility Services. If a serious condition exists, the Supervisor responsible for the area shall advise his/her Director so that corrective action can be

expedited. The Grounds / Common Areas Inspection Report shall be retained on file by the inspecting department for a period of two years.

In addition to general safety items, special attention shall be given to the following areas:

1. Power equipment (storage and maintenance), self-propelled or riding mowers, edgers, power saws, etc.
2. Hand tools (storage and maintenance) - shovels, spades, blades, etc.
3. Garbage containers (maintenance).

Receiving Area Inspections

Each quarter, or monthly/weekly if unsafe conditions exist, the Campus Safety Officer, or a designee, will complete a receiving area inspection and he/she will note any corrective action that may be required with a copy of the report sent to the Supervisor and Department Head. If a serious condition exists, the Supervisor responsible for the area shall advise his/her Director so that corrective action can be expedited. The Receiving Area Inspection Report shall be retained on file by the inspecting department for a period of two years.

In addition to general safety items, particular attention will be given to the following areas:

1. Small equipment (including hand tools)
2. Wheel barrows/hand trucks (maintenance).
3. Hazardous Materials - special handling, use, storage and disposal.
4. Storage areas (housekeeping).
5. General work rules.

Office/Classroom Inspections

Each quarter, or monthly/weekly if unsafe conditions exist, the Campus Safety Officer, or a designee, will complete an office / classroom inspection and he/she will note any corrective action that may be required. If a serious condition exists, the Campus Safety Officer will notify the Director of Facility Services. The Office/Classroom Inspection Report shall be retained on file by the inspecting department for a period of two years.

In addition to general safety items, particular attention will be given to the following areas:

1. Slip and fall hazards.
2. Electrical equipment (hazards).
3. Fire Safety

III. Accident Investigation

After acquiring necessary medical aid for the injured person(s) the supervisor should follow the following steps in investigating accidents.

1. If possible, ask the person(s) involved to describe what happened. Do not fix blame or find fault, obtain only the facts.
2. Survey the accident scene for information and, if possible, take photographs. Identify, and do not dispose of, any conditions or objects that might have contributed to the accident.
3. Determine if there were any witnesses to the accident and get their accounts of the incident.
4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5. Complete the appropriate accident investigation form(s). Copies of these forms are located at the end of this section. The original forms are forwarded to the Human Resource Management office and the supervisor retains copies.

Accidents will occur in spite of an emphasis on safety and regular inspections. When an accident does occur, it must be thoroughly investigated to determine the cause and any contributing factors in order to prevent a recurrence. The supervisor of the work unit involved is primarily responsible for conducting the accident investigation. All accidents, including those involving non-employees, must be investigated. "Near misses" should be examined as thoroughly as an accident that results in injury or property damage. The Safety Officer may be involved depending upon the nature and severity of the accident.

Accidents Involving Employees

When an employee is injured, it must be reported to his/her supervisor. It is the responsibility of the supervisor to complete and submit the following forms to the Human Resource Management Office:

1. Supervisor's Accident Investigation Report
2. ORM Incident/Accident Reporting Form
3. Office of Workers Compensation Employer's Report of Injury/Illness Form

Copies of these forms are located at <http://forms.uno.edu> in the EHSO folder. Upon compilation of the above, the Campus Safety Officer will assemble the information and produce a Monthly Summary of Work Injuries Report listing all accidents. He/She will forward copies of the monthly reports to the Deans, Department Heads and/or Directors responsible for areas where reported accidents have occurred. This report should be used to analyze accident trends and aid in prevention of future mishaps.

Accidents Involving Non-employees

When a non-employee is injured, the following must be observed:

- If a non-employee is injured in a general occupancy area of a building, the Departmental / Area Safety Representatives should be notified for proper completion of accident forms.
- If a non-employee is injured in a lab, office, classroom, or other occupied area of a building, the supervisor of that area, or his/her designee, should be notified for proper completion of accident forms.
- If a non-employee is injured outside of a building and does not require immediate medical attention, the Campus Safety Officer should be notified for proper completion of paperwork.
- If the injured person requires immediate medical attention, Campus Police should be notified and the procedures for First Aid in Section I in this program should be followed.
- During normal working hours, the responsible party, per the stipulations above, will complete and submit the UNO Accident Report - Non Employees Form (a copy of which is located at the end of this section) to the Building Coordinator. After reviewing the form, the Building Coordinator will forward the form to the Loss Claims Officer located in Room 254 in the University Center. If forms are

not available, contact the Loss Claims Officer (36498) or the Campus Safety Officer (36670).

- If the accident occurs after normal working hours, and it requires any type of medical attention, the Campus Police Office should be notified and the procedures for First Aid in Section I in this program should be followed.

Job Safety Analysis

Job Safety Analysis is a procedure used to review work methods and uncover hazards that may result in accidents. It is one of the first steps in hazard prevention and safety training because a hazard must be recognized before it can be eliminated. Performance of a Job Safety Analysis also assists in the determination of the cause(s) of an accident. The Job Safety Analysis must be performed:

- On all accidents causing death or major injuries.
- On tasks that have a history of resulting in personal injury or property damage and
- When new machines and potentially hazardous materials which can cause injury are introduced.

Uses of the Job Safety Analysis

The Job Safety Analysis provides a learning opportunity for the supervisor and employee. Copies of the Job Safety Analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the Job Safety Analysis. The new employee should be taught the correct method to perform a task before dangerous habits develop. He/She should also be instructed on how to recognize the hazards associated with each job step and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the Job Safety Analysis will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

Finally, the Job Safety Analysis is an accident investigation tool. When accidents occur involving a job for which a Job Safety Analysis has been performed, the analysis should

be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Job Safety Analysis Procedure

First line supervisors are expected to perform Job Safety Analysis to evaluate jobs and work methods and to eliminate hazards.

Step 1: Select the Job

In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. Production of Injuries. Every job that has produced a medical treatment or disabling injury during the past three years should be analyzed.
2. Frequency of Accidents. Jobs that repeatedly produce accidents are candidates for a Job Safety Analysis. The greater number of accidents associated with the job, the greater its priority for a Job Safety Analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity. Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater the priority for a Job Safety Analysis.
4. New Jobs. New operations created by changes in equipment, potentially hazardous materials or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A Job Safety Analysis should be made on every new job created. Analysis should not be delayed until an accident or “near miss” occurs.

Step 2: Perform the Analysis

The supervisor responsible for the task should perform the Job Safety Analysis using the Job Safety Analysis Work Sheet (JSA-1-98). This worksheet should be used as a reference as the notes taken on it can be used when determining hazards and recommendations. A reliable list will be developed through observation and discussion. The supervisor should conduct the Job Safety Analysis with the assistance of employees who regularly perform the task.

The job being analyzed should be broken down into a sequence of steps that describes the process in detail. Avoid two common errors: 1) making the breakdown too detailed so that an unnecessarily large number of steps results or 2) making the job breakdown too general so that the basic steps are not distinguishable. As a rule, the Job Safety Analysis should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks. Job Safety Analysis involves the following:

1. Selecting a qualified person to perform the task.
2. Briefing the employee demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Select an experienced, capable and cooperative person who is willing to share ideas. He/She should be familiar with the purpose and method of a Job Safety Analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail, therefore, reviewing a completed Job Safety Analysis before conducting one will help illustrate the terminology and procedure to be followed.

Review the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedures should be analyzed also.

The wording for each step should begin with an action word such as “remove,” “open, or” “lift”.

Step 3: Identify Hazards

Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by, or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?

4. Can an employee strain himself or herself by pulling, pushing, lifting, bending or twisting?
5. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, chemicals or radiation)?

Step 4: Develop Solutions

The final step in Job Safety Analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

1. Find a new way to do a job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical condition (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
3. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that results in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition. Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both.

In developing solutions, general precautions such as "be alert", "use caution," or "be careful" are useless. Solutions should precisely state what to do and how to do it. For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent the wrench from slipping. A good recommendation explains both "what" and "how." For example, "Set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable or take a solid stance."

Step 5: Conduct a Follow-up Analysis

No less than once per month, each supervisor should observe employees as they perform at least one job for which a Job Safety Analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should review the Job Safety Analysis before doing the follow-up review to reinforce the proper procedures that are to be followed.

Record Keeping

Job Safety Analysis reporting should be maintained on file in the department creating the documents and should be readily accessible to employees. An index naming the task and the date the Job Safety Analysis was completed should be kept on file. A copy of the Job Safety Analysis must also be filed with the Campus Safety Office.

IV. Safety Meetings

Safety meetings vary from formal presentations to informal discussions of safety issues. The meetings are not only educational and motivational but also demonstrate management's concern for safety. Employees' suggestions at safety meetings often result in the implementation of new safety policies and procedures that reduce hazards, increase productivity and improve work methods.

As a Class B Agency, it is mandatory that UNO conduct Departmental Safety Meetings quarterly unless otherwise deemed necessary by the Campus Safety Office, the Campus Safety Committee and/or the College Safety Committees. In order to be in compliance, a record must be kept at all meetings illustrating the topics discussed and persons attending. A copy of the UNO Safety Meeting Report Form shall be used to document safety meetings (copy attached at the end of this section). After all Safety Meetings, this completed report must be sent to the Campus Safety Officer. Copies of these records must be kept for two years in the respective departments.

The following is a list of the safety meetings required on campus:

Campus Safety Committee Meetings

The Campus Safety Committee will conduct bi-annual meetings that will be open to representatives from the College Safety Committees. The purpose of these meetings is to provide a forum for discussing safety plans and activities having system wide

application, obtaining input from all levels of university operations, and developing or changing University of New Orleans safety policies and procedures. The Campus Safety Officer shall announce the meetings at least one week prior to the meetings.

The Campus Safety Committee meeting shall include:

1. Reports of injuries since the last meeting and a discussion of accidents that occurred and safety actions conducted.
2. Discussions about how and where safety can be improved.
3. Lectures, demonstrations or visual-aid presentations on appropriate safety topics.

College Safety Committee Meetings

College Safety Committees will conduct meetings as required, with a minimum of two (2) times annually. Each committee representative will conduct meetings with supervisors in his/her assigned area and will review the topics discussed at the Campus Safety Committee meetings. Additional meetings will be conducted as deemed necessary.

Departmental Safety Meetings

All departments are required to conduct a quarterly safety meeting with their respective employees. The Campus Safety Officer will notify all departments of the topic(s) to be discussed and required completion date of all meetings.

Departments are encouraged to select and discuss a subject in addition to the topic(s) recommended by the Campus Safety Officer. If this is elected, the following are recommended for preparation for the meeting:

- Conduct frequent inspections of the various areas and note any unsafe activities that need to be addressed or eliminated. Select an unsafe behavior or activity, a new job, procedure or change in an operation as the additional safety meeting topic.
- List the behavior or activity that should be changed.
- Anticipate reasons for this unsafe activity and determine how to resolve the problem.

Example: Employees are not wearing safety glasses because they become foggy when the temperature is high. Solution: Look at alternative safety glasses; select one suitable for high temperature/high humidity.

- Determine how to eliminate the unsafe act or condition and record it in this section.
Example: Discontinue purchasing present safety glasses, select alternative brand within 30 days.

Using the UNO Safety Meeting Report form, the following are recommended procedures for conducting the Departmental Safety Meetings:

Conduct the Meeting:

- Discuss only one topic in addition to the one(s) recommended by the Campus Safety Officer per meeting.
- Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
- Reach agreement with employees on how to eliminate or control the situation.

Completing the Safety Meeting Report:

- Complete Sections 1,2,3,4 and 8 before the meeting and Section 5 during the meeting.
- After the meeting, complete Section 6 showing what action must be taken to ensure recommendation is implemented.
Example: Alternative safety glasses will be given to employees to determine suitability prior to purchase.
- Record additional comments in Section 7.
Example: Reaction to new eye protection is positive. John Doe will test different types of glasses.

Retain Records of the Meeting

Copies of safety meeting reports will be sent to the Campus Safety Officer. The supervisor will keep originals for two years.

V. Safety Rules

The University of New Orleans wants to provide a safe and healthy work and academic environment for its students, faculty and staff. In order to accomplish this, the following is a list of safety rules that should be followed.

These listed safety rules are not totally inclusive. They are intended as a guide to develop proper health and safety practices and procedures. Should you have questions or doubts about safe operations in the workplace, please contact your supervisor or the Campus Safety Officer.

1. Possession of unauthorized firearms, alcoholic beverages, or illegal drugs will not be tolerated in the workplace. If you are required to take medication during the work hours, you may be asked to produce a written medical statement stating that the medication will not adversely affect your decision-making or physical abilities.
2. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
3. Use personal protection equipment to protect yourself from potential hazards that cannot be eliminated.
4. Operate equipment only if you are trained and authorized.
5. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
6. Immediately report any recognized potentially unsafe condition or act to your supervisor.
7. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
8. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
9. Supervisors should obtain safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
10. Follow recommended work procedures outlined for the job including safe work methods described in the Job Safety Analysis. Verify with your

supervisor if there is a Job Safety Analysis for that procedure or piece of equipment.

11. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
12. Report any smoke, fire, spills, or unusual odors to your supervisor.
13. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
14. Never attempt to catch a falling object.
15. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
16. Fasten restraint belts before starting any motor vehicle.
17. Obey all driver safety instructions.
18. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
19. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
20. Adhere to rules and procedures specific to departmental operations.
21. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
22. Smoke only in approved areas.
23. No fighting, running or horseplay allowed in the work areas or classrooms.

Employees who do not comply with university safety rules will be subject to the appropriate disciplinary action by their supervisors.

Emergency Preparedness Plan

The purpose of an emergency preparedness plan is to ensure the safe evacuation of all persons in an affected area and the rapid control of hazards during life threatening situations. Emergency preparedness is critical to protect employees, citizens, clients,

students and property against all natural disasters and other incidents such as fires, bomb threats, sabotage and civil disorder. Effective planning for emergency situations can also minimize the interruption of operations by providing a logical course of action during the emergency.

