



# **UNIVERSITY OF LOUISIANA MONROE SAFETY MANUAL**

Environmental, Health & Safety Office

UNIVERSITY OF LOUISIANA, MONROE 700 University Ave, Monroe, LA 71209

Revised 8.6.24



## **DISCLAIMER**

Completion of this document has involved reference to sources believed to be reliable and most representative of current professional information on the subjects of general occupational safety and health. Every attempt has been made to present this information to the extent deemed necessary to meet the needs of most education programs.

However, the contributors make no claim as to the absolute reliability and completeness, in all situations, of the materials presented in this publication.

In addition, all personnel using this manual should be aware that it is not designed to be exhaustive in presenting safety and health measures, or that other standards might not be necessary under particular or unusual circumstances or conditions.

# TABLE OF CONTENTS

## THE UNIVERSITY OF LOUISIANA AT MONROE HEALTH AND SAFETY PLAN

### Contents

I. General.....	4
Introduction.....	4
Purpose.....	5
Presidential Safety Statement.....	6
Governor’s Safety Management Policy.....	7
Campus Security .....	8
Safety Responsibilities.....	10
Emergency Procedures in Case of Injury .....	14
First Aid.....	15
Safety Training.....	15
II. General Hygiene/Safety .....	16
General Safety Rules.....	16
Accident Investigations.....	18
Animal / Pet Policy .....	20
Asbestos Notification .....	20
Driver Safety Program .....	21
Employee Drug Testing Policy.....	22
Personal Protective Equipment .....	29
Reporting Workplace Hazards & Requesting Routine Maintenance.....	31
Utility Vehicle Safety Policy .....	33
Water Vessel Safety Program.....	37
III. Occupational Safety.....	38
Quarterly Building Inspections .....	38
Lockout/Tagout .....	44
Proximity Threat Analysis.....	47
Confined Spaces .....	48
IV. Fire/Life Safety .....	48
Emergency Evacuation Plan.....	48
Fire Drill / Building Evacuation Instructions .....	53
Elevator Fire Service Key Procedures .....	54
Natural Gas.....	54

Portable Heater Policy.....	56
Warhawk Alert .....	57
V. Chemical Safety.....	58
Hazard Communication Program.....	58
Personal Protective Equipment (PPE) for Hazard Communication .....	63
VI. Biological Safety .....	67
Bloodborne Pathogens Policy.....	67
Bloodborne Pathogens Spill Procedures .....	77
Key Policy .....	79
Appendix.....	81

## I. General

### Introduction

ULM's program for promoting safe work practices and a safe working environment in accordance with Office of Risk Management guidelines is detailed in the following statement of safety policy and responsibility. This policy should be read and its principles practiced by each ULM faculty and staff member. ULM's positive response to occupational safety and health is the commendable result of efforts by all faculty and staff to minimize the frequency and severity of accidents.

1. All levels of management are responsible for the safety and health of employees. This responsibility is met by continuous effort from everyone to implement safe working practices through maintaining property and equipment in a safe working condition, through quality project planning and execution and by ensuring full compliance with applicable rules, requirements and regulations.
2. Basic responsibility for employee health and safety rests with each individual. All employees will, as a condition of employment, be responsible for conducting their work in a safe and healthful manner.
3. Work practices should be based on the principles of least acceptable risk as defined by the Loss Prevention Section of the Office of Risk Management.
4. All University programs and activities should maintain a continuous identification and evaluation of employee health and safety risks by familiarization, inspections and coordination with the Environmental Health and Safety Office.
5. The University is committed to the control and reduction of employee exposure to known, evident or suspected occupational health and safety risks by attempting to lower exposure levels as quickly as governmental regulation, technology and economic feasibility allow.

The Environmental Health and Safety Office is located in Strauss Hall, Suite 255, Telephone 318-342-5177. ULM's designated safety officer (in accordance with R.S. 39:1543), is responsible for developing and implementing the University's comprehensive safety program.

## *Purpose*

This general Health and Safety manual has three areas of purpose:

1. To ensure, to the best of our ability, the safety and well-being of all students, personnel and guests touched by University of Louisiana Monroe and its programs.
2. To provide beneficial basic safety and health information to personnel and students entering and advancing in their chosen professions by reinforcing the proper safety attitudes, knowledge and habits.
3. To give students and personnel a foundation for developing the safety habits expected of them in the work force and throughout their lives.

This information has been supplemented with detailed explanations of responsibilities for safety and health, advice about safety and health instructions, and recommended emergency procedures. The scope of this manual is limited. All possible job-related hazards and safety requirements could never be covered in a document of this type. Safety training programs shall cover specific hazards and requirements for the workplace, including equipment. Use this book as a guide. Adapt it to all safety needs. The suggestions and information presented in this manual are to be used as an informative guide for an ongoing safety and health program. The fundamental task of incorporating health and safety into both the academic and personnel instructional programming is of utmost importance. Students and staff should be constantly reminded that health and safety must become an everyday consideration in any environment. In short, health and safety training should be a practical learning experience, transferable to every aspect of life.

This manual was designed as a guide for ULM to plan and implement the kind of safety training that will result in students and staff working to “do the right thing every day.” Appropriate use of these and additional documents will result in a thorough, informative program to maximize health and safety consciousness and effectiveness.



# University of Louisiana Monroe

## Safety Policy Statement

The University of Louisiana Monroe is committed to providing a safe and healthy academic and work environment for our faculty, staff, students and visitors. In support of this goal, the University has implemented an Environmental Health and Safety Program designed to provide a safe and healthy working, teaching, and learning environment while promoting an atmosphere of safety and health awareness.

As University President, it is my responsibility to promote the safety of the University Community and it is the responsibility of all employees and students to work as a team in the implementation of the University Safety Program. Each member of the University community should participate in the Safety Program by encouraging the development and cultivation of attitudes that are conducive to a safe environment. Individuals are responsible for their own safety and for promoting a safe environment in their areas of responsibility. This will make for an effective safety program in all phases of our operation: education, research, student service, public service and employee and community relations.

The University's safety program is proactive and exemplifies a commitment to the prevention of injury, illness and property damage by all members of the University community. All representatives of the University should be genuinely committed to the health and safety program while conducting their daily activities.

Through your efforts and spirit of teamwork, we will be able to maintain an environment free from unnecessary risks and dangers.

All questions concerning this policy should be directed to ULM's Environmental Health and Safety officer.

Rodd Berry

**Signature**

9/23/2020

**Date**



Jeff Landry  
Governor

State of Louisiana  
OFFICE OF THE GOVERNOR  
P.O. BOX 94004  
BATON ROUGE  
70804-9004

### STATE OF LOUISIANA LOSS PREVENTION POLICY STATEMENT

As Governor of the State of Louisiana, I am committed to providing a safe and healthy work environment for state employees, preserving the state’s assets and property, and protecting the public from harm. To accomplish these objectives, all state agencies, boards, and commissions (“state entities”) are required to participate in the Loss Prevention Program administered by the Office of Risk Management. The Loss Prevention Program assists state entities in mitigating hazards and risks in order to minimize the risk of injury to employees and citizens of the state, and reduce damage to and destruction of state property.

The head of each state entity is accountable for compliance with the Loss Prevention Program, including the following:

- Appointing an employee to serve as Safety Coordinator to direct that state entity’s safety program and act as liaison to the Office of Risk Management;
- Complying with all applicable government regulations pertaining to safety and health;
- Reducing employee exposure to all known and suspected occupational health and safety risks and hazards; and
- Giving priority during the budget process to eliminating or mitigating identified risks and hazards in the workplace.

The safety and well-being of our state employees is a top priority. As required by the Loss Prevention Program, state employees are educated on safety rules and best practices, and the manner in which these impact the performance of job duties. State employees therefore are responsible for following safety rules and established practices for their protection and the protection of others.

We all must work towards compliance with these objectives. Doing so will necessarily limit workplace injuries and reduce the costs and losses incurred by the state. Achieving these goals benefits not only state employees, but also the public we serve.

  
Jeff Landry, Governor  
State of Louisiana

3/22/2024  
Date



## **Campus Security Policy**

### **Introduction**

The University is responsible for ensuring appropriate security measures are implemented to protect students, faculty, staff, and the general public from criminal activity. Additionally, the University should take all possible measures to prevent the theft of University property.

### **Responsibility**

1. The University Police Department is responsible for ensuring that all campus security equipment and measures are functioning correctly. Additionally, the University Police shall monitor and patrol the campus on a routine basis to ensure that all University facilities are secure. The University Police are responsible for locking and unlocking designated buildings on a daily basis.
2. The Computing Center is responsible for ensuring that all video and access control systems are working properly. The Computing Center will routinely monitor and check all security cameras and access control systems. The Computing Center will notify the University Police of any cameras or access control devices that are not functioning correctly so that the University Police will increase patrols and pay special attention to that area.
3. The Physical Plant is responsible for issuing mechanical keys to individual employees. Keys are issued in accordance with the ULM Key Policy.
4. Warhawk ID Services issues and activates campus ID badges. Physical Plant administration is responsible for authorizing electronic access to University facilities in accordance with their Access Control Policy and Procedure.
5. Individual employees and department heads are responsible for ensuring that department offices and individual faculty and staff offices are secured when no one is present. Additionally, employees are responsible for securing all University property assigned to them.

## **Policy and Procedures**

1. The University Police shall unlock and lock main building entrance doors to each designated building on campus every day. The schedule for locking and unlocking will vary per building depending upon events, night classes, etc. Typically for most buildings during an active semester, buildings will be opened between 6:30 – 10:30 AM. Most buildings will be secured for the night between 10:00 – 10:30 PM. University Police shall physically check all entrance doors to ensure buildings are secured and no doors are propped open. The schedules are subject to change on a daily basis in accordance with University needs and requirements.
2. During normal University business hours, all University facilities are open to all faculty, staff, students, and the general public. Areas with restricted access will be locked, secured, and staffed to ensure security.
3. Employees shall lock their offices / work areas when they are not present. Additionally, it is recommended that all valuable items be stored out of sight (in closets, file drawers, desk drawers, etc.).
4. Department heads, Deans, Supervisors, etc. shall ensure that their department is secured at the end of each work day and also at any time when no employees will be present to monitor the security of the department.
5. Surveillance cameras will be used throughout campus facilities to supplement and assist in security. In most buildings, all entrances and exits are monitored by a surveillance camera.
6. Electronic access control systems are employed throughout campus facilities to ensure that access of facilities after normal business hours is carefully monitored and controlled. Employees who require access to facilities outside of normal University business hours must have such access authorized by their supervisor in accordance with the ULM Facility Access Control Policy and Procedures. The electronic access control system will log the time and date an employee enters a University facility. Additionally, the surveillance camera will link with the access control system to provide a video of the employee entering the facility.
7. Employees, Department Heads, and Supervisors who are assigned responsibility for University property shall take all measures and precautions to ensure that University property is not stolen or misplaced. All actions regarding University property shall be in accordance with University Property Control Policy and Procedures.
8. Access to Data on Computers – access to personal and sensitive data on computers shall be limited to only those employees who require access for official University business. Access to this data shall be carefully controlled by the ULM Computing Center in accordance with the University Computing Center Policies and Procedures Manual.
9. Additional Security Measures – additional security measures are routinely employed to ensure the safety and security of the University community. The University police are responsible for implementing additional security measures in accordance with their University Police Policies and Procedures Manual.

## *Safety Responsibilities*

ULM's program for promoting safe work practices and a safe working environment in accordance with Office of Risk Management guidelines is detailed in the following statement of safety policy and responsibility. This policy should be read and its principles practiced by each ULM faculty and staff member. ULM's positive response to occupational safety and health is the commendable result of efforts by all faculty and staff to minimize the frequency and severity of accidents.

1. All levels of management are responsible for the safety and health of employees. This responsibility is met by continuous effort from everyone to implement safe working practices through maintaining property and equipment in a safe working condition, through quality project planning and execution and by ensuring full compliance with applicable rules, requirements and regulations.
2. Basic responsibility for employee health and safety rests with each individual. All employees will, as a condition of employment, be responsible for conducting their work in a safe and healthful manner.
3. Work practices should be based on the principles of least acceptable risk as defined by the Loss Prevention Section of the Office of Risk Management.
4. All University programs and activities should maintain a continuous identification and evaluation of employee health and safety risks by familiarization, inspections and coordination with the Environmental Health and Safety Office.
5. The University is committed to the control and reduction of employee exposure to known, evident or suspected occupational health and safety risks by attempting to lower exposure levels as quickly as governmental regulation, technology and economic feasibility allow.

ULM's designated safety officer (in accordance with R.S. 39:1543), is responsible, under the direction of the Facilities Management Office and with the assistance of the Environmental Health and Safety Committee, for developing and implementing the University's comprehensive safety program.

Final responsibility for the comprehensive accident prevention and control program rests with management. Management must provide direction for the program by establishing achievable goals along with planning and organization of guidelines and procedures that determine accountability. The following list assigns responsibilities to upper management for the variety of positions at ULM (note, these responsibilities are not all inclusive):

**The President and Vice Presidents shall:**

1. Have responsibility for the comprehensive safety program
2. Determine and provide funding to eliminate unsafe conditions and provide personal protection to the employee
3. Coordinate safety policy in accordance with recommendations by the Safety Committee
4. Actively participate in the implementation of the safety program by review and response to reports, inspections and audits; assure contracts for projects are timely and directed to the most efficient and economical solutions of the problems at hand, and take a leadership role in application of goals set for the program.

**Deans, Directors and Department Heads shall:**

1. Hold at least four safety meetings annually
2. Provide for periodic self-inspections in their areas of responsibility utilizing the appropriate inspection form as detailed in "Inspections"
3. Have accidents resulting in personal injury to personnel for whom they are responsible investigated to determine cause and possible corrective actions and submit a copy of the report along with the accident report to the Safety Office
4. Cooperate with the Safety Officer when called upon to do so.
5. Appoint a College/Department Safety Committee with committee Chairman insuring minutes are taken and recorded.

**Environmental Health & Safety Officer shall:**

1. Develop and Implement a comprehensive environmental health and safety program with the intent of providing a safe and healthful work place and campus
2. Advise the President and operating management of methods to achieve goals
3. Review accident reports and trends to determine corrective actions
4. Review and recommend changes or amendments to the safety plan periodically
5. Recommend necessary actions to department heads to comply with requirements and regulations.
6. Ensure proper and accurate documentation of the Safety Program.

**The University Safety Committee shall:**

1. Assist the Environmental Health and Safety Officer in reviewing safety problems, developing policies and methods for resolving the problems and in developing procedures for achieving established goals
2. Assist the Safety Officer in developing safety education/training programs designed to create and maintain an interest in job safety
3. Assist in coordinating the efforts of the Safety Committees of all areas and departments throughout the campus
4. Review reports of significant accidents and/or property damage incidents
5. Develop suggestions and recommendations for the correction of hazardous acts, working conditions and/or unsafe work practices
6. Review and revise as necessary new or existing policies to minimize unsafe acts or procedures.

**Physical Plant Management shall:**

1. Prioritizes work orders and projects submitted for correction of unsafe conditions and resulting from all safety inspections
2. Establish and maintain a schedule and recording procedure for an all-inclusive preventive maintenance program for all systems, equipment and vehicles
3. Provide necessary training for maintenance and custodial personnel to ensure proper certification and licensing for required activities and equipment.

**Faculty, Supervisors and/or Foremen shall:**

1. As key figures in the ULM safety Program, each shall have a working knowledge of safety principles and rules applicable to their area of responsibility
2. Schedule and conduct inspections of areas of responsibility to identify and correct unsafe conditions and procedures or acts which might be harmful to the worker and/or ULM property. Retain the inspection and send a copy to the Safety Office.
3. Take necessary action (work orders, requests for assistance, etc.,) to correct unsafe acts and conditions which could include work stoppage
4. Maintain a clean workplace and assure participation of all employees
5. Assure injured employees receive medical attention
6. Conduct or schedule safety meetings for employees no less than once each quarter. Topic/Attendance sheets will be retained

7. Investigate accidents to determine causes and initiate possible corrective actions to preclude recurrence. Prepare documentation and forward a copy to the Safety Office
8. Maintain a copy of the ULM Safety Manual and assure that every employee is aware of it
9. Provide safety training for each new employee and for current employees who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. Training shall include correct work procedures, proper use of equipment and availability of assistance, when needed. Records will be maintained for each employee
10. Request assistance from the Safety Officer when necessary.

**Employees shall:**

1. As a condition of employment, observe and comply with applicable safety rules and practices
2. When practical, take initiative to correct unsafe conditions and acts or, if it cannot be accomplished, report them to the supervisor
3. Utilize personal protective equipment as needed and/or required
4. Make suggestions or inquiries which might improve or modify presently accepted work practices
5. Request assistance from the immediate supervisor and refer to the Safety Office when all other avenues to correct hazardous conditions have been exhausted.

## *Emergency Procedures in Case of Injury*

Any ULM employee who experiences or witnesses an accident involving personal injury should first determine if the injured person requires assistance.

**For any injury or property damage, and in most cases, dial 342-5350 first for ULM Police.**

### Employees

1. A DA2000 must be filled out whenever someone that receives a paycheck from ULM is injured.
2. Go to the immediate area of the accident.
3. Follow recommended emergency first aid procedures, as outlined. Once the safety of the employee has been assured, a report of the accident must be made.
4. Contact EHS office immediately (342-5177) and then your supervisor.
5. Ask the person or persons involved to describe what happened, if possible. Do not fix blame or find fault; just get the facts.
6. Survey the accident scene for information. Assemble any objects that might have contributed to the accident. **Take multiple pictures of everything.**
7. Determine if there were any witnesses to the accident and get their signed and dated, written accounts of the incident.
8. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
9. The first employee to reach the accident scene is responsible for initiating the report. A completed report (DA2000) must be returned to EHS office within 24 hours of the accident.
10. A supervisor must fill out lines 16 through 23 and Root Cause Analysis.

### Everyone Else

1. If anyone is injured on campus that does not receive a paycheck from ULM, a DA3000 must be filled out.
2. Go to the immediate area of the accident.
3. Follow recommended emergency first aid procedures, as outlined. Once the safety of the student/ non-employee has been assured, a report of the accident will be made.
4. Contact EHS office immediately (342-5177) and then your supervisor.
5. Remind the students/ non-employee that the purpose of the investigation is to determine cause.
6. Talk with the injured person(s) and/or witnesses to get the facts. Ask the student/ non-employee for his or her version. Have witness follow up with written statements of what they saw and heard (Facts only, not opinion or speculation).
7. Listen for clues in the conversation that might reveal accident causes. **Take multiple pictures of everything.**
8. Encourage the discussion of ideas for corrective action.
9. Study the possible causes.
10. Write a complete report, using the accident/ incident form DA3000. The first employee to reach the accident scene is responsible for initiating the report. Completed report must be returned to the EHS office within 24 hours of the accident.
11. Follow up to make sure all of the causes are corrected.

### **First Aid**

All employees must report any injury to their supervisor as soon as practical, at least by the end of the shift during which the injury occurred.

Minor injuries will be treated at the Student Health Center and the employee will be returned to work as soon as practical.

In the event of authorized medical treatment, the immediate supervisor will ensure the completion of the "[INCIDENT/ACCIDENT INVESTIGATION FORM DA2000](#)" and will forward a copy via the Department Head to the Human Resources Office.

If services of a physician are needed, the employee will be given authorization for treatment at the local treatment center designated by Health Services personnel. With the exception of an emergency situation, off campus treatment may be at the expense of the employee and not subject for compensation payment.

In case of a serious injury where the victim should not be moved except by trained emergency medical personnel, the University Police Dispatcher should be notified by calling **1-911** and given the details. In situations which might be life-threatening, the person at the scene should call **9-911** direct in order to save time.

The employee will provide his supervisor with the injury diagnosis and return to work will be by authorization by the attending physician.

Note: ULM does support a back-to-work program so that the injured can return to light duty if not able to return to regular duties.

### **Safety Training**

All employees must complete the quarterly safety training. This includes all faculty, staff, student workers, graduate assistants, and part-time personnel. Also included are personnel stationed off campus, unless they are stationed at another state agency that holds quarterly safety trainings.

Quarterly safety trainings are located on the NEOED training website. The link is located here: <https://login.neoed.com> . This link can also be found on the Safety Training page.

Click on the link. This will take you to the Training Website. Use the "Login with SSO" and enter your code "ulm" to get into our system. You will be required to sign in with your username and password. Please note, approximately 30 minutes is needed to complete the safety trainings. Once you start the course, you must finish to completion or you will have to restart from the beginning. The training site does not have the ability to save your progress. The Safety Department recommends that you open any links within the training in a new tab, so as to not lose your place. Then return to the training and continue.

Upon completing the training, you will receive a certificate of completion. A copy of the certificate will be emailed to you and stored in a permanent URL. The EHS Officer will have access to print a training report, so there is no need to send a copy of your certificate. A training report will be posted regularly to the Reports section of the safety website home page for tracking purposes.



## II. General Hygiene/Safety

### General Safety Rules

It is essential that all workers are aware of safe practices and include them in all activities on or off the job. All University employees, as a condition of employment, must abide by and follow all safety regulations and standards, written or implied, for the purpose of protecting the individual from bodily injury and preventing damage to equipment and property. As noted, the following items are general in nature and not all inclusive of every situation or condition.

1. Smoking is prohibited on campus.
2. Candles may not be burned in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Personal protective equipment will be used when required to protect the worker from potential hazards that cannot be eliminated. Faculty, Foremen and Supervisors will ensure availability and proper use.
5. Accidents, near misses, injuries, and property damage should be reported to the supervisor immediately, regardless of the severity of the incident. The supervisor will see that injured employees receive medical attention and that all necessary reports are completed.
6. Employees will inspect their individual workstations before each shift to ensure that equipment, tools and vehicles are maintained in proper working condition. Any situation that requires a work order will be brought to the attention of the supervisor who will take necessary steps to see that it is done.
7. Whenever there is a question concerning the safety of a task or working condition, the supervisor should be consulted before commencing the task.
8. Proper lifting techniques will be used and workers will get assistance when a load is too heavy or too bulky for one person to handle safely. Workers should never attempt to catch a falling object.
9. All drivers will utilize restraint belts and will not start the vehicle until all passengers are properly buckled. Vehicle operators must be trained and properly certified or licensed. They must follow all state and local codes when operating University vehicles or equipment on or off campus. Riders in the back of pickups/trucks must be seated within the bed and not on sides of the vehicle.
10. Workers will report any unsafe working conditions or acts to their supervisors.
11. Horseplay and fighting will not be tolerated.
12. Workers should report the use of any prescription and/or non-prescription medicine/drug use to their supervisor. Some drugs or medicines may cause the user to react in a manner that is not normal, become drowsy or possibly unconscious. Some medicines may cause a person to be incapable of operating a vehicle or machinery.

13. Employees working alone in potentially hazardous operations including the performance of any experiments or who work late at night must have someone within contact distance and should notify the department head or supervisor during the work day or the University Police after working hours.
14. Workers should maintain an orderly work environment and work procedures. All tools and equipment should be stored in designated places. Scrap and waste material should be put in a designated refuse container.
15. Employees should know safety rules and emergency procedures regarding first aid, evacuation routes, and fire department notification procedures for their work location.
16. Employees who ignore or do not comply with safety requirements may receive disciplinary action and, in extreme circumstances, may have their employment terminated.

## Accident Investigations

### **INVESTIGATING AND REPORTING A WORK-RELATED ACCIDENT**

Accidents do not just happen, they are caused either by an unsafe act and/or an unsafe condition or a combination of the two. In some cases the person performing the unsafe act does not realize just how serious the consequences can be. In most cases, an unsafe condition or improper use of a tool is the cause of an accident.

Investigations of accidents and incident are necessary, not to set blame but to primarily determine the cause or causes and to do everything within reason to preclude the same thing from happening again. Incidents which could develop into an accident are part of the investigation scheme to prevent such occurrence.

An accident investigation must be conducted for any incident/accident. The report must include information on the person injured, a complete description of the incident/accident, a statement of what caused or might have caused the incident/accident and any corrective action that has been taken or that should have been taken to prevent recurrence.

Before actually beginning an investigation of a work-related accident or incident, the supervisor/ investigator should be thoroughly familiar with "EMPLOYEE REPORT OF INJURY/ ILLNESS" form and the "INCIDENT/ACCIDENT INVESTIGATION FORM DA 2000" (both forms are available at the Human Resources Office). If the accident or incident involves a student, visitor, or client, then the VISITOR/CLIENT ACCIDENT REPORTING FORM DA3000 needs to be completed. After affirming that all necessary and appropriate steps have been taken to provide medical assistance to the injured, the supervisor will complete the following steps in investigating the accident:

1. Survey the accident scene for information. Gather or note any objects that might have contributed to the accident. Take whatever interim action is needed to prevent recurrence of the incident until permanent action can be formulated and implemented. It is the responsibility of the supervisor to recommend and initiate corrective action. Consult the Environmental Health and Safety Office if necessary. Include a description of the individual injured, a description of the incident/accident (bodily injury vs. property damage), and a statement of what caused or might have caused the incident accident.
  