Components of emergency preparedness for the university are located in the Administrative Policy and Procedure (AP) 48.2 - UNO Preparedness and Action Plan for Disaster, Emergency and Dangerous (or Potentially Dangerous) Situations.

VI. Employee Safety Training

The purpose of employee safety training is to establish a systematic method of teaching employees to perform required tasks in a safe and efficient manner. There are four primary objectives in employee safety training:

1. To teach employees hazard recognition and methods of corrective action.
2. To involve employees in accident prevention.
3. To motivate employees to accept their safety responsibilities.
4. To provide employees information on accident causes, occupational health hazards and accident prevention methods.

The Campus Safety Officer will conduct or sponsor training sessions for employees. Every employee should be encouraged and allowed an opportunity to be trained in the fundamentals of safety. These training sessions will be coordinated with department heads so all employees may participate in the sessions. Training sessions may include the use of audiovisual equipment, outside speakers, demonstrations or lectures about safety concerns. The College Safety Committee shall determine what type of training programs are adequate for each area, when these programs are to be held, and the location where they will be held so all employees may participate.

Procedures For Preparing A Training Class

Safety Training for Employees

In order to conduct a safety training class for employees, a Task Matrix Table should be developed. A task matrix table is a visual aid to show which employees will need safety training in which specific tasks.

Appropriate training topics must be selected and scheduled by priority. The following are examples of topics for selection:

1. Safety Program Objectives
 - a. Rights and responsibilities of the employee
 - b. Authority and responsibilities of the supervisor
 - c. Safety policy/rules
 - d. Accident and “near miss” accident reporting
 - e. Job Safety Analysis
 - f. Accident experience and trends
2. Hazard Recognition and Control
 - a. Types of hazards
 - b. Preventive measures
 - c. Inspection procedures
 - d. Recording and reporting
 - e. Temporary control
3. Emergency First Aid Procedures
 - a. On campus / off campus procedures
4. Emergency Response Procedures
 - a. Alarm systems
 - b. Evacuation routes
 - c. Fire extinguisher training
5. Personal Protective Equipment
 - a. What and when to use

- b. How and where to store
- c. How to check, inspect and maintain

6. Material Handling

- a. High risk jobs
- b. Proper lifting
- c. Proper carrying

7. Slips, Trips and Falls

- a. Recognizing potential problem
- b. Minimizing exposure

8. Unsafe Environmental Conditions

- a. Outside (heat, cold, winds, rain, hurricane, tornadoes)
- b. Inside (noise, dust, vapor, fumes)
- c. Other (fire, bomb threats)

9. Good Housekeeping Practices

- a. Work Areas
- b. Tools and equipment
- c. Vehicles
- d. Yards

10. Work from Elevations/Use of Ladders

- a. Preventing falls
- b. Falling safely

11. Safe Vehicle/Water Vessel Operation

- a. Pre-operational inspection
- b. Control of common hazards
- c. Rules of the road

Once topics are selected, develop a lesson plan for each training session. A complete lesson plan should include the following:

1. Title:
Clearly identifies the topic.
2. Objectives:
States what the trainee should know or be able to do at the end of the period. A well-written objective limits the subject matter, is specific and stimulates training on the subject.
3. Estimated Time of Instruction:
States the length of the training session. Ample time should be allowed to thoroughly cover the subject and allow for any questions.
5. Materials:
States materials to be used in training including equipment such as tools, charts, slides, etc.
6. What the Instructor Will Do:
Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.).
7. What the Employee Will Do:
Indicates how employees will apply the material in the training session.
8. Evaluation:
Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.
9. Assignment:
Provides employees an opportunity to learn how to apply the material on the job.

Safety Training for Supervisors

The immediate job of preventing accidents and controlling work hazards falls upon the supervisor because safety and production are part of the same supervisory function. The following are some objectives of safety training for supervisors.

1. To involve supervisors in accident prevention.
2. To establish the supervisor as the key safety person in each unit.
3. To help supervisors understand their safety responsibilities.
4. To provide supervisors with information on causes of accidents and occupational health hazards and methods of prevention.
5. To help supervisors gain skill in accident prevention activities.

The following are recommended safety topics for supervisors:

1. Safety and the Supervisor:
Relationship between safety and productivity.
2. Know Your Accident Problems:
Elements of an accident (unsafe conditions), accident investigations, measurements of safety performance, accident costs.
3. Human Relations:
Employee motivation, basic needs of workers, supervisor as leader, alcohol and drug problems.
4. Maintaining Interest in Safety:
Committee functions, employees relations, supervisor's procedure for conducting job safety
5. Industrial Hygiene:
Environmental health hazards (lighting, noise, ventilation, temperature)
6. Personal Protective Equipment:
Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation.
7. Housekeeping:
Results of good housekeeping, responsibility of the supervisor.
8. Material Handling and Storage:

Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids and compressed gases.

9. Guarding Machines and Mechanisms:
Principles of guarding, benefits of good guarding, types of guards, standards and codes.
10. Hand and Portable Power Tools:
Selection and storage, safe use of hand tools and power tools.
11. Instructing for Safety:
Job instruction-training, procedure for conducting job safety analysis.

VII. Required Records

The following safety records must be kept by the University of New Orleans for at least two years, or for varying periods as indicated below.

1. Inspection Reports:
Completed quarterly, or more often as necessary, in each work unit following a general safety inspection. The completed form is retained in the area it covers for at least two years and must be made available to the department head and Campus Safety Officer upon request. Copies of these forms are located at the end of Section B. The following is a list of the appropriate work unit inspection report.
 - a. Laboratory Inspection Report
 - b. Building Inspection Report
 - c. Work / Construction Inspection Report
 - d. Grounds / Common Areas Inspection Report
 - e. Receiving Area Inspection Report
 - f. Office / Classroom Inspection Report
2. Trouble Call / Work Order System:
If a problem involving a hazardous or potentially hazardous condition arises, a Trouble Call is placed to Facility Services Work Control at extension 6675.

For non-hazardous conditions, a Work Request form can be submitted to Facility Services Work Control (a copy of this form is located at the end of this section). Facility Services retains the submitted form for at least two years and a copy is also kept in the area it covers for two years. If the hazard is not corrected in 30 days, the department head and the Campus Safety Officer are notified.

3. **Employee Accident Reports:**
All accident reports involving employees must be submitted to and kept by the Human Resource Management Department for at least two years. Copies of these forms are located at <http://forms.uno.edu> in the EHSO folder. The following is a list of these forms:
 - a. Supervisor's Accident Investigation Report
 - b. ORM Incident/Accident Reporting Form
 - c. Office of Workers Compensation Employer's Report of Occupational Injury or Disease Form
4. Employees must have written authorization from their physician to return to work following such an injury. The Human Resource Management office shall keep all records pertaining to Worker's Compensation and coordinate information and reports with the Human Resource Management office.
5. **Non-Employee Accident Reports:**
All accidents involving non-employees must be submitted to and kept by the Loss Claims Officer and will be retained in that office for at least two years. A copy of this form is located at <http://forms.uno.edu> in the EHSO folder.
6. **Incident Reports:**
As required by State Office of Risk Management, these must be completed for each incident that occurs that does not require medical expense or lost time. Forward the original report to the Human Resource Management office and a copy to the Loss Claims Officer. The Human Resource Management department will retain these reports for two years. Copies of these forms are located at <http://forms.uno.edu> in the EHSO folder.
7. **Job Safety Analysis:**
Completed by supervisors in each work unit. Job Safety Analysis forms are kept in a file in the originating area for the period of time the job is in existence. The documents should be readily accessible to employees and there should be an index naming the task and the date the Job Safety Analysis was

completed or revised. A copy of this form is located at <http://forms.uno.edu> in the EHSO folder.

8. Departmental Safety Meeting Report:
Completed quarterly in each unit following safety meetings and maintained in the operating area for two years. Copies must be sent to the Campus Safety Officer and the Department Head. A copy of this form is located at <http://forms.uno.edu> in the EHSO folder.
9. Training Documentation:
Completed following training sessions and maintained in the operating area for two years.

All records regarding safety shall be open and subject to inspection by any employee. Where a person's privacy is affected (in cases where an employee has been injured), the university shall exercise discretion. Requests are to be made in writing with appropriate time allowed for response.

VIII. First Aid Requirements

First Aid is immediate care given to a person who has been injured or who has suddenly become ill. When properly administered, first aid can mean the difference between life and death, between a temporary and a permanent disability, or between rapid recovery and long hospitalization.

The procedures below should be followed by anyone confronted with a accident or injury on campus. The term accident is defined as any unforeseen incident during which a person or persons sustain physical injury. The term injury includes any physical trauma incurred during the accident.

Procedure on Campus:

1. Notify University Police at x36666 DO NOT DIAL 911
2. University Police will notify Student Health Services and transport medical personnel to the scene if needed.
 - a. Be prepared to tell University Police:
 - i. The nature of the emergency
 - ii. The exact location of the victim
 - iii. Your name and telephone number

3. Do not hang up until advised that it is alright to do so.
4. Should the accident result in the death of a student, follow the procedures above and notify the Office of Student Life at 504/280-6222.
5. In the evening hours, when Student Health Services is closed, contact Campus Police and they will arrange for alternative emergency medical treatment.

Procedures for Off Campus Locations

1. Dial 911 in order to get the emergency response necessary.
2. Be prepared to tell the dispatcher:
 - a. The nature of the emergency
 - b. The exact location of the victim
 - c. Your name and telephone number
3. Do not hang up until advised that it is alright to do so.
4. Should the accident result in the death of a student, follow the procedures above and notify the Office of Student Life at 504/280-6222.

Posted Information:

The telephone number of Campus Police (36666) must be posted in all work areas. 911 should be posted at off campus locations.

Sample notice for on campus locations:

IN CASE OF EMERGENCY, PLEASE CALL 36666

For off campus locations:

IN CASE OF EMERGENCY, PLEASE CALL 911

Requirement for First Aid

1. All employees must report any injury to his/her supervisor as soon as practical and at least before the end of the shift during which the accident occurred.

2. A qualified person must treat minor injuries and the employee should return to work. The employee must sign the Supervisor's Accident Investigation Report form confirming that the injury was the result of an on-the-job accident. A description of the accident and the name of witnesses (if any) are included in the statement.
3. If needed the employee will be given authorization by Student Health Services for treatment. This authorization will be submitted to a designated treating physician.
4. The employee will provide his/her superior with the treating physician's diagnosis of the injury and the length of time he/she is expected to be unable to work.
5. All injuries, especially those involving lost time and medical claims must be reported to the Human Resource Management office.
6. Section supervisors shall promulgate written rules regarding first aid procedures to include disciplinary action when these rules are violated.

Employee Guidelines:

1. Calmly and coherently report all injuries and "near miss" accidents immediately to a supervisor, if possible, or as soon as practical.
2. Do not treat an injury yourself. Get advice from a trained first aid attendant.
3. Unless a victim is exposed to further danger at the accident site, do not move him/her until the full extent of the injury is known, first aid has been given, and emergency transport assistance has arrived.
4. Do not attempt to perform regular job functions if abilities have been impaired by an injury.
5. Report any sickness to your immediate supervisor.

IX. Control of Hazardous Materials

While the Campus Safety Office does not monitor use and purchasing control of hazardous materials, it is considered part of the University of New Orleans Loss Prevention Program and has been included in the General Safety Plan. The majority of the hazardous materials used and stored at the University of New Orleans are normally below the reportable quantities as prescribed by the Environmental Protection Agency and the Louisiana Department of Environmental Quality.

The Louisiana Emergency Response Commission, appointed by the Governor, within the Department of Public Safety and Corrections, is responsible for implementing Louisiana's Right-to-Know laws. In keeping with the intent of Right-to-Know legislation, UNO has established Hazardous Communication Programs (per 29 CFR - Code of Federal Regulations 1910.1200), and OSHA'S Laboratory Standard (29 CFR 1910.1450 - Chemical Hygiene Plan). These programs are implemented to provide appropriate knowledge to students, faculty, visitors and employees of proper safety practices when working in areas where exposure to hazardous chemicals is a safety consideration. Details of these programs are available from the Campus Safety Officer and workplaces where hazardous chemicals are handled, stored and used.

Responsibilities:

To establish a program for controlling any hazardous materials used by or housed in any facility of the University of New Orleans:

The supervisor of each operating unit will:

1. Make an exhaustive search of his area to ensure all hazardous materials are reported. If any unidentified substance or material is discovered during the inventory, the Campus Safety Officer should be contacted for assistance in identifying the material for handling and disposition instructions.
2. Ensure all hazardous materials are properly labeled.
3. Inventory and maintain an up-to-date list of all hazardous materials in his/her area of responsibility.
4. Identify all of the types and amounts of hazardous material on hand required for the intended purpose or operation.
5. Provide safety instructions to employees/students covering proper handling, health considerations, storage, emergency response and disposition of hazardous materials.
6. Ensure appropriate Material Safety Data Sheet (MSDS) information is readily available to personnel/students in the area where hazardous material is used/stored.

Chairperson of College Safety Committees in areas where hazardous materials are managed will:

1. Maintain a complete list of all hazardous materials currently used/stored by location.
2. Provide, as required, safety instructions and procedures for handling and disposing of hazardous materials.
3. Provide Material Safety Data Sheet (MSDS) information, as required, for hazardous materials used/stored in their area.
4. Conduct unscheduled inspections to ensure hazardous materials are used/stored in accordance with prescribed safety regulations.

Campus Safety Officer will:

1. Maintain a complete listing of all hazardous materials on campus by location.
2. Assure a record of the location and amount of every hazardous substance at UNO is available to the fire department and other emergency response services. This danger underscores the importance of maintaining up-to-date data on the types, amounts and locations of all hazardous materials on campus.
3. Conduct quarterly safety inspections to ensure compliance with safety regulations for hazardous materials.
4. Provide overall direction to the College Safety Committees in administering the Hazardous Materials Management Program at UNO

X. VIOLENCE - FREE WORKPLACE

POLICY STATEMENT

The University of New Orleans (UNO) and all offices under its jurisdiction affirms its policy to have all administrators and employees work in a violence-free workplace.