2. Check the property/ building area for damage and note specific locations such as "the third floor southwest corridor of the Administration building outside room 3-91 on the left side of the corridor". Be as specific as possible. Take pictures where ever possible and attached to the report form. Check equipment being used (computer, lawn mower, copier, power tool, etc.) to determine if the equipment if functioning properly. If there is any question about the equipment, take it out of service until it can be assured the equipment is safe. Please include any state tag identification numbers, serial number, model, and manufacturer from the equipment in the inspection report.
  
3. Get names, addresses and phone numbers of all witnesses. Witnesses, including the person or persons involved, if they are physically capable, should be asked to give a written statement. If not, take an oral statement from them. Statements should provide a description of what happened; what activity was taking place; what tools, if any were in use and any other contributing factors. Witness(es) should be informed that the investigation is intended primarily to determine the cause or causes to determine corrective action and not to place blame. 4. Complete "EMPLOYEE REPORT OF INJURY/ILLNESS" form and the "INCIDENT/ACCIDENT INVESTIGATION FORM DA2000" if the incident/ accident involves an employee and the VISITOR/CLIENT

ACCIDENT REPORTING FORM DA3000 if the incident involves a student, visitor, or client. Promptly forward it to the Safety Office and the Human Resources Office. The Environmental Health and Safety Officer will review the form for accuracy and completeness.

5. Repeat accident patterns, whether by persons or circumstance should be noted, investigations, and corrective actions identified.

Examples:

Same Individual: Employee slipped and fell at the same location a week ago

Same Operation: Another worker was involved in an accident performing the same operation several days ago.

As result of the investigation, the supervisor/investigator should be able to state: an opinion as to how the accident occurred; if an unsafe act and/or condition was a factor in the accident; what interim actions have been taken to avoid recurrence; if any permanent action is necessary and a recommendation for any future action such as training, changes to procedures and/or environmental factors.

An accident is an occurrence that results in an injury or property damage. For employees, all personal injuries should have a DA2000 "Incident/Accident Investigation Form" and "LDOL Employer's Report of Injury" completed.

An incident is an occurrence that could have resulted in an injury or property damage; or could have had an effect on implementation on the safety programs, policies and procedures. A narrative of the incident should be sent to the Safety Office.

Forms available for download in this Section:

Employer Report of Injury/Illness LDOD-WC-1007 PDF File

Incident/Accident Investigation Form - DA2000 PDF File

Student/ Visitor/ Client Accident Reporting Form- DA3000 PDF File

## *Animal / Pet Policy*

### Purpose

To protect the safety and ensure the comfort of students, faculty, staff, and others on campus.

### Scope

This policy applies to all animals on campus, specifically pets that belong to faculty, staff, or students. This policy does not apply to animals used for scientific research at the University.

### Policy

A pet that is brought onto campus (any property leased, rented, or owned by the University) must be physically restrained (leashed, in a cage, etc.) and in the proper care and control of the owner at all times. Pets cannot be left unattended by the owner. It is recommended that pets not be brought onto campus but if they are, they are the sole responsibility of the owner. The University will not be liable for any injuries, damage, etc. resulting from or to the pet.

## *Asbestos Notification*

An asbestos survey of all University facilities on campus will be completed on an established re-inspection schedule. All buildings are required to have an asbestos survey every three years to inspect the condition and location of asbestos containing material. The results of the survey are compiled in management plans according to the requirements set forth by the Department of Environmental Quality Required Elements Index. These management plans are available for review in the ULM Safety Office, Strauss Hall 255. If you need any additional information, please contact the Environmental Health and Safety office at 342-5177.

## *Driver Safety Program*

The Driver Safety Program is mandated by state law with the purpose of reducing incidents and accidents while driving on **official** University business. For details on the program please refer to the policy: <https://webservices.ulm.edu/policies/> .

Refer to the link in the left navigation for a current list of authorized drivers here - <http://www.ulm.edu/safety/index.html>

To be authorized to drive on University business **you must be an employee** and:

1. Complete the [Driver Authorization Form](#)
2. Complete the [Online Driver Safety Course](#) here:  
[https://wwwprd.doa.louisiana.gov/orm/Online\\_Courses/Defensive\\_Driving\\_2019/presentation\\_html5.html](https://wwwprd.doa.louisiana.gov/orm/Online_Courses/Defensive_Driving_2019/presentation_html5.html)
3. Send the completed authorization form and certificate of completion for the online driver safety course to the ULM Safety office via campus mail.
4. **If you do not possess a Louisiana drivers' license, you must contact your home state's department of motor vehicles and request an official driving history for yourself. This must be sent with the Driver Authorization Form and the Defensive Driving certificate to the EHS office. You will be required to submit an official driving record annually for continuation as an authorized driver.**

NOTE: A new Driver Authorization form must also be completed and submitted to EHS in the event of name change, class of license change, driving restriction change, or change in state of issuance. (Examples include: name change in case of marriage/divorce, class change from E to D, or from out-of-state to in-state license, etc.).

**All new drivers will be required to take the online defensive driving course within 90 days of hire date.** All authorized drivers are required to repeat the defensive driving course once every three (3) years.

**\*\*Please do not sign on the line for Agency Head or Designated Individual. \*\***

### **Student Driving**

Ordinary students who are not employed by the University of Louisiana at Monroe do not fall under the driver safety program of the Louisiana Office of Risk Management. Students traveling for official ULM sanctioned events must be deemed authorized travelers by the ULM President in order to be reimbursed for personal mileage. This does not make them an insured traveler or the event an insured activity.

Student travel forms are located here:

<https://webservices.ulm.edu/forms/officesdepartments/student-life>

Any persons who are not official state employees must sign the Acknowledgement of Non-State Employees Utilizing State Vehicles form linked below prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State of Louisiana:

[https://www.ulm.edu/safety/documents/acknowledgment\\_for\\_vehicles.pdf](https://www.ulm.edu/safety/documents/acknowledgment_for_vehicles.pdf)

### Always Remember:

- You must notify this office of any moving violations within 24 hours
- You must retake the defensive driving course upon receipt of any moving violation or involvement in an accident
- You must fill out a DA 2041 and submit to this office within 48 hours of any accident while on state business
- You cannot use wireless telecommunications devices of any type while driving on official state business

### Automotive Insurance Proof

All state vehicles should keep proof of insurance in the glove box with a copy of the DA 2041, Vehicle Accident Form. Proof of insurance can be found here: <http://www.doa.la.gov/Pages/orm/index.aspx>

## **Employee Drug Testing Policy**

### Purpose

It is agreed by those employees working within the Administration of the University of Louisiana at Monroe that the workplace should be free from the risks associated with the use of alcohol and drugs. The Administration has a legitimate interest in promoting reasonable working conditions and is committed to providing a safe and healthy environment for employees and the public.

According to the Louisiana Revised Statutes 49:1001-1021, the University is authorized to proceed with drug testing of employees. The context of this policy will be pursuant to this statute and to the Drug-Free Schools and Communities Act of 1986, the federal Drug-Free Workplace Act of 1988, the Drug-Free Public Housing Act of 1988, the Louisiana Drug Testing Act of 1990, the Omnibus Transportation Employee Testing Act of 1991, the Federal Highway Administration procedures, Title 49CRF part 40 and part 382 et al., LA Revised Statutes 23:1081 and 1601, and Executive Order MJF 98-38.

### Applicability/Scope

Louisiana R.S. 49:1001 defines an employee as a person, paid or unpaid, in the service of an employer. More specifically, the person may be classified, unclassified, probationary (rehabilitation), temporary or non-temporary in a safety-sensitive and/or security-sensitive position.

More specific clarification of definition follows as to positions covered by the policy that are defined under federal and state law. Certain employees could be subjected to testing under both federal and state laws.

### Positions Defined Under Federal Law

- All current W-2 employees whose job requires them to drive commercial motor vehicles as defined by the Drug-Free Workplace Policy. The policy also applies to all persons who have made written application for positions, which will require them to drive commercial motor vehicles. This group of employees and applicants is subject to drug testing pursuant to federal law (Department of Transportation/Federal Highway Administration Alcohol and Drug Testing Regulations–CFR 49).

#### Positions Defined Under State Law (LA. R.S. 49:1015)

- All current W-2 employees in a safety-sensitive or security-sensitive position, both classified and unclassified. The policy also applies to all persons who have made written application for positions designated as safety-sensitive and security-sensitive (see definitions). Employees who occupy such positions will be subject to alcohol and controlled substance testing under the following conditions: post hire pre-employment, reasonable suspicion, post-accident, random, return-to-duty, and follow-up testing.
- All current W-2 employees, both classified and unclassified will be subject to alcohol and controlled substance testing under the following conditions: reasonable suspicion, post-accident, post-incident, and testing as part of a monitoring program established to assure compliance with the terms of a rehabilitation agreement.

A public employer shall require samples to test for the presence of drugs, as a condition of hiring, from prospective employees whose principal responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle, or supervising any public employee who operates or maintains a public vehicle pursuant to R.S. 49:1015(F).

#### Federal and State Definitions

CAP-FUDD Laboratory–NIDA Laboratory [SAMSHA] (LA R.S. 49:1001)

A laboratory for forensic drug testing certified by the College of American Pathologists.

Collection Site (LA R.S. 49:1001)

A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

Commercial Motor Vehicle (CFR 382.107)

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property and (1) has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds, (2) has a gross vehicle weight rating of 26,001 or more pounds, (3) is designed to transport 16 or more passengers including the driver, or (4) is of any size and is used in the transportation of hazardous materials requiring placards.

Confirmation or Confirmatory Test (LA R.S. 49:1001)

A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substance



A drug, chemical substance, or immediate precursor in Schedules I through V of R.S. 40:964 or Section 202 of the Controlled Substances Act (21 U.S.C. 812).

**Designer (Synthetic) Drugs**

Those chemical substances that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.

**Driver (CFR 382:107)**

Any person who operates a commercial motor vehicle. This includes but is not limited to: full-time, regularly employed drivers; and casual, intermittent or occasional drivers.

**Drug Testing Services (LA R.S. 49:1005 and Executive Order No. MJF 98-38)**

Procurement of laboratory services by a certified laboratory shall be provided through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws. Expenses for testing services will be encumbered by the University. Expenses for second testing may be the responsibility of the employee.

**Employee (LA R.S. 49:1001)**

Any person, paid or unpaid, in the service of an employer.

**Employer (LA R.S. 49:1001)**

Any person, firm, or corporation, including any governmental entity, that has one or more workers or operators employed, or individuals performing service, in the same business, or in or about the same establishment, under any contract of hire or service, expressed or implied, oral or written. Shall not include any person, firm, or corporation that is subject to a federally mandated drug-testing program. An employee who is a person, firm, or corporation that contracts or subcontracts with a principal need not be considered, in whole or in part, to be an employee of such principal.

**Employer (CFR 382.107)**

Any person (including the United States Senate, the District of Columbia or a political subdivision of a State) who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle, including agents, officers, and representatives of the employer.

**Illegal Drug (LA R.S. 49:1015)**

Includes narcotics, hallucinogens, depressants, stimulants, look-alike drugs, or other substances, which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities. Included is any drug which is not legally obtainable or which has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed.

**Initial Test or Screening Test (LA R.S. 49:1001)**

An immunoassay screen to eliminate "negative" urine specimens from further consideration. The guidelines for screen laboratories will be followed pursuant to LA R.S. 49:1008.

**Legal Drug (LA R.S. 49:1015)**

Drugs prescribed by a licensed practitioner and over-the-counter drugs which have been legally obtained and are being used solely by the individual and for the purpose for which they were prescribed or manufactured in the appropriate amount.

**Job-Related Accident/Incident**

Any employee behavior (action or inaction), which results in an accident, injury, or illness. Usually the accident/incident results in lost work time by an employee, serious or significant injury or illness to a patient, visitor, or co-worker, or an accident involving a vehicle, equipment or property.

**Medical Review Officer (LA R.S. 49:1001)**

A licensed physician responsible for receiving laboratory results generated by employer or testing entity's drug testing program that has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his medical history and any other relevant biomedical information.

**Non-Employee**

Those who do not receive W-2's from the University including but not limited to all contract and subcontract workers (faculty, residents, interns), volunteers, students, laborers or independent agents who are conducting business on behalf of or are providing services for the University.

**Positive Rate (CFR 382.107)**

The number of positive results for random controlled substances tests conducted plus the number of refusals of random controlled substances tests divided by the total of random controlled substances tests.

**Pre-employment (LA R.S. 49:1015)**

Post-job offer but prior to starting work an employee in a security- or safety-sensitive position must be tested for controlled substances. The employee shall not be allowed to perform safety-sensitive functions unless the employer has received a verified controlled substances negative test result.