The University of New Orleans (UNO) will take positive action to ensure that the following will be implemented at all levels of administration

1. A peaceful and secure work environment that facilitates productivity and job performance.
2. The commitment of management and employee in working to achieve the goal of a violent-free workplace.

3. The occurrence of violence, aggressive acts; verbal or non-verbal threatening behavior and harassment in the workplace will not be tolerated.
4. Eliminating and prohibiting acts or threat of violence, by management and employees at all work sites and wherever UNO business is being conducted.
5. Minimize the chance of exposure of management and employees to violent, threatening, or harassing situations by implementing effective security measures, procedures and practices.
6. Educate management and employees to increase their awareness about security, health and safety concerns and training them how to properly respond in the event that a violent, threatening or harassing situation occurs.

All personnel at the university are responsible for helping to create and maintain a violence-free workplace and seeing that this policy is successfully implemented and giving it full support through active cooperation and personal example. Persons who fail to adhere to the violence-free workplace policy are subject to administrative disciplinary actions. The university will periodically analyze its violence-free workplace policy/program to ensure compliance.

INTRODUCTION

- 1.1 Employees are the State's most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.
- 1.2 Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the Governor and the State of Louisiana to work toward a violence free workplace for state employees.
- 1.3 The University of New Orleans fully supports this effort and is committed to a violence free workplace.

PURPOSES

The purposes of this plan are to:

- 2.1 Direct implementation of effective security measures and administrative work practices to minimize exposure to conditions that could result in harm to state workers;

- 2.2 Promote a positive, respectful and safe work environment that fosters employees' security, safety and health; and
- 2.3 Require ongoing analysis of the workforce and each work site for hazard prevention and control.

DEFINITIONS

Assault

Assault is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.)

Battery

Battery is the intentional use of force or violence upon another: or the intentional administration of a poison or other noxious liquid or substance to another;

Credible Threat

A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.

Intentional

Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.

Violence

Violence is the commission of an assault or battery or the making of a credible threat.

Workplace

The workplace is any site where an employee is placed for the purpose of completing job assignments.

Workplace Violence

Workplace violence is violence that takes place in the workplace.

MANAGEMENT RESPONSIBILITIES

1. The University of New Orleans shall comply with federal and state statutes, rules, regulations and/or guidelines in making reasonable efforts to:
 - a. Hire, train, supervise and discipline employees;
 - b. Intervene in situations of harassment in the workplace where the employer is aware of the harassment;
 - c. Ensure employees and/or independent contractors are fit for duty, and do not pose an unnecessary risks to others;
 - d. Provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
 - e. Maintain an adequate level of security;
 - f. Establish and implement a written policy and plan dealing with violence in the workplace.
 - g. Provide employee training on the agency plan. Warning of potential for violent behavior, and precautions which may enhance the personal safety of the employee at work;
 - h. Warn an employee of a credible threat made by another to do harm to that employee;
 - i. Support the application of sanctions and/or prosecution of offenders, as appropriate;
2. Accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
 - a. Cooperate with law enforcement agencies;
 - b. Establish a uniform violence reporting system with regular review of submitted reports;
 - c. Initiate procedures to protect from retaliation employees who report credible threats; and

3. Keep up-to-date records to evaluate the effectiveness of administrative and world practice changes initiated to prevent workplace violence.

MANAGEMENT COMMITMENT

1. At the University of New Orleans, management commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence and includes:
 - a. Organizational concern for employee emotional and physical safety and health;
 - b. Commitment to the safety and security of all persons at the workplace;
 - c. Assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employee understand their roles and responsibilities
 - i. Allocation of authority and resources to all responsible parties;
 - ii. Accountability for involved supervisors and employees;
 - d. Debriefing/counseling for employees experiencing or witnessing assaults and other violent incidents;
 - e. Support and implementation of appropriate recommendations from violence prevention committees;
 - f. Treatment of workplace violence, incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification parties, except to those who have a legitimate need to know and to the extent required by law.

EMPLOYEE RESPONSIBILITIES

At the University of New Orleans:

1. Employees are required to report to their supervisor all threats or incidents of violent behavior in the workplace which they observe or of which they are informed. Examples of inappropriate behavior, which shall be reported, include:
 - a. Unwelcome name-calling, obscene language and other abusive behavior,

- b. Intimidation through direct or veiled verbal threats;
 - c. Physically touching another employee in an intimidating, malicious, sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing any object.
2. Employee involvement and feedback enable workers to develop and express their own commitment to safety and security and provide useful information to design, implement, and evaluate the program. At the University of New Orleans employee involvement includes, but is not limited to:
- a. Understanding and complying with the workplace violence prevention program and other safety and security measures;
 - b. Participating in employee complaint or suggestion procedures covering safety and security concerns;
 - c. Providing prompt and accurate reporting of violent incidents;
 - d. Cooperating with the safety and security committee that reviews violent incidents and security problems and makes security inspections: and
 - e. Participating in continuing education covering techniques to recognize and abate escalating agitation, assault behavior or criminal intent.

WORKPLACE: ANALYSIS

1. The process of workplace analysis involves a step-by-step, common sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes, but is not limited to:
- a. Analyzing and tracking records;
 - b. Monitoring trends;
 - c. Analyzing incidents; and
 - d. Analyzing workplace security

2. At the University of New Orleans, the responsibility for conducting and maintaining workplace analyses is assigned to the Workplace Violence Prevention Committee.
3. The Committee shall perform the initial workplace analysis for the University of New Orleans within 90 days of the publication of this policy.
4. Additional information concerning the performance of a workplace analysis can be found in Attachment 1, "Workplace Analysis."

HAZARD PREVENTION AND CONTROL

1. After the completed workplace analysis is reviewed and approved, workplace adaptations, engineering controls, administrative controls, and work practice controls shall be implemented by the University of New Orleans, to prevent or control, to the extent possible, any discovered hazards. If workplace violence does occur, the post-incident response and evaluation section of this policy (Section 9.0) shall be implemented.
2. Engineering controls and workplace adaptations remove the hazard from the workplace or create a barrier between the worker and the hazard. Examples of engineering controls and workplace adaptations can be found in the form, "Hazard Prevention and Control"
3. Administrative and work practice controls affect the way jobs or tasks are performed and, therefore, affect the security of the workplace. Examples of Administrative and work practice controls can also be found in the above mentioned form.
5. At the University of New Orleans, the responsibility for hazard prevention and controls is assigned to the Safety Officer and University Police Department.

INCIDENT RESPONSE AND EVALUATION

1. Assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation as necessary, in accordance with existing statutes. At the University of New Orleans this assistance is provided through the Workplace Violence Prevention Committee.
2. An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor. The supervisor to

whom the incident is reported will immediately notify their chain of command and the University Police Department who will notify others as necessary.

3. Written statements shall be obtained from all involved, including those who witnessed the incident. A statement form which may be used is found in the form, "Violence Incident Statement." The form is designed to answer the WHO, WHAT, WHEN, WHERE, HOW, and WHY of the incident while the event is still fresh. Concurrent with obtaining the written statements or as soon as possible thereafter, the University of Police Department, shall interview all parties to the incident, including victims, subjects and witnesses, and prepare written summaries of the interviews. The summaries shall be the bases on which to determine the facts of the event.
4. The following actions should be taken in accordance with the severity of the incident:
 - a. The situation is not dangerous:
 - i. Separate the employees involved and isolate them until they are interviewed and their statements are taken
 - ii. Separate witnesses until they are interviewed and their statements are taken; and
 - iii. Document actions and statements.
 - b. The situation is dangerous:
 - i. Contact local police at (telephone number) or security at (telephone number);
 - ii. Order all those presenting the danger to leave the facility immediately (unless this action must be taken by police/security);
 - iii. Do not attempt to physically remove an individual (leave it to the police/security); and
 - iv. Document all actions and statements.
 - c. Additional information concerning post incident response and evaluation can be found in the form titled, "Incident Response."

RECORDS

1. Records associated with violence in the workplace need to be kept in a permanent, secure, and confidential manner. It shall be the responsibility of the University

Police Department to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes as part of the violence prevention program:

- a. Reports of work injury, including workers compensation injuries, if necessary;
- b. Report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace:
- c. Police reports of incidents occurring in the workplace:
- d. Minutes of safety meetings, records of hazards analysis, and corrective actions recommended: violence in the workplace training, including subjects covered, attendees, and qualifications of trainers: and minutes of safety meetings, records of hazards analysis, and corrective actions recommended violence in the workplace training, including subjects covered, attendees, and qualifications of trainers;
- e. Other appropriate reports

EVALUATION

Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. At the University of New Orleans, this evaluation shall be the responsibility of the Workplace Violence Prevention Committee.

1. The evaluation program consists of:

- a. Reviewing reports and minutes from staff meetings on safety and security issues;
- b. Analyzing trends in illness/injury or fatalities caused by violence
- c. Measuring improvement based on lowering the frequency and severity of workplace violence.
- d. Surveying employees before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness;
- e. Requesting periodic outside review of the workplace for recommendations on improving employee safety; and

- f. Interviewing employees who experience hostile situations about the medical treatment received (initially, several weeks later, and several months later).

COMMUNICATION

At the University of New Orleans, we recognize that to maintain a safe, healthy and secure workplace, we must have open communication among employees, including all levels of supervision, on these issues. The open communication process includes, but is not limited to:

1. Periodic review of this policy with all employees;
2. Discussions of violence in the workplace during scheduled safety meetings;
3. Posting or distributing information on violence in the workplace; and
4. Procedures to inform supervisors about violence in the workplace, and threats of violence.
5. The University Police / Human Resource Management Department shall provide an appropriate place for employees to discuss security concerns with assurance confidences will be maintained

TRAINING AND EDUCATION

At the University of New Orleans,

1. All employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices;
2. Training and instruction shall be provided within one year of policy implementation and regularly thereafter; and
3. Training shall begin with orientation of new employees within three months of employment and regularly thereafter.
4. At the University of New Orleans, workplace violence training shall be the responsibility of the Office of Human Resource Management. (NOTE: For assistance, contact the Office of Risk Management, Loss Prevention Unit, in your geographical area.)

5. General violence in the workplace training and instruction address, but are not limited to, the following areas
 - a. Explanation of the violence in the workplace policy as established by the University of New Orleans;
 - b. Measures for reporting any violent acts or threats of violence
 - c. Recognition of hazards including associated risk factors:
 - d. Measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervision:
 - e. Ways to defuse hostile or threatening situations;
 - f. Measures to summon others for assistance:
 - g. Routes of escapes available to employees:
 - h. Procedures for notification of law enforcement authorities when a criminal act may have occurred:
 - i. Procedures for obtaining emergency medical care in the event of a violent act upon an employee
 - j. Information on securing post-event trauma counseling for those employees desiring or needing such assistance

ADDITIONAL INFORMATION CONCERNING WORKPLACE VIOLENCE

The form, "Work place Violence Checklist," may be used in identifying present or potential workplace violence problems.

The form, "Recognizing Inappropriate Behavior," may be helpful in identifying the types of behavior this policy forbids.

The form, "Personal Conduct To Minimize Violence," may be helpful to an individual in understanding what he/she might do to prevent violence.

XI. WORKPLACE ANALYSIS

GENERAL

1. Workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for workplace violence. This entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop.
2. A "Threat Assessment Team," "Patient Assault Team," similar task force, or coordinator may assess the vulnerability to workplace violence and determine the appropriate preventive actions to be taken. Implementing the workplace violence prevention program then may be assigned to this group. The team should include representatives from senior management, operations, employee assistance, security, occupational safety and health, legal, and human resource staff.
3. The team or coordinator can review injury and illness records and workers' compensation claims to identify patterns of assaults that could be prevented by workplace adaptation, procedural changes, or employee training. As the team, or coordinator identifies appropriate controls, these should be instituted.
4. The recommended program for workplace analysis includes, but is not limited to, analyzing and tracking records, monitoring trends and analyzing incidents, screening surveys, and analyzing workplace security.

WORKPLACE ANALYSES PROGRAM

1. Records Analysis and Tracking
 - a. This activity includes reviewing medical (in as far as permitted), safety, workers' compensation, and insurance records to pinpoint instances of workplace violence. Scan unit logs and employee and police reports of incidents or near-incidents of assaultive behavior to identify and analyze trends in assaults relative to particular departments, units, job titles, unit activities, workstations, and/or time of day. Tabulate these data to target the frequency and severity of incidents to establish a baseline for measuring improvement.
2. Monitoring Trends and Analyzing Incidents
 - a. Contacting similar local businesses, trade associations, and community workplace violence and to help identify trends. Use several years of data, and civic groups are one way to learn about their experiences with if possible, to track trends of injuries and incidents of actual or potential workplace violence.

3. Workplace Security Analysis
 - a. The team or coordinator should periodically inspect the workplace and evaluate employee tasks to identify hazards, conditions, operations, and situations that could lead to violence. The periodic review process should also include employee feedback and follow-up.
 - b. To find areas requiring further evaluation, the team or coordinator should:
 - i. Analyze incidents, including the characteristics of assailants and victims, an account of what happened before and during the incident, and the relevant details of the situation and its outcome. When possible, obtain police reports and recommendations.
 - ii. Identify jobs or locations with the greatest risk of violence as well as processes and procedures that put employees at risk of assault, including frequency and time/day/date. Note high-risk factors such as types of clients or patients (e.g., psychiatric conditions or patients disoriented by drugs' alcohol, or stress); physical risk factors of the building; isolated locations job activities; lighting problems; lack of phones and other communication devices; areas of easy, unsecured access; and areas with previous security problems.
 - iii. Evaluate the effectiveness of existing security measures, including engineering control measures. Determine if risk factors have been reduced or eliminated and take appropriate action.
4. Independent reviewers, such as safety and health professionals, law enforcement or security specialists, insurance safety auditors. and other qualified persons may offer advice to strengthen programs. These experts also can provide fresh perspectives to improve a violence prevention program.

UNIVERSITY OF NEW ORLEANS WORKERS' COMPENSATION POLICY

Workers' compensation is a legal remedy whereby an employee who is injured on the job is automatically entitled to certain benefits. The benefits can include medical care for the injury, disability compensation, rehabilitation services and death benefits. The benefits are the obligation of the employer to the employee. Employees of the University of New Orleans are covered from the day they start employment. "Employees" may be full- or part-time, or seasonal.

The law covers both mental and physical harm from either accidents or occupational diseases; however, mental injury must be the result of a physical injury or of a sudden, unexpected, and extraordinary stress related to the employment and in either case must be proved by clear and convincing evidence.

The event causing the injury must arise out of and be within the course of employment. Generally, the fault of the University or employee does not affect the compensability of an injury. However, no compensation may be allowed if the injury was caused by the employee's willful intention to injure himself or another employee; by the employee's deliberate failure to use adequate protection that was provided to him; or by the injured employee's intoxication at the time of injury, unless resulting from activities in pursuit of the University's interests, or from activities in which the University procured and encouraged the use of the beverage or substance. An employee may not be entitled to benefits if he or she is the aggressor in an unprovoked physical altercation. The employee may not be entitled to benefits if it is determined that he/she was a participant in "horseplay" at the time that the injury occurred.

The workers' compensation insurance carrier for the University of New Orleans is the LA Office of Risk Management. The LA Office of Risk Management will pay all approved reasonable and necessary expenses for services provided by a physician or hospital, for physical therapy, prescriptions, and for travel necessary to obtain these services. Any services over \$750 and any non-emergency hospitalization must be pre-approved by the LA Office of Risk Management.

An employee filing a workers' compensation claim may be entitled to weekly compensation benefits if the injury prevents the employee from returning to work for more than seven calendar days. Benefits are payable beginning on the eighth day. The first seven days are payable only if the employee is unable to work over 42 calendar days. During the period of temporary disability, the employee is entitled to receive 2/3 of his/her average weekly wage at the time of the injury. The maximum benefit is 75% and the minimum benefit is 20% of the statewide average weekly wage. Maximum and minimum benefits are determined annually and apply to all claims occurring between September 1 and August 31 of the following year. The compensation benefit received and the maximum (or minimum) benefit that applies to the claim are determined according to the date of the accident causing the injury and are not adjusted annually for increases or decreases in the maximum (or minimum) benefit allowed.

An injured employee may be entitled to supplemental earnings benefits if that employee is able to return to work but is unable to earn at least 90% of the pre-injury wage. The supplement is calculated at 2/3 of the difference between the pre-injury monthly wage and the amount of monthly wage that the employee is capable of earning. The supplement is subject to the same maximum and minimum benefits discussed above and is payable for a maximum of 520 weeks (including any time for which other workers' compensation disability benefits were paid).

If an employee dies within two years of the last treatment resulting from an on-the-job accident, the surviving spouse and/or dependent children (or other dependents) will receive weekly benefits according to the schedule listed in the workers' compensation act.

If there are no dependents, surviving parents are entitled to a one-time benefit of \$20,000 each.

If an employee applies for and receives Social Security Disability, benefits from a University-provided disability plan, or Social Security Old Age Retirement, workers' compensation benefits may be reduced in accordance with the workers' compensation act. This is not a simple dollar for dollar reduction and must be calculated individually according to the claimant's circumstances. An employee cannot receive workers' compensation disability benefits and unemployment benefits at the same time.

There are separate time limits for filing claims for medical and disability benefits. Filing a claim for one type of benefit generally does not stop the time from running as to the other.

Claims for medical benefits generally must be filed within one year of the date of the accident causing the injury. However, if medical expenses have been paid, the period for asserting a claim is extended for three years from the last payment of a medical benefit.

Claims for disability benefits generally must be filed within one year of the date of the accident causing the injury. If disability benefits have been paid, the period for asserting a claim for temporary total, permanent total, or permanent partial disability is within one year after the last payment of disability. Claims for supplemental earnings benefits may be made for up to three years after the last payment of any class of disability.

The University of New Orleans is not required to hold a job open for the employee when he/she is unable to perform the duties of the job or to create a new job for the employee when he/she is able to return to work, except as required by the Family and Medical Leave Act of 1993 (FMLA). However, the University cannot discharge an employee solely because he/she filed a workers' compensation claim.

All claims and questions pertaining to workers' compensation are to be directed to the Office of Human Resource Management.

WORKERS' COMPENSATION PROGRAM PROCEDURES

This insurance program covers any person performing services arising out of and incidental to employment by the University.

A University employee who suffers injury or illness arising out of and during the course of his/her employment is entitled to all necessary medical, surgical, hospital services and medicines or any non-medical treatment recognized by the State's laws as legal.

Generally, the law provides for the payment of medical expenses recommended by the attending physician, including hospitalization. Injured employees who have filed a claim under the Workers' Compensation Act should not file a claim for reimbursement for medical and hospitalization expenses under their personal insurance program. These programs specifically exclude payment of benefits for cases covered, in whole or in part, by the Workers' Compensation Insurance Program.

Compensation for lost time begins with the eighth day of disability unless the injured employee is disabled for a period of six weeks or longer. The employee is then entitled to compensation for the first week of disability. Employees with accrued leave balances shall receive their normal pay using a combination of leave and Workers' Compensation payments through leave crediting. Leave crediting is defined as the restoration of sick, annual or compensatory leave that has been used in order to receive full university pay while drawing workers' compensation benefits. The workers' compensation check must be endorsed to the university in order to credit leave used. Leave is credited at a reduced rate. An employee cannot receive full pay and also retain supplemental workers' compensation benefits. Employees with no accrued leave balances receive only the amount paid by Workers' Compensation.

If the employee is absent from work for seven days (including Saturday and Sunday) or less because of an injury sustained on the job, medical bills only will be paid. Workers' compensation payments begin with the eighth consecutive day from the date of the first day the employee is unable to work. If the injured employee is absent from work for a period of six weeks or longer, the employee is then entitled to workers compensation payment for the first week of injury.

When the injured employee is entitled to receive workers' compensation payments, the compensation check will be mailed to the University's Office of Human Resource Management for distribution.

Generally, a claim for workers' compensation is invalidated if the employee is intoxicated or using a non-prescribed controlled substance at the time of the incident upon which the claim is based. Employees treated at the UNO Student Health Service or hospital emergency room for work related accidents might be tested for alcohol and controlled substances in accordance with PM 33. The results of positive tests will be reported to the Office of Human Resource Management.

UNO administration of the workers' compensation program is assigned to the Office of Human Resource Management (280-6259). UNO administrative and other personnel are expected to conduct all workers' compensation activities involving employees in their

areas through the UNO Office of Human Resource Management and not contact the LA Office of Risk Management, the UNO Student Health Services, individual physicians or other medical providers directly regarding a workers' compensation claim.

Departmental Responsibilities and Procedures

1. Employees injured on the main campus should be referred to UNO Student Health Services or their personal physician for examination and/or treatment and disposition. If the Student Health Services physician determines that specialized treatment or hospitalization is required, the injured employee should be referred a physician/hospital of the employee's choice.
2. Employees injured off the main campus should be referred to the physician of their choice.
3. If the injury is such that the injured employee's life or limb is endangered, immediate removal by either private car or ambulance to the nearest hospital emergency room is advised.
4. If the injury for which the employee is receiving treatment/follow-up is determined not to be work related or related to the initial injury, medical costs will become the responsibility of the employee.
5. Upon notification that an employee has been injured in connection with University employment:
 - a. Immediately notify the Office of Human Resource Management of the injury/illness.
 - b. Obtain all the facts pertaining to the injury and complete, in detail, the following forms:
 - i. Employer Report of Injury/Illness (LDOL-WC-1007 REV.1/98).
 - ii. Employer Certificate of Compliance (LDOL-WC- 1025 .ER REV. 1/98)
 - iii. Office of Risk Management Incident/Accident Investigation Form
 - iv. Supervisor's Accident Investigation Report
- c. All forms must be completed by the employee's supervisor/department head and forwarded to the Office of Human Resource Management within two (2) working days.
6. The Office of Human Resource Management shall process the report and forward all pertinent information to the LA Office of Risk Management immediately.

Timely submission of this report is essential as the law provides only 14 days in which to begin payment of benefits after receipt of notification of injury. Failure to comply with this requirement may result in the University being penalized 12 percent of the compensation benefits.

- a. If the injured employee receives medical treatment from a physician /hospital, he/she must present to his/her supervisor/department head a medical release to return to work from the attending physician upon reporting for work. The release shall be forwarded to the Office of Human Resource Management immediately.
 - b. Submit medical bills, prescriptions and medical mileage through the Office of Human Resource Management to the LA Office of Risk Management.
7. The Office of Human Resource Management will calculate and credit sick/annual leave.
- a. Employees with accrued sick/annual leave balances will receive their normal pay using a combination of sick/annual leave and workers' compensation payments through leave crediting. An injured employee may not receive both workers' compensation payments and a regular salary check.
8. Checks received from Workers' Compensation for the employee will endorse an employee who was paid sick/annual leave to the University. These checks will be used to credit the employee's sick/annual leave.
9. To calculate the number of hours of sick/annual leave to be credited:
- a. Academic/Unclassified Employees
 - i. To obtain the hourly rate, divide the employee's fiscal annual salary at the time of the injury by 2080 hours. For employees on academic pay basis divide annual salary by 1440 hours.
 - ii. Divide the amount of the workers' compensation check by the employee's hourly rate as determined above.
 - b. Classified Employees
 - i. Divide the workers' compensation check amount by the number of hours charged for the period indicated on the check. The rate should be calculated rounding off four (4) decimal points. This

will be known as the Workers' Compensation Hourly Rate of Pay (WCHR).

- ii. Enter the Employee's Hourly Rate of Pay (EHRP).
- iii. Enter the hours charged the employee for the period of the check; sick, annual, compensatory, leave without pay, holiday pay or other.
- iv. Calculate by multiplying hours of leave charged by the Workers' Compensation Hourly Rate of Pay (WCHR). Round this off in dollars and cents. Divide this figure by the Employee's Hourly Rate of Pay (EHRP). This formula will determine total hours to credit.
- v. The total column must agree with the amount of the Workers' Compensation check.

10. If the employee was in a leave-without-pay status, a miscellaneous check must be issued. The Office of Human Resource Management will complete a check request form and submit it to the Office of Accounting Services. The Office of Accounting Services will process the check request and notify the Office of Human Resource Management when the check is ready for pick up. The Office of Human Resource Management will notify the employee upon receipt of the check.

11. Holiday pay and other leave as appropriate will be reimbursed to the University.

All forms may be obtained from, and all questions should be directed to the Office of Human Resource Management, Administration Building, Room 213, ext. 6259.

XII. Exposure Control Plan

PURPOSE

The University of New Orleans is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) has been developed in accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030. The purpose of this ECP includes; elimination or minimization of employee occupational exposure to blood or certain other body fluids,

compliance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, and the protection of the Students, Faculty, Staff, and Visitors of UNO.

The ECP is a key document to assist the university in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

1. Employee Exposure Determination
2. Implementation of methods of exposure control, including
 - a. Universal Precautions
 - b. Engineering and Work Practices
 - c. Personal Protective Equipment
 - d. Housekeeping
 - e. Labeling
 - f. Mechanical Pipettes
 - g. Eating, Drinking, Applying Cosmetics
 - h. General Procedures
 - i. Hepatitis B Vaccination
 - j. Information and Training
 - k. Record Keeping
 - l. Post-Exposure Evaluation and Follow-up
 - m. Administration of Post-Exposure Evaluation and Follow-up
 - n. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

PROGRAM ADMINISTRATION

The Environmental Health and Safety Office and the Student Health Services Department are responsible for the implementation of the ECP. These two departments will maintain, review and update the ECP at least annually and whenever necessary to

include new or modified tasks and procedures. The Environmental Health and Safety Office can be contacted at x36670 and the Student Health Services Department can be contacted at x36387.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Environmental Health and Safety Office, in conjunction with the Student Health Services Department, will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. They will also ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Student Health Services Department will be responsible for ensuring that all medical actions required are performed and that appropriate employee health records are maintained.

The Environmental Health and Safety Office, in conjunction with the Student Health Services Department, will be responsible for training, documentation of training, and making the written ECP available to employees.

The Environmental Health and Safety Office will be responsible for the proper disposal of all medical waste produced by the UNO campus in the pursuit of the proper application of the Blood borne Pathogen Program.