**Prospective Employee (LA R.S. 49:1001)**

Any person who has made application whether oral or written to become an employee.

**Post-accident (LA R.S. 49:1015)**

A public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident during the course and scope of his employment, under other circumstances which result in reasonable suspicion that drugs are being used, or as a part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement.

**Public Vehicle (LA R.S. 49: 1015(F))**

Any motor vehicle, watercraft, aircraft, or rail vehicle owned or controlled by the state.

#### Random Testing (LA R.S. 49:1015)

Employees whose positions are safety-and security-sensitive are eligible for random drug testing for alcohol and controlled substances at all times. A non-discriminating method shall be used to select employees for testing.

#### Reasonable Suspicion (LA R.S. 49:1015)

Belief based upon reliable, objective, and articulable observation regarding the appearance, behavior, speech, or body odors of an individual and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this policy. A second employee when possible should confirm such determination. Recommendation to test will be in writing and will describe the behavior and circumstances observed.

#### Refusal to Submit (CFR 382.107)

A driver (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process.

#### Safety-sensitive or security-sensitive position (LA R.S. 49:1015)

Includes positions where: a hazardous condition or practice in the workplace could result in a potential danger which could reasonably cause death or physical harm to individuals, operation of machinery and equipment could cause serious injury to individuals in the work area, or public safety demands that employees carry deadly weapons in the course and scope of their duties and must be prepared to make clear-headed instant decisions that could cause injury or death. Positions in this area include, but are not limited to, police officers, bus drivers and equipment operators. See Appendix A for a list of positions considered to be safety-sensitive or security-sensitive.

#### Sample (LA R.S. 49:1001) Urine, blood, saliva, or hair.

#### Sample Collection (R.S. 49:1006)

Procedures as dictated by state law.

#### Split Sample (LA R.S. 49:1001)

One urine specimen from one individual that is separated into two specimen containers.

#### Under the Influence

A drug, chemical substance, or the combination of a drug/chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. Such a determination of influence will be established by a professional opinion or a scientifically valid test.

#### Workplace

Any location including all property, offices and facilities (including all vehicles and equipment) whether owned, leased or otherwise used by the agency or by an employee on behalf of the

agency in the conduct of its business in addition to any location from which an individual conducts agency business while such business is being conducted.

### Substances Tested

Pursuant to LA R.S. 49:1001, drug testing is performed for any or all of the following classes of drugs: amphetamines, cocaine, marijuana, opiates, and phencyclidine.

### Procedures, Conditions and Consequences of Drug Testing

Pursuant to LA R.S. 49:1005(B), drug testing shall be performed in compliance with the NIDA guidelines or by statutory or regulatory authority under R.S. 23:1081 et seq. and R.S. 23:1601 ET seq. The cut off limits for drug testing shall be in accordance with NIDA guidelines with the exception of initial testing for marijuana, which shall be no less than fifty nanograms/ML and no more than one hundred nanograms/ML as specified by the employer or the testing entity.

### Controlled Substances

Pursuant to CFR 392.4, the FHWA prohibits the use of controlled substances by drivers except as prescribed by a physician. The doctor must also advise the driver that the substance does not adversely affect the driver's ability to safely operate a commercial vehicle.

Pursuant to LA R.S. 49:1015, employers are prohibited from permitting a driver who uses drugs to perform safety-sensitive functions. A driver who tests positive for drugs with a 0.04 or greater BAC is prohibited from driving. The prohibition remains in effect until the driver complies with requirements of Section 382.605, including evaluation by a SAP. A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty. For controlled substance testing, urine specimen collection and testing by a certified lab is required.

Following a determination that an employee has tested 0.04 BAC or greater for controlled substances, the employee must be removed from safety-related functions and cannot return to such functions until at a minimum: the employee undergoes evaluation and, when necessary, rehabilitation; a substance abuse professional determines that the employee has successfully complied with any required rehabilitation; and the employee undergoes return-to-duty tests with a verified negative test result.

Pursuant to LA R.S. 49:1008, a prospective employee who tests positive for the presence of drugs in the initial screening shall have the employment offer rescinded. Refusal to submit to a post-hire pre-employment job offer test will result in the individual not being hired. A driver who refuses to submit to a return-to-duty test will not be allowed to return to duty. A second test confirmed positive will result in termination of employment.

The FHWA will disqualify drivers for one year, pursuant to CFR 49.386, if the driver refuses to submit to a post-accident test after a fatal accident.

When a required test has not been administered within a reasonable time frame following an accident for which a test is required, the following actions shall be taken:

- 2 hours elapsed: Driver has not submitted to an alcohol test, employer shall prepare and maintain on file a record stating the reason a test was not promptly administered.
- 8 hours elapsed: Cease attempts to administer alcohol test, and prepare and maintain records as described above.
- 32 hours elapsed: If driver has not submitted to a controlled substance test at this time, cease attempts to administer the test, and prepare and maintain the record described above.

A driver subject to post-accident testing must remain available, or the employer may consider the driver to have refused to submit to testing. The driver subject to post-accident testing must refrain from consuming alcohol for eight hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

### Confidentiality

LA R.S. 1012: All information, interviews, reports, statements, memoranda, and/or test results received by The University of Louisiana at Monroe through its drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where drug use by the tested individual is relevant.

CFR 382.107: Qualitative information regarding results, such as the identification of a substance, will be provided only to the designated Medical Review Officer pursuant to current law who will report final results to the appropriate official. Results of the test will be released to appropriate licensing agencies on a need-to-know basis. All drug test results will be maintained in separate health files with restricted access in accordance with Section 382.405.

### Violation of the Policy

Violation of this policy, including refusal to submit to drug testing when properly ordered to do so, will result in actions up to and including termination of employment. Each violation and alleged violation of this policy will be handled on an individual basis, taking into account all data, including the risk to self, fellow employees, and the general public.

### Appendix A

Employees subject to random drug/alcohol testing include, but are not necessarily limited to the following positions:

- Bus Driver/Travel Aide
- Mobile Equipment Operator 1
- Mobile Equipment Overhaul
- Mobile Equipment Shop Foreman
- Mechanic
- Electrician
- Electrician Master
- Electrician Specialist Foreman
- Environmental Health and Safety Officer
- Maintenance Repairer Master
- Maintenance Repairer 2
- Mobile Equipment Master Mechanic
- RN 1/Student Health
- Director of University Police
- Police Captain
- Police Corporal
- Police Officer 1
- Police Officer 2
- Police Sergeant

### *Personal Protective Equipment*

The University of Louisiana at Monroe (ULM) is committed to providing a safe environment for all students, faculty, staff, and visitors. The University Physical Plant Department provides custodial, maintenance, grounds keeping, and operational services for the entire ULM campus. The Physical Plant Department employees are responsible for the overall equipment management program for the University. This equipment management program ensures that all major equipment serving the University is maintained, inspected, tested, and serviced regularly to ensure that it is in safe operating condition. Examples of the equipment included in this program include but are not limited to: elevators, boilers, chillers, generators, electrical transformers, electrical switchgear, and other associated equipment.

Most of the equipment included in the equipment management program can present some serious hazards to employees involved in the preventative maintenance, servicing, inspection, and / or testing of this equipment. For several tasks involved in the equipment management program, employees will need to use personal protective equipment. All personnel involved in the equipment management program should note that personal protective equipment is the “last line of defense”. All hazards should be as isolated as possible by following safe work practices, safety policies such as Lock Out / Tag Out, etc.

The following general procedures shall be followed concerning personal protective equipment (PPE):

1. Personal Protective Equipment shall be used in accordance with all rules and guidelines from the Occupational Safety and Health Administration (OSHA). The University will conduct a hazard assessment of work tasks to identify the personal protective equipment required.

2. Procurement of Personal Protective Equipment (PPE) – Employees are not responsible for supplying their own personal protective equipment. The University will procure and supply employees with all necessary personal protective equipment. The employee’s supervisor is responsible for following normal University procurement policies to obtain necessary personal protective equipment.
3. Use of Personal Protective Equipment (PPE) – Supervisors will inform and provide on the job training to employees to let them know when personal protective equipment is required. The supervisor shall train employees through on the job training on what specific personal protective equipment is required for each work task. When using personal protective equipment the following procedures should be followed:
  - a. Prior to Use - Inspect the personal protective equipment – make sure that the PPE you are using is in good condition. Make sure that it is the right size and fits you appropriately. If you are using gloves – make sure that they don’t have any cracks in the gloves and that they are not torn. If you are using a hard hat make sure that it is not cracked and that’s it is in good condition. If personal protective equipment is not in good condition or if it doesn’t fit correctly, notify your supervisor so that they can replace the equipment.
  - b. During Use – make sure you wear the required personal protective equipment throughout the duration of the work task. Continue to monitor and inspect the condition of your personal protective equipment during work tasks. If a piece of PPE is lost, damaged, etc. during performance of the work task, stop performing the work task, and make sure the damaged PPE is replaced prior to continuing the work task.
  - c. After Use – clean and inspect all personal protective equipment that will be re-used in the future. Store the personal protective equipment in a place that is safe, dry, and well ventilated.
4. Maintenance of Personal Protective Equipment – all personal protective equipment shall be maintained in accordance with manufacturer’s guidelines and recommendations along with all OSHA rules, guidelines, and regulations. In general, personal protective equipment will be inspected and cleaned after each use and shall be properly stored. Any defects noted in the personal protective equipment shall be repaired or the equipment shall be disposed of and replaced. During inspection, cleaning, and maintenance of personal protective equipment each piece of equipment shall be checked to be sure that it does not have an expiration date. Some items may only be certified for a certain length of time. Once the items have exceeded their recommended date / service life, they shall be disposed of.

Disposal of Personal Protective Equipment – some personal protective equipment is disposable and will be disposed of following each use (some ear plugs, latex gloves, etc.). Other personal protective equipment that is not disposable shall be disposed of when it is no longer in good condition and / or when it has exceeded the recommended service life. Personal protective equipment that is in poor condition or that has exceeded its service life must be disposed of. Employees should not be allowed to take this old PPE from the University in lieu of disposal. Personal protective equipment shall be disposed of in accordance with all rules, laws, and regulations concerning disposal of wastes at the University.

## *Reporting Workplace Hazards & Requesting Routine Maintenance*

The University is committed to maintaining a safe campus and eliminating hazardous conditions as soon as they are identified. We need everyone's help to identify and report all hazardous conditions. A hazardous condition can be anything that could potentially cause an accident or incident. There are many different hazardous conditions but here are a few possible examples: smelling natural gas, seeing a crack in a sidewalk that could cause someone to trip and fall, a large pothole in a parking lot, a breaker box missing an electrical cover, a loose hand rail in a stair case, an exterior door that won't close properly, electrical power outage, etc.

We want to fix these items as quickly as possible. In the past, the University maintained a hazard control log which was posted on the main bulletin board in each building. The hazard control log was a place to report hazards. We no longer maintain these hazard control logs, so please do not report hazards in this manner.

The preferred way to report a hazard is to contact the Physical Plant's FIXX hotline. The phone number is 342-FIXX (3499). After normal business hours please contact the University Police Department at 342-5350. For emergencies you can always contact the University Police Department at 1-911 on campus (342-1911).

For hazards that do not require immediate attention you can submit a request for maintenance work online through the Physical Plant's FIXX system. You can access this website at <http://fixx.ulm.edu/>. Detailed instructions follow on the next page for submitting a work order online.

Requests for routine building maintenance can be submitted in the same manner, by calling FIXX at 342-FIXX (3499) or reporting online at the FIXX website, <http://fixx.ulm.edu/>.

If you have any questions or need further information on reporting workplace hazards or requesting routine maintenance, please feel free to contact me. My contact information is listed below:

Shane Dykes  
Environmental, Health, and Safety Officer  
University of Louisiana at Monroe  
257 Strauss Hall  
318.342.5177 - Office  
318.557.1914 – Mobile  
[dykes@ulm.edu](mailto:dykes@ulm.edu)



## HOW TO ENTER AN ONLINE SERVICE REQUEST USING THE ULM FIXX WEB SITE

Access Internet Explorer and go to the ULM Home page ([www.ulm.edu](http://www.ulm.edu)). Hover over the Faculty & Staff link at top center. When the pop-up box opens scroll down to “**Fixx Online**” and click on it. Choose center “Submit a FIXX Building Ticket” under ULM Building or Facilities Problems. This link will take you to **WebTMA**, the web site the Physical Plant uses to handle online Service Requests. This will take you to a **TMA Requestor Page**. The fields in **RED** are required and must be completed to submit an online request.

### How to enter a WebTMA Request:

- Personal Information: Enter your Name, Phone Number and Email Address.
- Building Name: Type the name of the building you are submitting a ticket for.
- Area #: Type the room number of the area you are reporting.
- Action Requested: Use this section to describe in detail the work you would like to have done or problem to be corrected. Enter any information you feel would be helpful to the technician (room number, “see John Doe for details”, a specific location if not provided in the next step, etc.)
- Submit Request - Click on the Submit button. A message will appear in the Personal Information box indicating your request has been submitted. You will receive an email confirmation of your request and email updates on the progress of your request.

Please retain a copy of the work order that is emailed to you as a reference and follow up. It is important that you track the progress of your request.

## *Utility Vehicle Safety Policy*

### 1. Introduction

The information and instructions included in this policy will enable operators of utility vehicles to avoid situations that may compromise their safety or the safety of those in the vicinity of the vehicle, and avoid damaging the vehicle or other property.

### 2. Definition

A utility vehicle, as used in this policy, is defined as any vehicle used for University business, regardless of size or energy source, used primarily for the transportation of persons or cargo which is non-licensed, including golf carts, club cars, Gators, tractors, mowers and ATVs.

### 3. Scope

This policy applies to all utility vehicles owned, leased, or operated on University premises by University employees, volunteers, contractors, vendors, or agents.

### 4. Requirements

- a. Possess a valid Louisiana driver's license.
- b. Complete the Driver Safety Program offered by the university.
- c. Know and adhere to the State of Louisiana motor vehicle laws.
- d. Successful completion of annual Utility Vehicle Training (operator's training will include signing a statement of understanding).

### 5. Responsibilities

- a. Vice Presidents, Deans, Directors, and Departments Heads  
Ensure overall implementation of this policy.
- b. Supervisors
  - i. Ensure that all employees in their department who are authorized to use utility vehicles complete the requirements of this policy prior to operating a utility vehicle.
  - ii. Implement procedures for control of utility vehicles registered to their department.
  - iii. Ensure that utility vehicles are operated in accordance with the manufacturer's recommendations.
  - iv. Ensure each utility vehicle is tagged with the maximum load capacity recommended by the manufacturer.
  - v. Provide periodic evaluation, counseling, and training as may be appropriate to correct non-compliance with this policy.
- c. Employee/Student
  - i. Must be knowledgeable regarding the requirements and guidelines set by this policy.
  - ii. Responsible for the security of the utility vehicle for the period that the vehicle is assigned to them.
  - iii. Immediately notify their supervisor if and when their driver's license is suspended or revoked.
  - iv. Should not operate a utility vehicle owned by other departments unless approval has been granted by the supervisor of the department/unit to which the utility vehicle is registered.
  - v. Provide timely notification of safety and maintenance concerns to the Physical Plant.

- d. Environmental Health and Safety Office
  - i. Provide annual training of the utility vehicle policy.
  - ii. Retain all documentation of trained employees/students.
  
- 6. Safety
  - a. Daily Inspection
    - i. Inspections of utility vehicles should be done at least once per day at the beginning of the operator's shift.
      - (1) Are the tires inflated to the proper pressure?
      - (2) Are there any loose parts?
      - (3) Are all the fluids maintained at the proper levels?
      - (4) Is there any evidence of fluid leaks?
      - (5) Is the vehicle steering loose?
      - (6) Is the audible reverse alarm operational, if equipped?
      - (7) Are the brakes functioning properly?
      - (8) Are the side and rear view mirrors in good condition, e.g., not cracked, fogged, loose, or dirty?
      - (9) Are seat belts accessible for use and in good condition?
      - (10) Is the horn operational?
      - (11) Are all signals fully functional?
      - (12) Is all the original equipment safety features maintained in good working order as recommended by the manufacturer's service schedule?
      - (13) Are operational flashing hazard lights on top of the utility vehicle operational?
      - (14) Are slow moving vehicle reflective triangles clearly displayed on all utility vehicles and trailers in tow?
      - (15) Are there any other visibly defective items noted?
    - ii. Anything noted to be not in proper working order should be reported to the Supervisor and the utility vehicle taken out of service until properly repaired.
  - b. Seats belts must be used when provided.
  - c. No utility vehicle shall be operated between dusk and dawn without properly working headlights and taillights.
  - d. All utility vehicles must be equipped with a functional horn.
  - e. Utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
  - f. Operators of utility vehicles which are not equipped with turn indicators shall use appropriate hand signals.
  
  - g. Cargo
    - i. Utility vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
    - ii. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
    - iii. Top heavy equipment is especially dangerous and should be secured near the center of the vehicle to avoid tipping. Be extremely careful during turning maneuvers.
    - iv. Loads must not extend more than one foot from either the side or the front of a utility vehicle.

- v. Loads that extend more than three feet from the rear of the vehicle must be flagged with a brightly colored material, usually red or orange.

## 7. Operation

### a. Authorized Utility Vehicle Operators

- i. Employees/students that have satisfactorily completed the requirements outlined above in section 4.
- ii. Utility vehicles shall be operated in compliance with the common “rules of the road” regardless of whether vehicles are operated on sidewalks or roadways.
- iii. Utility vehicles shall be operated in a manner that does not interfere with normal pedestrian or vehicular traffic flow on roadways, sidewalks, and ramps.
- iv. Utility vehicles shall not be driven in buildings.

### b. Speed Limit

- i. All speed limits shall be observed.
- ii. Operators must account for conditions that may require driving at slower speeds:
  - (1) Slippery sidewalks, roadways, or other surfaces due to rain, ice, snow, sand, or oil.
  - (2) Heavy pedestrian traffic.
  - (3) Reduced visibility due to weather conditions.
  - (4) When approaching intersections or blind spots.

### c. Intersections and Crosswalks

- i. Operators must come to a complete stop before crossing a roadway or proceeding through intersecting sidewalks or other areas that have blind spots.
- ii. Operators must stop utility vehicles at all blind intersections and sound horn before proceeding.
- iii. Operators may cross roadways only at pedestrian crosswalks by slowly driving alongside the pedestrian crosswalk (do not drive within the marked pedestrian crosswalk).
- iv. Operators must obey all traffic signals. Operators must look in all directions prior to entering the intersections and crossing.

### d. Pedestrians (including those who employ wheelchairs or any type of mobility assistance)

- i. Utility vehicles shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians.
- ii. Pedestrians shall be afforded the right-of-way at all times.
- iii. Operators must account for the fact that a pedestrian may be physically impaired and unable to hear or see the utility vehicle, or unable to move quickly.
- iv. Operators must reduce speeds in heavy pedestrian traffic or stop until the traffic has lessened.
- v. Operators must never attempt to get pedestrians out of their way by intimidating them to step off the sidewalk.
- vi. Whenever an operator feels he/she cannot predict the actions of a pedestrian or other vehicle operator, he/she must come to a complete stop before proceeding.

### e. Parking

- i. Utility vehicles shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks, safety equipment, or machinery.

- ii. Utility vehicles shall not be parked in a way that blocks stairs, sidewalks, fire hydrants, fire lanes, or handicap ramps.
- iii. Utility vehicles shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.
- iv. Utility vehicles shall not be driven or parked in the breezeway of any building.
- v. Utility vehicles shall not be parked or driven in covered entrances of buildings, including the entrance of the library.

f. General Guidelines

- i. All body parts – feet, legs, and arms shall be kept inside the vehicle while it is in motion, unless the operator is signaling for a turn.
- ii. Operators or passengers shall not jump on or off vehicles in motion.
- iii. Observe the limit of two (2) occupants per seat rule.
- iv. No passengers will be permitted on utility vehicles unless provided with adequate seating. No one is permitted to ride on the running boards, fenders, or any part of the vehicle except the seats.
- v. Always remain seated and hold on while vehicle is in motion.
- vi. Before starting the vehicle, assure it is not in gear.
- vii. Check the area behind the vehicle before backing up.
- viii. Slow down before and during turns. All turns shall be executed at reduced speeds.
- ix. Drive the vehicle only as fast as terrain and safety considerations allow.
- x. Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely.
- xi. Avoid sudden stops or change of direction that may result in a loss of control.
- xii. Operators shall not stop in the middle of roads or walkways.
- xiii. Brake to control speed when traveling down an incline.
- xiv. Exiting the utility vehicle
  - (1) Turn the key to “off” position.
  - (2) Engage brake.
  - (3) Remove the key.

8. Enforcement

- a. The supervisor and any utility vehicle operator must review this policy annually or as situation warrants.
- b. Violations of this policy shall be reported to the Environmental Health and Safety Office.
- c. The operator’s supervisor shall be notified.
- d. The privilege of operating a utility vehicle may be revoked at anytime.
- e. University progressive disciplinary procedures shall apply to employees who violate this safety policy. Vendors and contractors shall face sanctions appropriate to the terms of their contract with the University.

## *Water Vessel Safety Program*

The State of Louisiana mandates that the University establish and adhere to a water vessel safety program. These requirements can be found in R.S.39:1543.1, state regulations concerning the safety of water vessels. The program applies to anyone operating a water vessel that is owned, leased, or rented by the University. For more details on the program see the official University policy below.

### Water Vessel Safety Policy

- [Water Vessel Safety Policy](#) (Adobe PDF Format)

### Operator History / Authorization Form

- [Water Vessel Authorization Form](#) (Adobe PDF Format)

### Water Vessel Safety Inspection Form

- [Water Vessel Safety Inspection Form](#) (Adobe PDF Format)

### Water Vessel Safety Training Classes

Part of the University's water vessel safety policy requires operator's to attend a boating safety course offered by the Louisiana Department of Wildlife and Fisheries or an approved equivalent course. The required LDWF Course is offered regularly in the Monroe area and throughout the state. The same course is also available online. Remember that previously certified operators must attend this course at least once every three years.

- [Free Online Boating Safety Course \(BoatUS\)](#)
- [Schedule of Classroom Boating Safety Courses](#)

### Accident Reporting

All University water vessel operators must report any accidents to the Louisiana Department of Wildlife and Fisheries and the EHS department. A water vessel accident can include, but is not limited to, capsizing, collision with another vessel, flooding, fire, explosion, and disappearance of the vessel other than by theft. All accidents should be reported to the EHS office as soon as practicable but no later than 24 hours after the accident. Water vessel accidents that result in death or injury to anyone must be reported to the LDWF within 48 hours. Accidents involving property damage in excess of \$500.00 should be reported to LDWF within five days. All water vessel accidents should be reported using the water vessel accident report form. A copy of this form shall be included on board each boat maintained by the University.

- [LDWL Operator Boating Incident Report](#)

### III. Occupational Safety

#### Quarterly Building Inspections

All university owned, rented, or leased buildings are required to be inspected at least quarterly. Building Coordinators are responsible for ensuring that inspections are conducted in their assigned buildings.

Problems & issues identified during the inspections should be corrected by the personnel performing the inspection if possible. We understand that many issues require professional assistance to be corrected but many simple issues can be corrected by yourself and other occupants in your building. *All found hazards should be entered into Fixx for repairs at [fixx.ulm.edu](http://fixx.ulm.edu). The work order numbers should be noted on the inspection sheets.*

When performing the inspection try to check with the various occupants of the building. These occupants may have noticed safety hazards that you have not noticed.

For issues that pose an imminent threat to building occupants please report these directly to the Environmental Health & Safety Officer by telephone at 342-5177.

Once the inspection is complete, please review the form for accuracy. Make sure that you have signed the form. Make a copy of the form for your records and send a copy of the form to the Environmental Health & Safety Office in Strauss 255.

**Due dates for submitting the completed building inspection forms are as follows, unless otherwise noted:**

1st Quarter - February 15

2nd Quarter - May 1

3rd Quarter - September 1

4th Quarter - November 15

The EH&S department has developed a standard building inspection form to be used when conducting the inspections.

#### **Building Inspection Form Instructions**

##### General Information

The quarterly building inspection form is designed to help the person performing the inspection identify hazards in the building. All items that appear on the form may not be applicable in your particular building, if this is the case then simply place an "x" in the N/A column. For items that do apply to your building, carefully check the items and place an "x" in the YES or NO section as appropriate. When issues and problems are found please be sure to use the comments section of the form to specifically identify the problem. The specific location and a good description of the problem are extremely helpful in getting the problem

addressed. If a work order has been issued to correct the problem, please note the work order number in the comment section.