EMPLOYEE EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

1. Job Classification Categories -- Ongoing Exposure Risk

This exposure determination is required to list all job classifications in which all employees will incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

- a. Physicians
- b. Nurse Practitioners
- c. Nurses

d. Administrative Assistants (Student Health Services)

2. Job Classification Categories -- Periodic/Function-Specific Risk In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed. In order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

- a. Administrative- reception- clerical staff (Student Health Services)
- b. University Center Custodial Staff
- c. University Police Officers
- d. Housing Department Custodial Staff
- e. Facility Services Custodial Staff
- f. Recreation and Intramural Sports Employees

3. Procedures Involving Potential Risk of Occupational Exposure

The following procedures involve a potential risk of occupational exposure:

- a. Patient examinations
- b. Burn treatment and dressing
- c. Wound treatment and dressing
- d. Cerumen removal
- e. Foreign body removal
- f. I & D abscesses
- g. Laceration repair
- h. Subungual hematoma release
- i. Venipuncture

- j. Injections and immunizations, PPD administration
- k. Pelvic examinations
- l. Laboratory procedures
- m. Clean up of blood or OPIM
- n. Responding to crime scene involving blood or OPIM
- o. Administering CPR

IMPLEMENTATION OF METHODS OF EXPOSURE CONTROL

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. It is the universities policy to comply with this requirement. Employees covered by the blood borne pathogen standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shift by contacting the custodian of the UNO Loss Prevention Manual in their departmental office. If requested, the Safety Office or the Health Services Department will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

Compliance Strategies

1. The Centers For Disease Control (CDC) UNIVERSAL PRECAUTIONS: will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
2. ENGINEERING AND WORK PRACTICE CONTROLS: will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:
 - a. Hand washing Facilities
Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials.
OSHA requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities are located:

- i. In all university lavatories: Employees should not have to open doors or use stairs to access washing facilities in order to avoid further surface contamination.
 - ii. Supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
 - iii. Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as feasible following contact.
- b. Sharps, Contaminated Needles & Glassware
Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.
- c. Disposal of Sharps, Contaminated Needles & Glassware
All sharps must be placed in a labeled, biohazard sharps container. All needles are to be placed in a labeled biohazard needles/sharps container.
 - i. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom and labeled or color coded. University of New Orleans will provide leak-proof containers for contaminated sharps capable of resisting punctures and labeled as a biohazard. These containers are to be used for gathering and storage of all contaminated sharps, including glassware.
 - ii. During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., Exam rooms, Laboratory, Nursing triage area, Training room).
 - iv. Employees are to use unwinders to separate needles from syringes and vacutainers and are to be trained regarding proper removal of needles.

- v. The containers shall be maintained upright throughout use, replaced routinely and not be allowed to overfill. They are to be checked every time there is a pickup of infectious waste and changed when they are nearly full.
 - vi. When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 - vii. The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color-coded to identify its contents.
- d. Other Regulated Waste:
University of New Orleans will provide containers sufficient to contain regulated wastes capable of resisting punctures and labeled as a biohazard (as appropriate). Regulated Waste includes the following:
- i. Liquid or semi-liquid blood or other potentially infectious material.
 - ii. Items contaminated with blood or other potentially infectious material that would release these substances in a liquid or semi liquid if compressed.
 - iii. Items that are caked with blood or other potentially infectious material and are capable of releasing these substances during handling.
 - iv. Pathologic and microbiological waste containing blood or other potentially infectious material.
2. Other regulated waste shall be placed in containers, which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Disposal of all regulated waste shall be in accordance with applicable United States, State and Local regulation.

Types of regulated waste used in our facility

Waste	Container for disposal	Label
Hand Towels	regulated waste	Biohazard / red
Gloves	regulated waste	Biohazard / red
Gowns	regulated waste	Biohazard / red
Sheets	regulated waste	Biohazard / red
Lab Specimens	regulated waste	Biohazard / red
Soiled Gauze	regulated waste	Biohazard / red
Specula, Vaginal	regulated waste	Biohazard / red
Disposable Dental Equipment	regulated waste	Biohazard / red
Glass Tubes and Slides	sharps container	Biohazard / red
Sharps (needles, blades)	sharps container	Biohazard / red

3. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** must be used to prevent blood or other OPIM's from passing through to, or contacting the employee's work or street clothes, undergarments, skin, eyes, mouth, or other mucus membranes, unless engineering controls and work practices have eliminated occupational exposure. An employee may temporarily decline to wear PPE only when, in a life threatening situation, the use of protective equipment will prevent the delivery of health care and public safety services or pose an increased hazard to workers. Incidents during which an employee elects not to wear protective equipment are to be documented in order to determine whether changes can be instituted to prevent occurrences in the future.

a. UNO Student Health Services Department assumes the financial responsibility for purchasing PPE that protects its employees against contact with blood or OPIM as we reasonably anticipate encountering in its setting. If laboratory coats and uniforms are to be used there as PPE, they will be laundered through the Student Health Services Department and are not to be taken home for cleaning. The Environmental Health and Safety Office will provide the PPE required by Blood borne first responders teams, in order to protect them in the execution of their duties.

4. All PPE must be removed prior to leaving the work area, removed as soon as possible following penetration by blood or OPIM and placed in a designated area or container for storage, washing, decontamination or disposal.
 - a. Gloves
 - i. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, or other potentially infectious materials; non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.
 - ii. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Hypoallergenic gloves, powder less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
 - iii. Location and Circumstances Where Gloves Must be worn.
Exam rooms, Nursing triage area, Laboratories (both sides)
Accident Scenes
 - iv. Circumstance: Phlebotomy (whenever possible), finger sticks (for HCTs etc.), suture, vaginal exam, I & D abscess, culture lesions, lab manipulation with blood and urine, wound and burn treatment, throat cultures, clean up of blood or OPIM.
 - v. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. Hypoallergenic gloves, glove liners, powder-less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. Additional conditions of use include: Gloves are to be used anytime a person is handling potentially infectious biomedical waste.
 - c. Masks and Other Eye Protection

- i. Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin-length face shields, are required to be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.
 - ii. Those situations include: Eyewear in the form of goggles, and/or face shields is to be worn whenever there is a splash potential. Safety glasses are to be worn at all times when you are dealing with Potentially Infectious Biomedical Waste and there is splash potential.
 - d. Protective Clothing
 - i. Full-length lab coats or disposable gowns with long sleeves which are resistant to penetration are to be worn inside the clinic by all at risk personnel and are to be stored in the clinic upon departure of the employee. Disposable clothing will be provided in the emergency kit for off site use.
 - e. Additional PPE
 - i. Additional PPE selections and such as use of head nets, smocks, foot covering and aprons maybe necessary to ensure employee safety in regards to blood borne pathogens in certain workplace situations. Those situations require gloves and a dust mask to be worn at all times when dealing with Potentially Infectious Biomedical waste. The dust mask does not have to be worn if you are working under a hood.
 - f. Resuscitation Equipment
 - i. Resuscitation devices are to be readily available. Emergency ventilation devices are considered PPE and are to be provided by Student Health Services.

NOTE: To achieve the goals of this policy, supervisors and managers are also directed to:

- Go over this policy with your staff.
- Have Personal Protective Equipment readily available in your lab.

- Get training on spill cleanup from the Environmental Health and Safety Office.
- Have a copy of this policy in your area at all times

5. HOUSEKEEPING:

a. Regulated Waste

- i. Regulated waste is to be placed in containers, which are closable, constructed to contain all contents and prevent leakage, appropriately labeled and color coded, and closed prior to removal, to prevent spillage or protrusion of contents during handling.

b. Work Surfaces

- i. Work surfaces are to be decontaminated with a detergent or 10% bleach solution after completion of procedures, immediately upon contamination by any spill of blood or OPIM and at the end of each work shift. Nursing staff will take responsibility for overseeing this task.

c. Protective Coverings

- i. Non-absorbent, protective coverings, are to be used to cover equipment and surfaces when they have become overtly contaminated and at the end of a work shift if they have become contaminated.

d. Reusable Receptacles

- i. Reusable receptacles like bins, garbage receptacles, and pails will be decontaminated weekly. When contamination is visible, receptacles should be decontaminated immediately. Nursing staff will assign this duty.

e. Broken Glassware

- i. Broken glassware, which may be contaminated must not be picked up directly with the hands. Tools used in cleanup of broken glass are to be decontaminated and broken glass discarded in a sharps container. Do not use vacuum cleaner for cleanup of contaminated glass.

f. Laundry

- i. Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked "A biohazard", labeled, or colorcoded red bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

- 6. LABELS: Are to be used to warn employees who may have contact with containers, of the potential hazard posed by their contents. Labels are to be attached to container of regulated waste, to refrigerators containing blood and OPIM, and to other containers used to store, transport, or ship blood or OPIM. The warning label must be fluorescent orange or orange red, containing the biohazard symbol and the word "biohazard" in a contrasting color and be attached to prevent loss or unintentional removal of the label.

Types of regulated waste vs. disposal container

Waste	Container for disposal
Hand Towels	regulated waste
Gloves	regulated waste
Gowns	regulated waste
Sheets	regulated waste
Lab Specimens	regulated waste
Soiled Gauze	regulated waste
Specula, Vaginal	regulated waste
Glass Tubes and Slides	sharps container
Sharps (needles, blades)	sharps container

Secondary containers are located in each examination room and nurses triage area and training room.

7. PIPETTES: Oral pipetting will NOT be allowed. Employees are to use mechanical pipettes in the laboratories.
8. EATING, DRINKING, and APPLYING COSMETICS OR CONTACT LENSES: Food and Drinks are not to be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or OPIM's are present. Applying cosmetics or contact lenses is prohibited in areas where blood or OPIM's are present.
9. GENERAL PROCEDURES: All procedures involving blood or OPIM's must be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets of these substances.

HEPATITIS B VACCINE

Student Health Services will provide training to employees on Hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. The Hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan.

Vaccination is encouraged unless:

- * Documentation exists that the employee has previously received the series.
- * Antibody testing reveals that the employee is immune.
- * Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. This declination form will be kept with the employee's medical file in the Health Services Office. Employees who declined the vaccine may request and obtain the vaccination at a later date at no cost. Student Health Services will provide the required vaccinations in their office. Following Hepatitis B vaccinations, the health care professional will provide a Written Opinion, which will be limited to whether the employee required the hepatitis vaccine, and whether the vaccine was administered. This Written Opinion will also be kept in the employee's medical file in the Health Services Office.

If the U.S. Public Health Service recommends a routine booster dose of the Hepatitis B vaccine at a future date, such booster doses shall be made available at no cost to the employee.

INFORMATION AND TRAINING

All employees who have occupational exposure to blood borne pathogens must receive training on the epidemiology, symptoms, protection from, and transmission of blood borne pathogen diseases. Student Health Services and the Environmental Health and Safety Office will provide this training. This training will be provided at no cost to the employee and during the employees' working hours. The training will be as follows:

1. Will be provided by the full time Nurse in charge, by the Medical Director and by the Environmental Health and Safety Officer. They shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training.
2. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:
 - a. A copy of the standard and an explanation of its contents.
 - b. A discussion of the epidemiology and symptoms of blood borne diseases.
 - c. An explanation of the modes of transmission of blood borne pathogens.
 - d. An explanation of the University of New Orleans Blood borne Pathogen ECP, and a method for obtaining a copy.
 - e. The recognition of tasks that may involve exposure.
 - f. An explanation of the use and limitations of methods to reduce exposure; for example, engineering controls, work practices and personal protective equipment (PPE).
 - g. Information on the types, selection, use, location, removal, handling, decontamination, and disposal of PPE's.
 - h. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
 - i. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
 - j. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up.

- k. Information on the evaluation and follow up required after an employee exposure incident.
 1. An explanation of the signs, labels, and color-coding systems.
3. Employees who have received training on blood borne pathogens in the 12 months preceding the effective date of this plan shall only receive training in provisions of the plan that were not covered.
4. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

RECORD KEEPING

1. Medical Records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."
2. Student Health Services and the Environmental Health and Safety Office are responsible for maintenance of the required medical records. These confidential records are kept in these said offices for at least the duration of employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. These medical records include:
 - a. Name and Social Security Number of the employee.
 - b. Employee Hepatitis B vaccination status including dates of vaccination and the records relating to the employee's ability to receive the vaccine and signed declination form if applicable.
 - c. A copy of all the results of examinations, medical testing, and follow-up procedures.
3. Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the Student Health Services Office and in the Environmental Health and Safety Office. The training records include:
 - a. The dates of the training sessions.
 - b. The contents or a summary of the training sessions.

- c. The names and qualifications of persons conducting the training.
 - d. The names and job titles of all persons attending the training sessions.
4. UNO Student Health Services will maintain a log of occupational injury or illness. Identifying information related to blood borne pathogens will be removed prior to granting access to the records. The log will document the following:
- a. Date of incident.
 - b. Name and Social Security number of the exposed individual.
 - c. Hepatitis B vaccination status.
 - d. Medical follow up, examination results, and medical testing.
 - e. Confidential medical information must be retained while the employee is employed by UNO and for 30 years thereafter.
5. Employee medical records will be provided upon request, for examination and copying to the employee, the Director of NIOSH, the Assistant Secretary of Occupational Safety and Health, and to anyone having the written consent of the employee. If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

1. Should an exposure incident occur, contact the Safety Office at the following number: 504-280-6670. If this exposure incident involves a needle stick, please see the Accidental Needle Stick Policy (attached), which has already been implemented. UNO Student Health Services will conduct an immediately available confidential medical evaluation and follow-up. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:
- a. Document the routes of exposure and how the exposure occurred.
 - b. Identify and document the source individual (unless the employer can
 - c. Establish that identification is infeasible or prohibited by state or local law).

- d. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity.
- e. Document that the source individual's test results were conveyed to the employee's health care provider.
- f. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- g. Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- h. After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- i. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

1. UNO Student Health Services ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and followup are given a copy of OSHA's blood borne pathogens standard.
2. The Environmental Health and Safety Office ensures that the health care professional evaluating an employee after an exposure incident receives the following:
 - a. A description of the employee's job duties relevant to the exposure incident.
 - b. Route(s) of exposure.
 - c. Circumstances of exposure.
 - d. If possible, a result of the source individual's blood test.
 - e. Relevant employee medical records, including vaccination status.

3. UNO Student Health Services provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation. The healthcare professional's written opinion for post-exposure follow up shall be limited to the following information:
 - a. A statement that the employee has been informed of the results of the evaluation.
 - b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

1. The Environmental Health and Safety Office will review the circumstances of all exposure incidents to determine:
 - a. Engineering controls in use at the time.
 - b. Work practices followed.
 - c. A description of the device being used.
 - d. Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
 - e. Location of the incident (O.R., E.R., patient room, etc.).
 - f. Procedure being performed when the incident occurred.
 - g. Employee's training.
2. If it is determined that revisions need to be made, The Environmental Health and Safety Office and UNO Student Health Services will ensure that appropriate changes are made to this ECP. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc).