### Fire Safety Conditions

1. Are all fire extinguishers in place, fully charged, and checked monthly?
  1. Check all fire extinguishers in the building to make sure that they are there. Document any missing fire extinguishers in the comments section
  2. Check each fire extinguisher to ensure that it is fully charged. You can do this by viewing the gauge that is on most fire extinguishers. The needle on the gauge should be pointing in the middle of the range. Please document in the comments if the needle is not in the normal range.
  3. Check each fire extinguisher to ensure that the fire extinguisher monthly inspection tag is correctly completed.
2. Are fire extinguisher inspection tags in place?
  1. Annual Fire Extinguisher Inspection Tag - this tag will state at the top "DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL". Check the tag to ensure that it has been inspected within the past year. This inspection must be performed by a licensed contractor.
  2. Monthly Inspection Tag - check this tag to ensure that building personnel are inspecting fire extinguishers on a monthly basis.
3. Is the fire alarm system functioning properly and has it been tested within the past year?
  1. Unless you know of any problems with the fire alarm system then it is probably functioning correctly. It is not necessary to sound the fire alarm during each building inspection.
  2. Look near the alarm control panel or on the panel for the inspection tag. This inspection tag is issued by a licensed contractor and performed annually. Check to ensure that it is still within date.
  3. While you are at the alarm control panel look at it and make sure that there are no obvious trouble signals (i.e. trouble lights, visual or audible warnings, etc.)
4. Are smoke alarms functioning correctly?
  1. Test each smoke alarm in the building by pushing the test button on the smoke alarm until the smoke alarm sounds (on some models you have to hold the button in several seconds). If alarm does not sound note what you think the problem is (i.e. no electricity, defective alarm, etc.) Some buildings do not have smoke alarms, if this is the case check N/A (not applicable).
5. Are emergency lights functioning correctly?
  1. You can determine this by pushing the test button on the emergency lights. If the lights come on then they are functioning correctly. Some buildings do not have emergency lights, if this is the case check N/A (not applicable).
6. Are all exits marked with exit signs and illuminated by a reliable source?
  1. Check exit signs throughout the building to ensure that they are legible and illuminated. Report if any bulbs are out or if lights and/or signs are missing.
7. Are evacuation plans posted near doors?
  1. Each building should have an evacuation plan posted near all doors in the building.
8. Are all doors and hallways leading to an exit, free to access with no possibility of being locked in?
  1. Check to make sure that no doors leading to an exit are blocked or locked. This will impede egress (exit) during an emergency and is not allowed by the fire marshal. Check for materials blocking



the doors. If doors are locked then appropriate panic hardware must come on the door that is locked. This will allow exit in case of an emergency.

9. Are exit routes kept free of obstructions?
  1. Check exit routes to ensure that they are kept clear. Exit routes include hallways, stairways, entranceways, etc. Please make sure that boxes, desks, trash cans, etc. are blocking hallways. This may impede egress in an emergency and is not allowed.
10. Do exit doors open outwards? Will fire & exit doors close and latch properly?
  1. All exit doors should open outwards.
  2. Check fire doors and exit doors to make sure they close and latch properly. These type of doors should have automatic door closers attached to them. Check the closers carefully and make sure they are working properly. Once the door closes ensure that it latches shut properly. The reason for doing this is in case of a fire the door will isolate that floor from fire and smoke as long as it is closed. Do not allow anyone to prop these doors open.
11. Has a fire / evacuation drill been conducted within the past year?
  1. A new requirement issued by ORM is that all of our buildings conduct a fire drill at least once per year. The fire drill should be documented on the fire drill form. During the quarterly inspections check your records to ensure that your building is not due for a fire drill. See the fire drill section of this site for more information before conducting a fire drill.
12. Are there any portable heaters present in the building?
  1. Check rooms and offices of the building to ensure that no portable heaters are present. If portable heaters are found please note that on the form. Make sure that the heater conforms to the Portable Heater Policy. If not, politely ask the owner of the heater to remove the heater from the building.
13. Are emergency phone numbers posted on all phones in the building?
  1. Check phones, especially department office and other public phones to ensure that emergency phone numbers are posted on the phone. This would include 911 and campus police number x-1911
14. Are there any first aid kits in the building? Inventory card current? Location. \_\_\_\_\_
  1. Check the first aid kits with in your building. Make sure that each kit is has an inventory card listing all the supplies. Make sure each kit has been checked monthly.
  2. Make sure there are no medications (Tylenol, antacids, etc.) in the kits. Burn ointment is acceptable.
  3. Make sure that none of the supplies are expired.

### General Building Safety Conditions

1. Are there any slip / trip / fall hazards located inside or outside of the building?
  1. Slips, trips, and falls are the most common types of accidents. Check the building and the outside areas of the building for any conditions or hazards that might cause slips, trips, and / or falls.
2. In areas that stay wet, greasy, or slippery are floor mats or other anti-slip material used?
  1. Note any areas that are wet, greasy, or otherwise slippery. These areas should have floor mats or other anti-slip material. Common problem areas include: entranceways, halls, and stairs (due to wet weather), kitchen & food preparation areas (due to grease), maintenance areas (due to oil & other fluids), etc.

3. Are service holes, man holes, drains, etc. properly covered?
  1. Look at the outside grounds of the building and make sure that all drains, service holes, man holes, etc. are properly covered to keep pedestrians from accidentally stepping into these holes.
4. Is the building well lit, inside and outside?
  1. Check the building lights carefully to determine if any bulbs need replacing. Lights inside and outside of the building should be checked.
5. Is housekeeping in the building adequate?
  1. Check to make sure that the housekeeping in the building is adequate. Building should be cleaned regularly, material should be stored in proper locations, garbage emptied regularly, areas free of debris and clutter, etc.
6. Are floors in good condition with no loose or broken flooring?
  1. Check floors carefully to make sure that flooring is in good condition with no loose or broken flooring.
7. Are stairways in good condition with handrails in place? Are stair treads in good condition?
  1. Check all building stairways, check for loose handrails, and check to make sure stair treads are in good condition (i.e. there is still tread, it is not breaking loose, etc.)
8. Does the building have any pest problems?
  1. Please list any pest problems in your building. Be specific as possible. Also note the last time the building was treated for pests if known.
9. Are all ceiling tiles in place and in good condition throughout the building?
  1. Check all ceiling tiles and report any broken or damaged tiles on the inspection report.
10. Is the building secure? Are all outside doors locked at the end of each day? Are all locks and other security devices working properly?
  1. Check to make sure that all outside doors are locked at the end of each day. Also check each door in the building to make sure that locks and other security devices are functioning properly.
11. If equipped, is the security system for the building working properly?
  1. Report any problems or issues with the security system if your building has one. If your building does not have a security system, mark this item N/A.
12. Are all maintenance and mechanical areas secure?
  1. Check all maintenance & mechanical areas (boiler room, air handler, sprinkler room, etc.) and make sure they are locked except when authorized personnel are in these areas.
13. Are all custodial areas in good condition? Are all chemicals stored properly with no overstocking? Is this area secure?
  1. Check the custodial areas to make sure that they are well kept. No excess chemicals should be stored, only what is needed. Make sure the area is secure and that only authorized personnel can access these areas.
14. Do any windows have broken panes? Do windows open & close correctly?
  1. Check all windows in the building to make sure that none of the panes of glass is broken or cracked.

2. For windows that are supposed to open make sure that they open, close, and latch correctly.
15. Are all elevators working correctly? Are elevators equipped with an emergency phone?
  1. Check each elevator in the building to make sure it is working correctly. Check to make sure that on each floor the elevator is stopping level. Make sure that the all of the elevator buttons function correctly. For elevators operated by keys check to see if the key hole can be turned by any key. Check each elevator to make sure that it has an emergency phone and that this phone is working properly.
16. Is the parking lot in good condition?
  1. Check the parking lot to make sure that no major potholes are present. Check to make sure parking lines are visible, handicapped spaces are marked, etc.
17. Are there any water leaks in the building?
  1. Note the exact location of any water leaks in the building. When looking for leaks look for wet ceiling tiles, wet walls, areas of mold & mildew, etc.
18. Are all plumbing systems working properly?
  1. Note any plumbing problems in the building (i.e. clogged drains, flushing problems, drain leaks, potable water leaks, sink leaks, etc.
19. Check that any hazardous materials in the building are stored properly.
20. Check the safety bulletin board to ensure the following are posted: president's policy statement, asbestos notice, natural gas notice, emergency numbers, whistleblower protection

### Electrical Safety Conditions

1. Are all breaker boxes and junction boxes properly labeled? Are empty breaker slots covered (no blanks)? Do the box doors close properly?
  1. Check to make sure that each breaker in the box is properly labeled as to its function.
  2. Make sure that any empty slots in the breaker box are covered with metal inserts
  3. Make sure the box doors close and latch properly
2. Check extension cords
  1. Check to make sure extension cords are properly grounded (look for the three prong plugs on each end with the third plug made for grounding purposes)
  2. Is the extension cord adequately sized for the current being drawn? This will depend on what the extension cord is powering. Question extension cords that are powering many devices or large electrical devices. In these scenarios you may want to consult an electrician to determine if the electrical load is too great for the extension cord. Feel the cord and see if it is hot, this is an indication that the cord is overloaded.
  3. Check the cords for damage, make sure the insulation is intact, the cord has not been melted, cut, or frayed in any way.
  4. Check to ensure that the cords are placed in a manner to prevent tripping. Cords should be out of heavy traffic areas and may need to be taped or secured to the floor to prevent tripping. Rubber cord guards can also be used.

3. Are there any exposed wires, frayed cords or wires, torn or frayed insulation, loose or broken conduit, etc.?
  1. Check the building completely and report any of the conditions listed above. Any exposed wiring, torn wiring, broken conduit, torn or frayed insulation can present significant hazards.
  
4. Are junction boxes, outlets, switches, fittings, etc., covered and in good condition?
  1. Check all outlets, switches, boxes, fittings, etc. and make sure that covers are in place and in good condition. Report any and all missing or damaged covers.

#### Other Building Safety Issues and Concerns Noted by the Inspector

While conducting these inspections there will be many instances when you see something that you think is unsafe but it is not on this inspection form. Just because it is not a question on the inspection form does not mean it is not important. This section of the form is intended to note such items. List the item (specific location if applicable) and in the comments portion list the issue or problem. If it is necessary you can continue on the back of the form or on a separate sheet of paper.

[Building Inspection Form](#) (Adobe PDF Format)

## Lockout/Tagout

Unfortunately, many workers are seriously injured and in some instances die from on-the-job accidents. Almost every case could have been prevented. It is the rule in most cases that until a serious incident occurs causing injury and/or death, procedures are finally developed or put into action. It isn't always the new guy who gets into such situations but it may just be the old-timer who is certain "IT WON'T HAPPEN TO ME".

In accordance with the attached OSHA CONTROL OF HAZARDOUS ENERGY guidelines, personnel at the University of Louisiana at Monroe will ensure that all necessary steps will be taken while servicing and performing maintenance on machinery or equipment or processes where a sudden release of stored energy might result in accidental injury. Energy sources are not limited to electrical oriented machinery, equipment or processes, but will include any source of sudden energy release which may be harmful; i.e., air pressure, heat, steam, springs under tension or hydraulic systems.

### RESPONSIBILITIES:

**EMPLOYEES:** Only employees who are qualified and authorized will service, perform maintenance or make any adjustments to machinery, equipment or processes having the aforementioned potential. Work will not be performed in such a manner to bypass the requirements of this standard. Workers who fail to comply may be subject to disciplinary actions which may include dismissal according to the seriousness of the particular incident.

**SUPERVISORS:** Supervisors are responsible for the well-being and training of all workers under their cognizance as well as ensuring that all necessary safety procedures are followed. In any situation where the worker refuses to follow recognized guidelines, the supervisor will require the individual to leave the work area as soon as possible. Disciplinary actions may be taken in accordance with Human Resources standards.

Employees will be issued tools or devices needed to meet the requirements of this standard and will work in accordance with this standard.

### Training

Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each affected employee shall be instructed in the purpose and use of the energy control procedure.

Employee retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

### Definitions

**Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap. A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of services for air, gas, water, steam, and petrochemical distribution systems.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating.

### Lockout/Tagout Procedures

Lockout/tagout procedures to be used before any equipment adjustment, maintenance or working on exposed energized circuitry:

1. Locate energy source and control method.
2. Notify others, employees or anyone using facilities of the necessity for using lockout/tagout procedures.
3. Determine lockout and/or tagout energy controls to be applied in off or safe positions of switches, panels and breakers; if it is appropriate for the job, position a person at the panel or at the controls to ensure protection.
4. Test to verify energy has been isolated from equipment or exposed working surfaces.
5. Perform necessary adjustments, repairs or maintenance. When completed, ensure that all covers, guards and protective devices are in place.

Notify all affected personnel before removing lockout/tagout devices and re-energizing. Only the worker who applied the lock or tag is authorized to remove it.

### **Group Lockout/Tagout**

When more than one person is involved in a job-associated lockout/tagout control, there is a shared responsibility to work together and make certain that all parties are in the control chain. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device and all parties will be made aware as to the status of the work. When the work is completed each will remove his individual device in order of placement.