XIII. UNO Preparedness and Action Plan for Disaster, Emergency, and Dangerous (or Potentially Dangerous) Situations.

PURPOSE

To set forth administrative policy and procedures to be followed by University employees and students concerning preparedness for and actions to be taken in the event of a disaster, emergency, or dangerous (or potentially dangerous) situation.

DEFINITIONS

1. Action is the implementation of the appropriate established plan.
2. Disasters are categorized as fires, explosions, or natural catastrophes such as hurricanes, floods, etc.
3. Emergencies are life-threatening and /or other situations which require immediate official attention, e.g., suicidal or homicidal mental disturbances; automobile, bicycle, or pedestrian accidents; civil disorders; rapes; assaults; bomb threats; fire alarms; break-ins; medical-related incidents: respiratory distress (difficulty breathing), cardiac arrest (absence of heart beat), unconsciousness, hemorrhaging.
4. Dangerous situations are not immediately life threatening, but require quick action by appropriate administrators (e.g., elevator break-downs; traffic obstructions; power failure; food poisoning; disabled water systems).
5. Preparedness entails the establishment of a plan of action to deal with disasters, emergencies, and dangerous situations; procurement of equipment required to implement the plan of action; and personnel training in equipment use and the plan of action procedures.

GENERAL POLICY

1. Building Coordinators are responsible for safety within the facility of their charge. This includes the successful evacuation of all occupants should conditions so dictate. Basic to addressing this responsibility is the development and implementation of a plan of action, which establishes the procedures, personnel assignments, equipment and training needed to deal with identified situations that require evacuation, including the disabled.

2. In the event of a building emergency or dangerous situation, the Building Coordinator for the facility is responsible for initiating all steps to resolve the situation. When another UNO department requires a response (e.g., Student Health Services, Counseling Services, Disabled Student Services), University Police (ext. 36666) is the initial point of contact and will inform other departments as deemed necessary.
3. Evacuation procedures for off-campus facilities where UNO programs are housed (e.g., Downtown Center, Jefferson Center, West bank Media Center, Slidell Campus, Lee Circle Complex, and UNO Technology Enterprise Center) shall be consistent with this policy and shall be reviewed by the UNO Administration and the Environmental Health & Safety Office. In the event of a disaster, emergency, or dangerous situation at an off-campus site, incidents involving UNO facilities, personnel, students and/or activities shall be reported to 911 first and then to University Police at 280-6666.
4. In the event of a disaster, emergency, or dangerous situation that involves the entire campus (e.g., hurricane, flood), the President or a designated representative will decide whether or not to cease operations and evacuate the campus. Announcements will be made to all departments through the Vice Presidents, following organizational lines of authority. A message will be posted on the 280-6000, university information line, and also on the University web page. Employees and students should monitor electronic news media for public service announcements of University opening and closing. The President or a designated representative will make official notification to the media. Pronouncements from any source other than those prescribed herein should not automatically be considered correct or valid.

AUTHORITY

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University System and (the administrative requirements) of Title 11 of the Americans with Disabilities Act (ADA) - PL 101-336.

This document supersedes AP 48.2 dated November 1,1995, which is hereby rescinded.

PROCEDURE

1. Emergencies
 - a. As a general policy, all emergencies should be reported to the University Police at extension 36666. University Police will notify other appropriate departments. For example, University Police will contact Student Health Services in the event of a medical emergency.

- b. In the event of a fire alarm, Building Coordinators or their designated representative should contact University Police and initiate building evacuation plans immediately. The alarm system will also notify University Police and Facility Services (FS). NOTE: University Police will search for fire and silence the alarm if none is found. FS will correct the alarm fault and reset the system. University Police will contact the New Orleans Fire Department in the event of fire.
- c. In the event of a biological, chemical and / or radioactive material spill, the Building Coordinator should immediately contact University Police at extension 36666 to report the exact location of the spill and material(s) spilled if known. The person making the report should remain available to provide University Police with other essential information.

2. Disasters

- a. The President receives information of major disasters or pending events such as hurricanes and floods from several official sources. If a determination is made by the President to cease operations or evacuate the campus, employees and students will be notified through organizational lines of authority. A message will be posted on the 2806000, university information line, and also on the university web page.
The President or a designated representative will notify the news media.
- b. Facility Services will immediately activate their departmental emergency plan, and proceed to close all university buildings, and secure equipment and facilities. Unauthorized access to secured area will not be permitted.
- c. In the event an evacuation order is issued, student residents (Privateer Place, TRAC, Bienville Hall and Lafitte Village) will be required to evacuate. University Police will be responsible for ensuring that everyone has left the campus. University Police will employ whatever means is necessary to insure the safety and security of the employees, students and property of the University of New Orleans. No one will be allowed to return until the evacuation order is lifted.

3. Preparedness

- a. Building Coordinators are responsible for the following preparedness tasks for their respective building(s):

- i. Considering the uniqueness of each facility, establish a plan of action using the outline provided. The Environmental Health & Safety Office should periodically review the completed plan.
- ii. Identifying resources (e.g., evacuation equipment for the disabled) needed to implement the plan.
- iii. Training those involved in the plan of action.
- iv. Practicing and evaluating the plan of action annually.

REFERENCES

Hurricane Preparedness/Action Plan (Environmental Health & Safety Office)

Crisis Manual (Campus Telephone Directory)

Title 11 of the ADA-PL 101-336

Critical Incident Stress Debriefing Program

XIV. Incident Response

Incident response and evaluation are essential to an effective violence prevention program. In accordance with existing statutes, all workplace violence programs should provide comprehensive assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident.

Victims of workplace violence may suffer a variety of consequences in addition to their actual physical injuries~ These could include, short and long-term psychological trauma, fear of returning to work, changes in relationships with co-workers and family, feelings of incompetence, guilt, powerlessness, and fear of criticism. Consequently, a strong follow-up program for these employees will help them to deal with these problems.

There are several types of assistance that could be incorporated into the post-incident response. For example, trauma-crisis counseling, critical incident stress debriefing, or employee assistance programs may be provided to assist victims. Certified employee assistance professionals, psychologists, psychiatrists, clinical nurse specialists, or social workers could provide this counseling; or the employer can refer staff victims to an outside expert. In addition, an employee counseling service, peer counseling, or support groups may be established.

In any case, persons assigned to respond to incidents of violence must be well trained and have a good understanding of the issues and consequences of assaults and other aggressive, violent behavior. Appropriate and promptly rendered incident debriefings and counseling should reduce psychological trauma and general stress levels among victims

and witnesses. In addition, appropriate response educates staff about workplace violence and positively influences the workplace.

XV. Recognizing Inappropriate Behavior

1. Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and disciplined in accordance with the organization's policies:
 - a. Unwelcome name-calling, obscene language, and other abusive behavior.
 - b. Intimidation through direct or veiled threats.
 - c. Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object.
 - d. Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.
 - e. Physically intimidating others including such acts as obscene gestures, "getting in your face," and fist shaking.

XVI. Personal Conduct to Minimize Violence

Follow these suggestions in your daily interactions with people to defuse potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, withdraw from the situation.

DO

- Project calmness: move and speak slowly, quietly, and confidently.
- Be a good listener. Encourage the person to talk, and listen patiently.
- Focus your attention on the other person to demonstrate your interest in what he/she has to say.

- Maintain a relaxed yet attentive posture and position yourself at an angle rather than directly in front of the other person.
- Acknowledge the person's feelings by gestures such as nodding your head. Ask the person to move to a less public, quiet area, if appropriate.
- Establish ground rules if unreasonable behavior persists. Calmly, describe the consequences of any violent behavior.
- Use delaying tactics, which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- Be Assuring and point Out choices. Identify and deal with specific issues. Accept criticism in a professional manner.
- Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you.
- Position yourself so that a visitor cannot block your access to an exit.

DO NOT

- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual's personal space. Make sure there is a space of 3' to 6' between you and the person.
- Use styles of communication, which generate hostility such as apathy, brush off, coldness, condescension, 'robot-ism', going strictly by the rules, or giving the runaround.
- Reject all of an individual's demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing, or long periods of fixed eye contact.
- Make sudden movements, which can be seen as threatening. Notice the tone, volume, and rate of your speech.

- Challenge, threaten, or dare the individual. Never belittle the person or make hitcher feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.

XVII. Driver Safety Program

The University of New Orleans is committed to a continuing, aggressive program of driver safety. This program is intended to increase safety awareness among drivers of university vehicles, to minimize the exposure to liability and financial losses and to develop accountability for safe driving. One of the most effective ways of accomplishing this is by restricting vehicle operations to a minimum number of drivers who have good driving records. Using the above as guidelines, UNO has developed a Driver Safety Program to limit the potential for vehicular accidents by:

- Increasing supervisory involvement in the management of vehicular operations.
- Ensuring UNO drivers meet established criteria for granting driver authorization.
- Providing required defensive driver training.
- Investigating all accidents to determine the cause and taking necessary action to prevent recurrences.

Components of Driver Safety Program

1. University Vehicles:
 - a. Any licensed vehicle owned, leased and/or rented by the University of New Orleans is considered a university vehicle. Also included is any privately owned vehicle used in the course and scope of employment.
 - b. The UNO-owned vehicles are located in two areas. Facility Services houses, maintains and controls use of university-owned motor pool vehicles. Detailed information on use of motor pool vehicles is located in Administrative Policy & Procedure (AP) 10.1, a copy of which is located at the end of this section. There are also some vehicles assigned to various colleges/departments. These areas are responsible for ensuring that the vehicles are kept and maintained in a safe operating condition.

2. Driver Categorization:

- a. All drivers of university vehicles must be identified using the following categories:
- b. Regular Driver is an individual whose normal job duties require him/her to drive in the course and scope of his/her employment on a frequent basis (such as once a week).
 - ii. Occasional Driver is an individual whose normal job duties do not require him/her to drive in the course and scope of his/her employment. (May drive only on an infrequent basis).
 - iii. Non-Driver is an individual whose normal job duties do not require him/her to drive in the course and scope of his/her employment and does not normally drive, even in an irregular or infrequent basis. (May drive in an emergency situation).

3. Driver Authorization:

- a. Any University of New Orleans employee whose position may require the operation of a university owned, rented or leased vehicle must obtain driver authorization. This authorization is required to be obtained annually. The following must be accomplished in order to obtain authorization:
 - i. Approval by his/her supervisor.
 - ii. Completion by employee of the Authorization and Drivers History Form and forwarded by the supervisor to the Campus Safety Officer.
 - iii. The form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety. Upon review of the Authorization and Drivers History Form and the ODR, it is determined if the employee is allowed to operate any vehicle for the university.

4. Driver Safety Training:

- a. The Campus Safety Officer has been authorized to conduct Driver Safety Training Courses for University of New Orleans employees. All employees who driver on university business of university vehicles shall attend the Driver Safety Course within three months of entering the

program and must attend a refresher course at least once every three years unless their class of license requires other training or testing. Supervisors shall allocate time for training of designated drivers.

5. Responsibilities:

- a. Campus Safety Officer - is responsible for coordination and implementation of the Driver Safety Program for UNO. He/She ensures that the policies and procedures are implemented, that training courses are conducted and that driving records are maintained. The Campus Safety Officer will also perform the following:
 - i. Ensure that reports reflecting the impact of the program are provided to the department heads and supervisors.
 - ii. In coordination with Campus Police, he/she will ensure that ODRs on employees are reviewed annually.
 - iii. Before authorization to drive vehicles on university business is issued, he/she will ensure that the completed form shall be signed and dated by all parties.
- b. Supervisor - must ensure that all Driver Safety Program policies and procedures are followed. He/she shall be responsible for the following:
 - i. Identify employees as either regular, occasional or non-driver.
 - ii. Ensure that the authorized driver has the proper class license for the vehicle operated.
 - iii. Enroll employees designated as regular drivers in the Driver Safety Course within three months of authorization and once every four years thereafter unless his/her driving record dictates need for additional training.
 - iv. Shall review employee's need for operating university vehicles annually. Those no longer having a need to drive, or who are highrisk drivers, will lose their driving privilege. A high-risk driver is:
 1. Any individual having three or more convictions, guilty pleas and/or *no lo contendere* pleas for moving violations.

2. An individual having a single conviction, guilty plea or *no lo contendere* plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation within a one-year period.
 - v. If the employee is to operate a motor pool vehicle, the supervisor must ensure that the driver follows the UNO Fleet and Safety Program, Administrative Policy & Procedure (AP) 10.1.
 - vi. If a department has custodianship of a vehicle, the supervisor is responsible for seeing that the vehicle provided to the employee is in safe operating condition and that a MV3 (Motor Vehicle 3) report is completed and submitted to Facility Services by the 10th of each month. Included in this report is an ORM mandatory maintenance checklist, which must be completed. A copy of this form is located at <http://forms.uno.edu> in the EHSO folder.
- c. Facility Services - shall be responsible for the upkeep and maintenance of all UNO motor pool vehicles as per AP 10.1.
- i. Loss Claims Officer - is responsible for the following:
 - ii. Report all vehicle accidents to the State Office of Risk Management.
 - iii. Provide accident analysis through the monitoring of the ORM Quarterly Claims Loss Listing Report.
- iv. Monitor and assist in ORM investigations of accidents.
- v. Assist departments where accident claims have been reported to address issues and make recommendations of loss prevention.
- d. Employee Driver - must abide by the policies and procedures of the Driver Safety Program. The following must be adhered to:
- i. Employees will be authorized to operate only those vehicles for which there is a genuine job requirement and for which they are licensed and trained.
 - ii. Operate university vehicles in a safe and responsible manner, using good defensive driving techniques.

- iii. Prior to use, ensure vehicle has been inspected and all installed safety equipment is functional and use seat belts in accordance with State law.
- iv. An employee may be subject to disciplinary action if he/she:
 1. As a regular driver, knowingly and intentionally operates a university vehicle without a current driving authorization.
 2. Fails to report an accident/incident involving a university vehicle.
 3. While driving a university vehicle is convicted for Reckless Operation of a Motor Vehicle, Driving While Intoxicated, or in such a manner as to cause negligent injury and/or similar violations.
 4. Fails to report revocation of his/her driver's license and does not notify the supervisor of any driving citations received.

Accident Reporting:

An accident is defined as any incident in which a vehicle comes in contact with another vehicle, person, object, or animal. It is also considered an accident regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible. This also applies even if there is no visible damage. All accidents shall be reported to the supervisor on the day of the accident or as soon thereafter as possible.

Accident reporting forms (DA-2041) are provided in the glove compartment of each university vehicle or can be obtained from the Facility Services Fleet Manager or the Loss Claims Officer. A copy of this form is located on the ehso website.

In order to comply with the State Office of Risk Management regulations, the DA-2041 form shall be submitted to the Loss Claims Officer within 24 hours after an accident occurs.

The list below shall be followed when reporting an accident involving a university motor pool vehicle:

1. Employee involved in the accident shall:
 - a. Notify the UNO Fleet Manager at 504/280-6865 and the Loss Claims Officer at 504/280-6498 immediately if a third party suffers bodily injury.

- b. Not leave the scene of the accident until all required information is obtained.
 - c. Complete the DA-2041 form at the scene.
 - d. If possible, take photos of damaged vehicle(s) and/or property.
 - e. Have supervisor review and sign (if supervisor is not available, report to UNO Facility Services Fleet Manager, located in the Facility Services Building).
2. Supervisor responsibilities:
- a. Review the DA-2041 with employee to assure form is accurate and complete. If form is not complete, assist him/her.
 - b. If unable to provide all information requested, complete as much as possible.
 - c. After reviewing with employee and signing form, forward immediately to Facility Services Fleet Manager.
3. Facility Services Fleet Manager responsibilities:
- a. Contact Loss Claims Officer upon being informed of accident.
 - b. Upon receipt of DA-2041, review form and if unable to provide all information requested, complete as much as possible.
 - c. Forward DA-2041 immediately to Loss Claims Officer.
 - d. Provide a copy of form to Campus Safety Officer for review.
 - e. Obtain the following and forward to Loss Claims Officer as soon as possible after the DA-2041 has been completed and submitted:
 - i. 2 estimates of repairs,
 - ii. Copy of driver's authorization form with ODR (Operator Driver Record) attached, and photographs of damaged vehicle(s)

Accidents involving a departmental vehicle or a rented/leased vehicle shall adhere to the following:

1. Employee involved in the accident shall:

- a. Notify the Loss Claims Officer at 504/280-6498 immediately if a third party suffers bodily injury.
- b. Do not leave the scene of the accident until all required information is obtained.
- c. Complete the DA-2041 form at the scene.
- d. If possible, take photos of damaged vehicle(s) and/or property.
- e. Have supervisor review and sign DA-2041 form; if a supervisor is not available, report to the Loss Claims Officer in the University Center in Room 254.

2. Supervisor responsibilities:

- a. Review the DA-2041 with employee to assure form is accurate and complete. If form is not complete, assist him/her.
 - b. If unable to provide all information requested, complete as much as possible.
 - c. After reviewing with employee and signing form, forward immediately to the Loss Claims Officer.
 - d. Provide a copy of form to Campus Safety Officer for review.
 - e. Obtain the following and forward to Loss Claims Officer as soon as possible after the DA2041 has been completed and submitted:
 - i. 2 estimates of repairs.
 - ii. Copy of driver's authorization form with ODR (Operator Driver Record) attached.
- iii. Photographs of damaged vehicle(s).

Accidents involving a privately owned vehicle:

Privately owned vehicles utilized for UNO business by a driver approved in accordance with the Driver Safety Program, will be afforded liability insurance coverage in excess of that currently existing on the vehicle. Upon notification of the vehicle owner's insurance

carrier, contact the supervisor and the Loss Claims Officer at 504/280-6498 immediately thereafter.

XVIII. Equipment Management Program

The University of New Orleans has developed a comprehensive loss prevention equipment management program to conduct effective maintenance operations within its facilities. This program is designed to reduce losses of equipment, decrease operational down time and extend the life of UNO' 5 equipment.

Areas of Responsibility

Equipment at the University of New Orleans is maintained and monitored through the use of specific manuals. These manuals are located at UNO Central Plant, Facility Services and Energy Services and are kept current with information used in the maintenance of the equipment. These manuals are available to all employees.

The following are responsible for the implementation of the University of New Orleans Loss Prevention Equipment Management Program. Their responsibilities include what equipment is to be maintained, how maintenance is performed and record retention.

Director of Facility Services:

This position provides leadership and support so that all employees under his/her supervision can perform their jobs efficiently. He/she monitors the proper functioning and maintenance of all Facility Services areas, which include water heaters, boilers, the HVAC system, plumbing, carpentry and electrical equipment. The following are the positions that monitor the UNO equipment maintenance and repair procedures:

Administrative Manager:

1. Reports directly to the Director of Facility Services.
2. Ensures employees have the proper tools and training to perform their respective duties.
3. Monitors all equipment history and maintenance requirements through the Maintenance Management System (MMS) computer program. This program performs the following functions:

- a. Provides management of the UNO Preventive Maintenance Program). This computer program provides the history and maintenance requirements of equipment which include water heaters, boilers, HVAC, pressure vessels, transformers and electrical components.
- b. Through generation of PM preventive Maintenance) Worker Orders, MMS provides notification to the operators of the proper timing and type of work that is required on equipment.
- c. Furnishes documentation on equipment history, maintenance performed, time, cost and materials spent on repairs. These records are retained for 1.5 years.

Energy and Utilities Engineer

1. Reports directly to the Director of Facilities Services.
2. Maintains all equipment manuals and makes certain they are available to employees.
3. Ensures that all equipment is compliant with required maintenance. Schedules and monitors the annual inspection of UNO boiler and machinery equipment conducted by the commercial insurance carrier, The Hartford Steam Boiler Inspection and Insurance Company. He/she also ensures that the commercial insurance carrier finishes a copy of their report to UNO.
4. Performs trend analysis of equipment and retains these records for a minimum of two years.
5. Reviews oil test results that are performed by various contractors on different types of equipment.
6. Monitors all aspects of Central Plant functions.
7. Ensures that the employees have the proper tools and training to perform their assigned duties.

Operating Engineer Superintendent

1. Reports directly to the Energy and Utilities Engineer and is responsible for the operation, monitoring and testing of all IWAC, pumps, boilers and refrigeration equipment.
2. Ensures that all equipment is monitored and tested.

3. Supervises the retention of proper records and operating logs for 1.5 years.

Operating Engineer

1. Reports to the Operating Engineer Superintendent and is responsible for day-to-day operations of equipment.
2. Conducts and maintains daily and hourly operating log books on equipment and retains these logs for 1.5 years.

HVAC Mechanic Foreman

1. Reports to the Operating Engineer Superintendent and provides supervision for employees performing maintenance and repairs of equipment.
2. Ensures that the following are conducted:
 - a. Cleaning coils
 - b. Replacing filters
 - c. Safety inspections
 - d. Performing mechanical PM's issued from the Maintenance Management System

Facility Maintenance Engineer:

He/she reports to the Director of Facilities Services. Included in his/her responsibilities is the monitoring of all trades employees located in Facility Services. He/she is also responsible for employees having the proper tools and training to perform their assigned duties.

Electrical Foreman

1. Reports directly to the Facilities Maintenance Engineer.
2. Responsible for day-to-day electrical repairs on all buildings and equipment on campus.
3. Performs or supervises the repairs and/or PM's on electrical equipment on the UNO campus.

Plumber/Pipe fitter Foreman

1. Reports to the Facilities Maintenance Engineer.
2. Responsible for day-to- day plumbing repairs on all buildings and equipment on campus.
3. Performs or supervises the repairs and/or PM's on equipment containing plumbing components.

Carpenter Foreman

1. Reports to the Facilities Maintenance Engineer.
2. Responsible for day-to-day carpentry-related repairs on all buildings and equipment on campus. Performs or supervises carpentry repairs and/or PM's on building roofs and other structures on the UNO campus.
3. In addition to the above, a responsibility of this position is the monitoring of all on-campus elevator maintenance contracts. Off-campus buildings owned by UNO, but leased to or partially housed by other parties, are maintained by property management companies who assume the responsibility of the elevator maintenance for the respective buildings.

Director of Energy Services:

Monitors the University of New Orleans service contract with Johnson Controls, Inc. for the maintenance and repair (mechanical and electrical) and testing (i.e., eddy current and pressure leak) of all chillers on the UNO campus.

XIX. Water Vessel Safety Program

This program is intended to increase safety awareness among operators and crewmembers in University owned or leased vessels while minimizing exposure to liability and financial losses. The purpose of this program is also to develop accountability for safe vessel operation.

Vessel Registration:

Before a vessel operator plans the first outing, he/she must be familiar with the laws and regulations for boat numbering, registration and titling. The college responsible for a boat must apply for numbers on approved forms with the Department of Wildlife and Fisheries. This form can be obtained from the Department of Wildlife and Fisheries. Proof of ownership and payment of all taxes due along with the registration fee must be

provided with the completed form. Upon completion of these requirements, a certificate of number along with a validation decal will be issued. The certificate of number is valid for three years and indicates the number of the vessel. When a certificate is obtained, a copy must be sent to the Campus Safety Officer. The certificate must be on board whenever the vessel is used. If a vessel is lost, destroyed, abandoned, stolen or sold, the UNO Campus Safety Officer and the Wildlife and Fisheries Department must be notified of this information within 15 days.

Hull Identification Number (HIN):

All boats built since 1972 must have a Hull Identification Number (HIN) permanently attached to the transom on the starboard side, above the waterline. This number is like a serial number on a car. In Louisiana, if your HIN has been destroyed, obliterated or is missing, another number will be assigned. It must be permanently marked on the hull and be accessible for inspection. For assistance in obtaining a HIN, contact the Department of Wildlife and Fisheries.

Vessel Operation Authorization:

UNO employees wanting to use University vessels, or privately owned vessels for university business, are required to complete a UNO Vessel Authorization/Operator History Form each year. The form is submitted to the Campus Safety Officer and he/she uses the form to acquire information on the Water Vessel Operator Record (WVO) from the Department of Wildlife and Fisheries. Upon review of the WVO report by a Wildlife and Fisheries agent and the UNO Campus Safety Officer, a determination is made as to whether an employee can operate a vessel on University business. Upon the review by the authorizing agents, if the operator is considered to be a High Risk Operator, he/she will not be allowed to operate a university vessel.

High Risk Operators, are those individuals having one or more convictions, guilty plea and/or *no lo contendere* plea for vessel violations or individuals having a single convictions, guilty plea and/or *no lo contendere* plea for operating a vessel while intoxicated, careless operation, reckless operation, negligent homicide, interference with navigation or similar violation including any civil case for which negligence has been proven within a one year period.

Operator Training:

In order to operate a vessel on University business, each designated operator must successfully complete a Louisiana Boating Basics Course at least once every three years. Operators who have violations or negligence on their boating records are required to retake a Louisiana Boating Basics Course within a 12-month period. The names and locations of the appropriate courses can be obtained from the Campus Safety Officer. In addition to the certificate of the Louisiana Boating Basics Course, an employee must sign

and file an Acknowledgment of Responsibility form furnished by the Department of Wildlife and Fisheries to be held in his/her personnel records. A copy of this form is located at <http://forms.uno.edu> in the EHSO folder.

General Responsibility:

The Campus Safety Officer is responsible for reviewing operator records and identifying who will be authorized to operate UNO vessels. He/She is also responsible for conducting annual reviews of all WVO's to determine whether the delegated individuals continue to operate UNO vessels. The Campus Safety Officer ensures that policies and procedures are implemented, training courses are conducted, WVO records are maintained and reports reflecting the impact of the program are provided to the department heads and supervisors.

The following represent the general responsibilities of water vessel safety within the University of New Orleans. All individuals are responsible to ensure that all appropriate actions are taken to eliminate an unsafe situation.

- All supervisors are responsible for enforcement of this program and taking such immediate actions as necessary to stop and prevent unsafe acts involving any vessel operator or equipment owned or operated by UNO.
- All vessel operators are responsible for the elimination of unsafe acts or conditions within their work area and to report such conditions or actions to their immediate supervisor. If their supervisor is not available, they should contact the Campus Safety Officer.
- Any and all vessel operators have the responsibility to IMMEDIATELY STOP any observed unsafe acts and to eliminate any unsafe conditions.
- All vessel operators are responsible to adhere to safety guidelines for any and all equipment owned or operated by UNO and to follow safety directives accompanying equipment. This includes the use of personal flotation devices.

Water Vessel Operator Safety Rules:

The following are rules that shall be adhered to during operation of a UNO vessel:

1. A Float Plan (copy attached at the end of this section) must be filed with the UNO Police Department before a vessel is launched on UNO business. Be certain to cancel the plan upon return.
2. Each operator assigned to a vessel will develop a watertight Carry-On-Box (COB) emergency pack to be carried on board the vessel. This will include:

- a. Visual distress signals. [Minimum 3 for day, 3 for night. Suggested: red flares (night/day), orange smoke (night/day)].
 - b. Coast Guard approved fire extinguisher.
 - c. Sound producing device. (Air horn, whistle, bell). If vessel is larger than 12 meters, must have a bell and one of the other two devices listed above.
 - d. UHF radio. Prior to operation of a vessel assigned to, or operated by, a UNO individual the communication system must be operable.
 - e. First aid kit.
 - f. Flashlight.
 - g. Mirror.
 - h. Toolkit.
 - i. Charts and maps.
 - j. Potable water - ensure at least a one day supply of potable water is on board the vessel when in operation.
- g. Spare batteries for radio, phone and flashlight.
3. During the operation of any vessel assigned to or operated by a UNO operator, all individuals in the vessel will wear, at a minimum unless otherwise specified, a Class III Personal Flotation Device (PFD) at all times while the vessel is in operation. In areas of open waters or in areas where dangerous conditions exist such as Lake Ponchartrain during high winds, UNO personnel shall wear, at a minimum, a Class I or Class II PFD.
 4. If an individual passenger refuses to wear a PFD, the individual SHALL NOT be allowed on the motor vessel. The senior crewmember is to inform the passenger to depart from the vessel. The Campus Safety Officer will be notified of the situation.
 5. UNO vessels are not to enter areas of open water unless it is absolutely necessary. If the vessels must go into the open area waters, they will make certain that the Campus Safety Officer is aware of their destination and reasons for the trip BEFORE leaving.