### **Contractors**

If a contractor needs to lockout a piece of ULM equipment, it shall be done in conjunction with a ULM authorized employee. Each party shall affix a personal lockout or tagout device to a group lockout device. All parties shall be made aware as to the status of the work. The bids for contracts must specify that the bidder will furnish a copy of their Lockout/ Tagout Policy and all necessary documentation that the individuals to be working in the area have received the proper training. A copy of this information should be forwarded to the Environmental Health & Safety Office for record retention.

## *Proximity Threat Analysis*

The University of Louisiana at Monroe (ULM) is located in eastern Ouachita Parish at 700 University Avenue, Monroe, LA 71209. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

### **PROXIMITY THREATS**

**Light Industry:** There are a number of small to medium sized light industry concerns located within 1 mile of the University but none of them appear to pose a specific identifiable hazardous materials incident threat.

**HWY 165:** By far, the most dangerous proximity threat for ULM is US 165. It runs north and south and is located less than 1000 feet to the west of campus. On an average day, thousands of tractor-trailers will pass the campus, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Fertilizer Plant:** The Ouachita Fertilizer Company is located less than one mile north of the University on US 165. OFC blends fluid fertilizer for retail distribution to farm customers throughout Louisiana. Although chemicals handled can be considered highly hazardous, the companies' proven safety program and track record negate any excessive precautions needed.

**Interstate 20:** Of mild threat to the campus is Interstate 20. It runs east and west and is located only 2 miles to the south of the campus. Again, thousands of tractor-trailers will pass through, and a significant number of them will be carrying hazardous materials of one type or another but pose no immediate threat.

**Rail Line:** A Kansas City Southern – Union Pacific rail line runs east and west and is located about 2000 feet to the south of the campus. An additional branch from this line runs north and south and is located approximately 2000 feet to the west of campus. Trains using this route carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids like chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo, the increased distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Airport:** Monroe Regional Airport is located 2 miles southeast of campus. The airport supports commercial, private, military, and cargo transportation. The campus is not in direct line with the glide path for any runway. Although the airport presents a threat potential, it is minimal.

**Gas Lines:** There are buried natural gas lines on and near the ULM campus. Normal precautions, as laid out in the Gas Line Safety procedures, are sufficient to limit risk from these lines.



## NON-THREAT ISSUES

Evacuation: ULM is not isolated in that several improved roads service the campus from all sides. Procedures are spelled out in the "Emergency Evacuation Procedures". Immediate action will be taken to secure the campus, the safety of the students, employees, and visitors based on visual observations and immediately available facts. Upon contact with Emergency Authorities, Campus Administrators will carry out all directions and actions ordered.

### Confined Spaces

In accordance with a campus-wide survey of the University of Louisiana at Monroe by the Environmental Health & Safety Office, no areas were discovered which meet the OSHA "Permit Required" Confined Space; however, the silos at the Johnson Farm, the area under Brown Hall, and Brown Auditorium stage pit have been identified as likely to be hazardous if entered. Any work required in these areas will be a contracted service. The bids for contracts must specify that the bidder will furnish a copy of their Confined Space Program and all necessary documentation that the individuals to be working in the area have received the proper training. A copy of this information should be forwarded to the Environmental Health & Safety Office for record retention.

Confined Space Policy (MSWord)

Confined Space Entry Permit (MSWord)

## IV. Fire/Life Safety

### Emergency Evacuation Plan

**Introduction:** It is evident throughout the campus that most of the ULM Faculty and Staff very seriously accept their responsibilities concerning workers, students and other people having business on the campus. Many, on their own initiative, have done their best to meet or exceed administrative, safety and fire requirements; never-the-less, there are some who have little or no concept of what may be required or necessary for specific situations which might jeopardize personnel or students. The following guidelines and procedures are minimum actions for assuring the safety and welfare of all concerned in the case of a fire or other emergency and should be implemented as quickly as practical.

#### CLASSROOM EMERGENCY PLAN

**Action:** Department Heads are requested to have all instructors include in the syllabus for the first class session procedures to follow in emergency situations which may occur while classes are in session. All fire extinguishers shall be checked at least once a month to ensure the seals are intact and the extinguisher has not been discharged or leaking. The tag will be signed for verification. Problems should be directed to the Safety Office at extension 5177.

**Instructors should:**

1. Determine most convenient evacuation route and any alternates (other than elevators) for everyone in that classroom when an alarm is sounded
2. Identify students or personnel with disabilities who may require assistance in making an evacuation
3. Determine and note locations of fire extinguishers in the immediate and adjacent areas
4. Make certain that each person is aware that in case of any fire everyone evacuates the building until an all clear is given
5. Determine an assembly point outside the building and assure that everyone knows where to assemble away from firefighting equipment
6. Assign aides to assist any/all disabled who need assistance
7. Report anyone unaccounted for to the firefighter in charge of the operation
8. No one should attempt to put out a fire unless that individual feels that the fire can be contained. In all other cases, professional firefighters must take the responsibility for extinguishing the fire.
9. Although it is extremely important that anyone who discovers a fire turn in the alarm, it is imperative that no individual be jeopardized by not getting out of harm's way as quickly as possible.
10. All alarms must be reported directly to the ULM Police Department by dialing 1-911 and giving all pertinent information to the operator.
11. As previously noted, these are minimal requirements and any additional steps which lend to the successful evacuation of all individuals should be included by the person in charge.
12. In the event of high wind, tornado or other weather emergency, the procedure for evacuation should be abandoned and everyone should assemble near the center of the building away from windows and glass enclosed areas on the first floor.
13. After the crisis, everyone who is not injured, should assist in the care of those who are incapacitated until help arrives.

#### ASSISTANCE TO PHYSICALLY DISABLED

To reduce the risk of personal injury, attempts to carry immobilized persons are to be discouraged; however, when absolutely necessary, at least two people may have to pick the individual up bodily to be carried down the stairs. Wherever stairs are a part of the evacuation route, the following procedures are to be applied:

**BLIND BUT MOBILE PERSONS** should first be moved out of the rush of traffic and then promptly assisted to the nearest exit.

**DEAF BUT MOBILE PERSONS** may be unaware of the need to evacuate and should be calmly advised and assisted if necessary.

**TEMPORARILY IMMOBILIZED PERSONS** include people wearing casts and/or using canes or crutches. The assistance given such individuals must be based solely upon their ability to maneuver through doorways and up and down stairs.

**PERMANENTLY IMMOBILIZED PERSONS** are those individuals who have either limited or no use of their legs and must rely on crutches, wheelchairs or walkers for transport in buildings.

As soon as an alarm sounds, assigned assistants must remain with disabled individuals to assure proper evacuation. In case any assistant or disabled individual is missing at the evacuation area for roll call, responding firefighters and University Police should be notified by calling 1-911.

## RESIDENCE HALLS EMERGENCY PLAN

**Introduction:** It is evident throughout the campus that most of the ULM Faculty and Staff very seriously accept their responsibilities concerning workers, students and other people having business on the campus. Many, on their own initiative, have done their best to meet or exceed administrative, safety and fire requirements; never-the-less, there are some who have little or no concept of what may be required or necessary for specific situations which might jeopardize personnel or students. The following guidelines and procedures are minimum actions for assuring the safety and welfare of all concerned in the case of a fire emergency and should be implemented as necessary.

It is extremely important that all residents be thoroughly informed of proper evacuation procedures! Resident directors and advisors shall review these procedures with all residents during the first meeting of each semester and for all special occasions when the residence halls are occupied as well as any student who moves into the hall after regular check-in periods. It is also recommended that these procedures be reviewed throughout the semester during regular meetings as a reminder of the significance of the procedures as described. Although it may sound extreme and they may never have to be tested, if an emergency occurs just once, knowing what to do and how to do it could mean the difference between life and death.

### **Resident Leaders should:**

1. Assist residents in determining most convenient escape route and any alternates other than elevators for everyone when an alarm is sounded. It is mandatory that every person evacuate the building when an alarm sounds regardless of cause. Residents should leave lights on, close windows (if time permits), close doors and leave them unlocked.
2. Identify students or personnel with disabilities who may require assistance in making an evacuation
3. Determine and note locations of fire extinguishers in the immediate and adjacent areas
4. Make certain that each person is aware that in case of any fire everyone evacuates the building until an all clear is given
5. Determine an assembly point outside the building and make certain that each individual knows precisely where to meet clear of firefighting equipment
6. Assign aides to assist any/all disabled persons.

7. If time permits, resident assistants assigned to each floor should check every room to assure complete evacuation. The resident assistant will then report the status of that assigned area to the resident director or other person in charge. Names will be noted of anyone who ignores the alarm and stays in the building. Violation could cause the individual to be reprimanded.
8. Anyone unaccounted for will be reported to the firefighter in charge of the operation if it can be asserted that the tenant was in the dorm.
9. No one should attempt to put out a fire unless that individual feels that the fire can be contained. In all other cases, professional firefighters must take the responsibility for extinguishing the fire.
10. Although it is extremely important that anyone who discovers a fire turn in the alarm, it is imperative that no individual be jeopardized by not getting out of harm's way as quickly as possible.
11. All fire reports must be directed to the ULM Police Department by dialing 1-911 giving all pertinent information to the operator.
12. In the event of high wind, tornado or other weather emergency, the procedure for evacuation should not be used. Everyone should be gathered near the center of the building away from windows and glass enclosed areas on the first floor
13. After the crisis, everyone who is not injured should assist in the care of those who are incapacitated until help arrives.

As previously noted, these are minimal requirements and any additional steps which lend to the successful evacuation of all individuals should be included when necessary.

#### ASSISTANCE TO PHYSICALLY DISABLED

To reduce the risk of personal injury, attempts to carry immobilized persons are to be discouraged; however, when absolutely necessary, at least two people may have to pick the individual up bodily to be carried down the stairs. Wherever stairs are a part of the evacuation route, the following procedures are to be applied:

**BLIND BUT MOBILE PERSONS** should first be moved out of the rush of traffic and then promptly assisted to the nearest exit.

**DEAF BUT MOBILE PERSONS** may be unaware of the need to evacuate and should be calmly advised and assisted if necessary.

**TEMPORARILY IMMOBILIZED PERSONS** include people wearing casts and/or using canes or crutches. The assistance given such individuals must be based solely upon their ability to maneuver through doorways and up and down stairs.

**PERMANENTLY IMMOBILIZED PERSONS** are those individuals who have either limited or no use of their legs and must rely on crutches, wheelchairs or walkers for transport in buildings.

As soon as an alarm sounds, assigned assistants must remain with disabled individuals to assure proper evacuation

In case any assistant or disabled individual is missing at the evacuation area for roll call, responding firefighters and University Police should be notified by calling 1-911.

Resident Leaders should emphasize the following policy during the Fire Evacuation portion of the first hall meeting so everyone is aware of the importance of following these procedures. Residents who ignore these procedures and take actions which could endanger fellow students or personnel will be dealt with harshly in accordance with local and state laws. The following policy should be posted in the main lobby of each residence hall.

## FIRE SAFETY EQUIPMENT, DAMAGE & ABUSE

### **The following should be emphasized to all residence hall occupants:**

1. Fire safety equipment in the residence halls includes fire alarm pull stations, smoke detectors, fire extinguishers, all stairway doors, as well as hallway fire doors. All fire prevention/protection systems are made available for the safety and welfare of tenants, workers and visitors. Any attempt by anyone to cause damage, malfunction, deface or molest is a violation of the Louisiana State Fire Code and may result in disciplinary action which includes in some extreme cases, criminal prosecution and/or dismissal.
2. It is unlawful for any person to willfully give a false alarm or to pull the lever of any fire alarm except in case of a fire. It is also unlawful for any person to interfere with or malfunction, damage, deface or molest any part of any fire alarm system or other fire safety equipment.
3. Fire extinguishers are first-aid firefighting equipment only and shall be used accordingly:
  1. Fire extinguishers are for use only on small and containable fires.
  2. Class A - water extinguishers are to be used on wood, paper, cloth and bedding fires. NOTE: Water extinguishers are never to be used on electrical units or fuel (gasoline, oils or other flammable liquids).
  3. Class ABC Dry chemical extinguishers may be used on all types of small, containable fires.
  4. In case of an electrical fire, disconnect the item from its electrical source.
4. A very important point for any building particularly residence halls, concerns stairways and fire doors which separate one building wing from another or one floor from the next to prevent the spreading of fire. Such doors shall not be wired, blocked open or fixed in any way so the door is not closed when not in use.
5. Hallways and stairs leading to exits shall not be blocked for any reason to hinder a smooth flow of traffic in or out of the building.
6. No one shall smoke while sitting on or while in a bed under any circumstances. All smoking materials will be completely extinguished before disposal.
7. Misuse of Halogen lamps has been a major concern of the National Fire Protection Association. These lamps emit an excessive amount of heat and have been proven to be dangerous. They are not allowed on campus.