6. All vessels will be equipped with a Global Positioning System (G.P.S.). Operation will be in accordance with the instructions provided with the system.
7. Operational status of all safety related items would be checked on a weekly basis and appropriate corrective actions taken to repair or replace, whichever is applicable. A copy of this vessel checklist is located at the end of this section. Copies of this checklist shall be kept in the department for two years.
8. No vessel is to be operated in outside/unprotected waters when a small craft advisory has been issued for the area. In the event such an advisory is issued during the day, the vessel is to return to protected waters.
9. No vessel is to be operated when gale warnings or tropical storm warnings have been issued for coastal Louisiana or in periods of serious visual impairment such as heavy rain or fog.
10. Individuals who do not know how to swim shall not be permitted to board a UNO assigned vessel except) t in emergency conditions.
11. Only those individuals who have completed the designated course will be allowed to operate a UNO vessel. Exceptions to this policy are for those members in training. When individuals in training are operating a vessel assigned to or operated by UNO, a senior staff operator will be on board the vessel providing necessary guidance. The senior staff operator will assume the operation of the vessel during times of high winds, heavy rainfall, fog, or other conditions, which represent a major impairment to the operator.
12. No horseplay is permitted in or around motor vessels at any time.
13. If violations of the rules and regulations of this program are knowingly committed, there can be cause for disciplinary action.

Fire Safety:

Along with general fire safety rules, the guidelines listed below should be followed to prevent fires:

1. All guidelines issued by U.S. Coast Guard concerning fire safety will be adhered to at all times.
2. All fire extinguishers are to be inspected by vessel operators each week. Inoperable units will be repaired I replaced prior to departure.
3. Gasoline shall not be used as a solvent for de-greasing at any time.

4. Flammable liquids shall be stored in an approved storage container and stored and used only in an area of adequate ventilation.
5. All electrical equipment will be properly grounded and inspected for worn or broken wiring and appropriate repairs made before use.
6. Dirty rags shall not be stored in a pile and will be disposed of if necessary.

Personal Safety:

The following are rules for personal safety when on, or near, a UNO vessel:

1. All affected UNO individuals must become thoroughly familiar with the requirements of this program and adhere to them.
2. No UNO staff member will operate any equipment assigned to, or operated by, UNO while under the influence of any drug, prescription or non-prescription, which impairs the judgment of the individual or causes the individual to become drowsy. The use of alcohol is strictly prohibited.
3. Each individual is responsible for his/her own personal safety and shall not assume safety is the responsibility of anyone else. He/She is responsible for checking and maintaining personal safety items.
4. Proper personal safety equipment will be available and worn as per manufacturer's recommendations for any vessel being operated. If an individual does not possess the necessary safety equipment, he/she must prepare a written document for his/her supervisor explaining the equipment needed and justification for the need.
5. If an unsafe act is witnessed, it is the responsibility of the operator to take corrective action if possible. The supervisor or senior person available must be notified if the unsafe act continues.
6. All persons are to become aware of the symptoms and immediate first aid for HEAT STRESS & HYPOTHERMIA.
7. Trailer tongue jacks shall be properly maintained in working order in order to assist in preventing back injury.
8. All vessels will be refueled at the end of the day when returning to the office.

Accident Reporting:

A vessel is considered to be involved in a boating accident whenever the occurrence results in damage by, or to, the vessel or its equipment, in injury or loss of life to any person or in the disappearance of any person from on board under circumstances that indicate the possibility of death or injury. A boating accident includes, but is not limited to, capsizing, collision, foundering, flooding, fire, explosion and disappearance of a vessel other than by theft. The UNO Campus Safety Officer (504/280-6670) and the Wildlife and Fisheries Department shall be notified within 48 hours if death or injury is involved, or within 5 days if only property damage in excess of \$200.00 is involved reference R.S. 34:851.10). The following are the steps that must be followed immediately after a boating accident involving no injuries:

1. All accidents shall be reported on the Boating Accident Report (Copy of this form located at <http://forms.uno.edu> in the EHSO folder) to the next level of supervision by the vessel operator having the accident on the day of the accident, or as soon thereafter as possible.
2. The supervisor of the individual having the accident shall review the accident report and verify for accuracy. He/She will assist, if necessary, the individual in completing the form. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or corrected information.
3. In investigating complex accidents, the supervisor should request assistance from the Campus Safety Officer.
4. Any objects that may have caused/contributed to or that are suspected of causing an accident are to be retained and preserved as evidence. Property damage should be photographed if possible.
5. As soon as possible after the accident, the supervisor shall notify the Campus Safety Officer and forward the completed form to him/her. The Campus Safety Officer will assist if more help is needed in completing the form.
6. The Campus Safety Officer will review the Boating Accident Report, the Authorization/History Form and the Water Vessel Operating Record (WVO). Upon review, he/she will forward copies of all reports to the Loss Claims Officer. He/She will submit the documentation to the State Office of Risk Management and the Wildlife and Fisheries Department. This shall be completed within 5 working days.
7. The supervisor is not relieved of the responsibility of completing an Employer First Report of Injury when an employee is injured or the appropriate reports for property/liability claims.
8. Should an accident result in the injury or death of a student, follow the procedures above and notify the Office of Student Life at 504/280-6222.

9. Should an accident result in the injury or death of an employee, follow the procedures above and notify the Human Resource Management Office at 504/280-6259.
10. Failure of a vessel operator to report any accident could be cause for disciplinary action.

XX. Bonds/Crimes Loss Prevention Program

The University of New Orleans Bonds/Crime Loss Prevention Program provides a comprehensive system of internal fiscal controls that assign responsibility and accountability for performance of duties by employees at the lowest possible cost.

Following internal accounting control procedures ensures implementation of the program, which includes reliable, accurate financial information so that managers can make programmatic decisions. These procedures also ensure that assets and records of UNO are not stolen, misused or accidentally destroyed and that government regulations are met.

Goals and Objectives

The following are the primary goals and objectives of the University's internal control environment:

- Reliability and integrity of information.
- Safeguarding of the University assets.
- Economical and efficient use of University resources.
- All cash intended for the University is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.
- Petty cash, cash, and other working funds are disbursed only upon proper authorization of management, for valid business purposes, and all disbursements are properly recorded.
- Payroll disbursements are made only upon proper authorization to bonafide employees, properly recorded and in compliance with related legal requirements.

- Grants, gifts, and bequests are received and properly recorded, and that compliance with the terms of any related restrictions is adequately monitored.
- Fixed assets are acquired and disposed of only upon proper authorization, adequately safeguarded, and properly recorded.

Components of Bonds/Crime Loss Prevention Program

Documentation

Departmental accounting records and documentation are compared with accounting system reports and financial statements to verify their reasonableness, accuracy and completeness.

Separation of Duties

Employees who have sufficient understanding of the University accounting and financial system to verify that recorded transactions actually took place and were made in accordance with University policies and procedures examine departmental accounting records and documents. Duties are separated so that one person's work routinely serves as a check on another's work. No one person has complete control over more than one essential function or activity. The general internal control principles are applied to all departmental operations, including:

1. Accounting records and reports
2. Payroll
3. Purchasing, receiving, disbursement approval
4. Equipment and supplies inventories
5. Cash receipts
6. Petty cash funds
7. Billing
8. Accounts receivable

Supervision

Department Managers are responsible for establishing, maintaining, and supporting a system of internal controls, as well as discouraging avoidance of University internal

controls and policies. Adequate supervision is necessary to ensure that internal controls are operating as intended and to ensure the reliability of accounting and operational controls by pointing out errors, omissions, exceptions and inconsistencies in procedures. Department Managers periodically review departmental procedures to ensure that the general principles of internal control are followed. Management is responsible for strengthening internal controls when weaknesses are detected.

Key Control

In order to protect and prevent losses of University of New Orleans property, the procedures for control of keys for UNO buildings are listed in the Administrative Policy and Procedure (AP) 37.3, a copy of which is located at the end of this section.

Areas of Responsibilities

Office of Financial Services

The Vice President of the Office of Financial Services manages the University's financial and physical assets in the manner that will maximize resources available. His/Her duties include:

1. Ensure the financial solvency of the institution by producing and analyzing financial and budgetary information.
2. Design, operate and maintain the University's business systems and auxiliary services to serve the needs of the University community within state law and board regulations.
3. Responsible for recording accounting data, designing new systems, approving new accounts, providing assurance of the accuracy of all computer data input and interfacing with appropriate University administrative offices in the design and preparation of all internal and external fiscal reports.
4. Evaluate the safeguards used to protect all assets belonging to the University. This includes evaluating management procedures to assure that all financial transactions are properly approved and are in compliance with the Board of Regents policy, legislative intent, as well as state and federal laws and regulations.
5. Preparation of internal and external budget reports.
6. Periodically reviews the internal accounting control system and modify it to include new circumstances and regulations.

7. Ensures that all personnel in departments reporting to the Office of Financial Services are properly trained for their position.
8. Keeps and maintains procedure manuals and makes certain they are available to all the areas reporting to the Office of Financial Services. A copy of the list of procedure manuals is located at the end of this section.

Purchasing

This department reports to the Vice President of the Office of Financial Services and the following functions are conducted:

1. Procures high quality goods and services at competitive prices to sustain, foster and support the educational and research endeavors of the University.
2. Oversees the purchasing function in accordance with the requirements of all state, federal, and university laws, regulations and policies.
3. Assures that all payments to vendors are processed in a timely manner after proper approval.

Office of Accounting Services

The Director of the Office of Accounting Services reports to the Vice President of the Office of Financial Services. He/She ensures that a system of checks and balances is followed so that only one person handles no financial transaction from beginning to end. These procedures also describe the administrative tasks and who is responsible for each, as well as, how functions such as paying bills and depositing cash are handled. The Director of Accounting Services and his/her designee are responsible for overseeing the day-to-day implementation of these procedures. He/She is also responsible for the following:

1. Provides assistance to students on financial matters.
2. Provides business services to faculty, staff and students through receipting, disbursement, payroll and reporting functions.
3. Accounts for financial assets.
4. Accumulates financial information efficiently for dissemination to the University community, government agencies and the general public.
5. Assists in the design of accounting systems to serve the needs of the University community within State and Board Regulations.

6. Responsible for recording accounting data, providing assurance of the accuracy of all computer data input.

Bursar

This department reports to the Assistant Director of Accounting Services and is responsible for cash handling at UNO with functions which include assurances that:

1. All funds belonging to the university are properly deposited and accounted.
2. Facilities are available for the deposit of funds.
3. Collection of student fees.
4. Ensures the security of cash handling by surveillance cameras and an alarm system installed that is remotely monitored by Campus Police and covers the bursar teller windows as well as the vault.

Accounts Receivable

This department reports to the Assistant Director of Accounting Services and follows-up on student fee receivables and commercial accounts receivables. Procedures for these functions, Office of Financial Services Business Operating Procedure - Departmental Accounts Receivable, are located in the Office of Financial Services.

Payroll

The Payroll Department reports to the Assistant Director of Accounting Services and assures that all salary and wage amounts are processed for payment to employees and all federal and state reports are filed on a timely basis.

Grants and Contracts Accounting

This area reports to the Associate Comptroller in the Office of Financial Services and responsibilities include the following:

1. Oversees, administers and monitors all university sponsored research agreements which may originate from federal, state, local, or private funding sources.
2. Responsible for performing the accounting function for these agreements including the preparation of financial reports, the submission of requests for

payment, the monitoring of allowable expenditures and providing technical assistance to the university research community.

3. Endeavors to ensure university compliance with various federal circulars, state and local laws and generally accepted accounting principles.

Internal Fiscal Control

The Office of Internal Audit is responsible for reviewing the adequacy of departmental internal controls and for reporting any findings to the appropriate campus management. Internal auditing has full access to all records, properties and personnel relevant to any subject under review. Department Managers are responsible for prompt corrective action on all internal control findings and recommendations made by internal and external auditors. The audit process is complete only after managers receive the audit results and take action to correct internal control weaknesses, improve systems or demonstrate that corrections are not warranted.

XXI. Procedures for Conducting Loss Prevention Self Audit.

As required by the State Office of Risk Management (ORM), the University of New Orleans shall perform an annual self-audit in preparation for the State Loss Prevention General Safety Audit. It is required that all the agencies perform annual self audits (by October 5 each year) and to provide this documentation to ORM prior to the State audit. The purpose is to insure that all areas are in compliance with the State loss prevention program and published rules. To conduct this self audit, UNO will use the Office of Risk Management forms (see attached) that are utilized to perform the State audit. The self audit is conducted by October 5 of each year by the UNO Self Audit Team consisting of individuals from the areas that will be affected by this audit financial Services, General Safety, Drivers Safety, Facility Services, Water Vessel Safety, Human Resource Management).

The following is a list of the procedures for conducting the self-audit:

1. The ORM audit forms will be divided among the team members, each member receiving the portions applicable to his/her area.
2. Each team member shall complete his/her portions and locate any records that are specifically requested in his/her section of the audit. This record (including building, room, name of person responsible for the record keeping)

shall be included, in writing, next to each question that requests the information.

3. The team shall meet to review and discuss the findings.
4. The findings of the Self Audit Team will be reported, in writing, to the heads of the units that are being audited and to the President and Executive Staff

The Campus Safety Officer shall retain the completed forms for reference and availability to ORM when the annual State audit is performed.