8. Fire lanes are provided outside all residence halls for the sole purpose of servicing emergency vehicles. These areas are designated as "Tow-away Zones" and will be enforced by University Police.

Every residence hall fire extinguisher shall be checked as least once each month to see if the seal is intact and that the extinguisher has not been discharged. The monthly inspection tag will be completed. Any problems noted should be directed to the Safety Office at extension 5177.

### **Fire Drill / Building Evacuation Instructions**

#### **Frequency**

**Residence Halls** - must conduct two fire drills each semester, one during daytime hours, and one fire drill at night. The drills should be conducted when the highest number of students can be expected to be inside of the residence hall.

**Other Buildings / Facilities** - must conduct a fire drill at least once per year.

#### **Instructions**

##### **Before the Drill**

- Building safety coordinators will be responsible for arranging annual fire drills for their respective buildings.
- Building safety coordinator or responsible person conducting the drill should notify the dept. heads, deans, directors, etc. in advance of the drill. This is to avoid confusion and also so important meetings, classroom activities, tests, experiments, etc. can be scheduled appropriately. The university police department and the Environmental Health & Safety Office should also be notified prior to the drill. These notifications need to be made at least one day prior to the drill.
- Make sure that you know how to turn the fire alarm on and off. Most pull stations have a screw or key that fits into the top section of the station. This allows you to open the pull station. Once the pull station is open the alarm can be operated manually. If you are unsure of how to operate the system contact the Environmental Health & Safety Office.
- Recruit helpers from the building for the drill. Meet with them before the drill is started to make sure that the drill plans are reasonable. Station helpers to monitor and time the evacuation of the building. Make sure they record time and approximate number of people evacuated.

##### **During the Drill**

- Carefully monitor the evacuation of your building along with your helpers. Use the fire drill / building evacuation report to see what areas should be checked during and after the drill.
- Be sure that no one enters the building during the drill.
- Make sure that everyone in the building did evacuate the building.
- Make sure that everyone is present and accounted for (you may want to designate on person from each floor or area of the building to be responsible for ensuring employees in their area have evacuated).

## After the Drill

- Make sure that no one reenters the building until the alarm is turned off and you have deemed the building safe to reenter.
- Complete the fire drill / building evacuation report. Submit this report to the Environmental Health & Safety office.
- Meet with building personnel to discuss results and ways to improve the evacuation procedures for your building. This is what the fire drill is for. Carefully and critically identify weaknesses and problems and develop better evacuation procedures.
- Train building occupants on the new procedures developed from the drill.
- Submit a copy of the detailed building evacuation plans and procedures to the Environmental Health and Safety Office.

### *Elevator Fire Service Key Procedures*

The University of Louisiana at Monroe (ULM) owns several buildings which have elevators. The elevators all have fire service keys so that emergency first responders / firefighters may use the elevators in the event of an emergency. The fire service keys must be available at any time for first responders to use in an emergency.

The University of Louisiana at Monroe Physical Plant has distributed elevator fire service keys to the ULM Police Department. ULM Police will be able to get fire service keys to the scene of an emergency very quickly.

Additionally, the ULM Physical Plant has distributed fire service keys to the two nearest Monroe fire department stations. These fire department stations will be the first responders from the City of Monroe.

The ULM Physical Plant maintains fire service keys and documentation of distribution of these keys to emergency response organizations. If an elevator is changed and a new key is to be used, ULM Physical Plant personnel will distribute the new key(s) to the emergency response organizations.

Documentation of the elevator fire service keys distributed is maintained in the University key control records located at the physical plant.

### *Natural Gas*

#### **INFORMATION YOU NEED TO KNOW ABOUT NATURAL GAS SUPPLY LINES**

ULM has natural gas supplied to the various campus buildings via buried supply lines. The safety of ULM students and employees is our top priority and we do everything possible to ensure the safe operation of these gas lines. We need your help as a student or employee to make this happen. The following information is provided to help you to help us in that effort.

## **General Information:**

Underground natural gas supply lines are the safest mode of energy transportation, but everyone associated with the ULM campus needs to have certain basic information in the remote event that an incident should occur. It is unlikely that a leak will ever occur on campus, but this information will help you to:

1. Identify natural gas supply lines located on campus.
2. Recognize when a supply line leak has occurred.
3. Know what to do if you discover a supply line leak.
4. Know how and where to report a supply line leak.

## **Identifying Natural Gas Supply Lines:**

All supply lines on campus are buried but reach the surface at meters and certain valves. If you have specific questions about what is, and what isn't, a gas line, contact the physical plant.

## **Recognizing Natural Gas Supply Line Leaks:**

Supply lines are inspected quarterly by campus personnel and an annual leak detection survey is conducted by a professional survey company once a year. In the unlikely event a leak does occur, campus maintenance personnel are fully prepared to respond. A minute amount of odorant, such as t-butyl mercaptan which has a rotten egg or rotting-cabbage-like smell, is added to the otherwise colorless and almost odorless gas, so that leaks can be detected before a fire or explosion occurs. The following are signs that may indicate a leak in our supply line:

1. A hissing or roaring sound (caused by gas escaping under high pressure).
2. A patch of dead grass along the supply line route.
3. Blowing dirt, grass or leaves along the supply line route.
4. Flames originating from the ground or exposed valves and piping.
5. Bubbling in wet or flooded areas on the supply line route.

## **Responding to Natural Gas Leaks:**

In the unlikely event that you discover a natural gas leak on campus, immediately do the following:

1. LEAVE the area IMMEDIATELY and warn others to leave also.
2. DO NOT turn any lights on or off, smoke or use a cell phone, or operate any vehicle or equipment that could cause sparks.
3. DO NOT attempt to turn natural gas valves on or off.
4. DO NOT attempt to extinguish a natural gas fire.
5. IMMEDIATELY AFTER EVACUATING THE AREA, notify campus police at 318-342-5350.
6. In the event of any fire or explosion, IMMEDIATELY AFTER EVACUATING THE AREA call 911 and then notify campus personnel.

## **General Information for Contractors, Excavators and Maintenance Personnel:**

The ULM campus is a closed system. Other than approved projects, NO digging is allowed by anyone without prior permission of the Physical Plant Director (318-342-5014).



## **General Information for Emergency Services Personnel:**

The following additional suggestions are offered to police, fire and other public safety officials in safeguarding the public in the event of a gas supply line rupture or leak:

1. Avoid anything that might ignite leaking natural gas.
2. Be aware of wind direction, evacuation routes and concentrations of students and employees when directing the movement of evacuees.
3. Remember that hand-held and vehicle based radios are a source of ignition.

## **Emergency Phone Numbers:**

All Emergencies:	911
ULM Police:	318-342-5350
Monroe Fire Department	318-322-5151
Louisiana One Call (DOTTIE):	811 or 800-272-3020
Atmos Energy:	866-322-8667

### ***Portable Heater Policy***

This policy applies to all students, faculty, and staff using portable heaters in any building that is owned, rented, or leased by the university except residence halls. No portable heaters will be allowed under any circumstances in residence halls.

### **Acceptable Circumstances for the Use of Portable Heaters**

- Portable heaters may only be used on a temporary basis when there are problems with the central building heating system. The heaters must meet the minimum requirements to be approved heaters.
- If there is a central building heating problem please notify the physical plant of the problem at 342-5170.
- The approved portable heaters may be used when the building temperature cannot be maintained by the central building heating system at a comfortable temperature (68 degrees F or above).
- Other use of portable heaters will require the written approval of the environmental health & safety officer. You may call the EH&S Officer at 342-5177.

### **Approved Portable Heaters**

Only portable heaters that meet the following requirements are allowed for use at the university. The requirements are:

- The heater must be electrically powered. The heater should be listed by Underwriter's Laboratories (UL) and/or approved by Factory Mutual (FM). Tags or labels indicating the device has been tested and

approved by either of these agencies can be found on the electrical cord or die stamped on the heater itself.

- The heater should have a thermostat for heat regulation. The thermostat will shut off the heater once the desired temperature has been reached.
- The heater must be a convection type heater (fan driven). Approved for use are radiator type heaters filled with oil or water/antifreeze mix. Heaters that use a ceramic element to produce heat are also approved.
- All heaters are required to have tip-over shutdown feature so that if the heater is knocked over, the unit automatically turns off.
- The heater must be clean and not covered with dust. The cord must be in good condition and not frayed or otherwise damaged.

### **Conditions Required for Portable Heater Use**

- The heater must be located on the floor.
- Never place or store anything on the portable heater.
- Do not place portable heaters near central building heater thermostats.
- Maintain adequate clearance around the heater. Adequate clearance is at least three feet from any combustible material.
- The heater must be plugged directly into the electrical outlet. No extension cords or power strips are allowed.
- The heater must be unplugged (not just turned off) any time the room or area being heated is unoccupied. Never leave the heater unattended.

NOTE: This policy is applicable to most situations, however, there will be some situations where the policy is not appropriate. Portable heater use may not be appropriate in some buildings due to electrical problems, age of the building, fire life safety building codes, etc. In these cases the physical plant and/or the environmental health and safety officer may decide not to allow portable heater use in these buildings.

### **Warhawk Alert**

Warhawk Alert is an emergency notification system that provides instant notification capabilities during a crisis on campus.

As a member of the ULM community, you are registered with Warhawk Alert through your ULM-issued email account. To best utilize this alert system, we need you to insure Warhawk Alert has your appropriate contact information.

To update your information, you can access Warhawk Alert by using your initial log-in information that was sent to you. This information was sent to your university-issued email account (example@warhawks.ulm.edu or example@ulm.edu). Please update your information accordingly. If your contact information changes, please return to the Warhawk Alert registration site to update your information.

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**ULM Faculty, Staff and Students** will be able to update their contact information at the Warhawk Alert website after receiving their log-in information and instructions.

If you are ready to log-in and update your contact info,  
see: <https://member.everbridge.net/index/3091830992273698#/login>

## V. Chemical Safety

### *Hazard Communication Program*

The majority of the hazardous chemicals used and stored at the University of Louisiana at Monroe are normally below the reportable quantities as prescribed by the Environmental Protection Agency and the Louisiana Department of Environmental Quality. In keeping with the intent of the Right- to-Know legislation, ULM has established the Hazardous Communication Program (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.

#### **PURPOSE**

This purpose of the hazard communication program is to effectively inform ULM employees of all potential or existing chemical hazards. The method used to effectively inform employees includes:

1. Safety data sheets (SDS's)
2. Container labeling and other forms of warning
3. Employee education and training.

Proper handling, storage, and disposal requirements are outlined in the Chemical Hygiene Plan located in the ULM Safety Manual.

#### **DETERMINING CHEMICAL HAZARDS**

Foremen, supervisors, lab managers or their representatives shall:

1. Compose and maintain an up-to-date list of all hazardous materials in his/ her area of responsibility.
2. Provide the list of hazardous materials to the Environmental Health and Safety Office with appropriate updates (at least annually).
3. Ensure all hazardous materials are properly labeled.
4. Provide safety instructions to employees/ students covering proper handling, health considerations, storage, emergency response and disposition of hazardous material using the information provided by chemical manufacturers and distributors on safety data sheets (SDS's).

#### **SAFETY DATA SHEETS (SDS's)**

A Safety Data Sheet is a written information sheet about a specific hazardous chemical. All chemical manufacturers and distributors must obtain or develop an SDS for each hazardous material they produce or

import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (cause acute or chronic health effects).

Foremen, supervisors, lab managers or their representatives will maintain the SDS files of all hazardous materials used or handled within their area of responsibility; review each data sheet to make sure it is complete, and replace old data sheets with the new ones that accompany shipments of materials. One indication that the SDS might be obsolete is the date. If the data sheet is more than three years old then chances are there is a more current version. In the case of an outdated SDS, every attempt should be made to obtain a more recent copy.

Employees have the right to obtain copies of any SDS(s) and/ or list(s) of hazardous chemicals.

OSHA's Hazard Communication Standard specifies certain information that must be included in SDSs in a strict format. All SDS's are required to contain these sections:

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. Identification of Substance | 9. Physical & Chemical Properties |
| 2. Hazard Identification       | 10. Stability & Reactivity        |
| 3. Composition & Ingredients   | 11. Toxicological Information     |
| 4. First-Aid Measures          | 12. Ecological Information        |
| 5. Fire-Fighting Measures      | 13. Disposal Considerations       |
| 6. Accidental Release          | 14. Transportation Information    |
| 7. Handling and Storage        | 15. Regulatory Information        |
| 8. Exposure Controls & PPE     | 16. Other Information             |

### **Glossary of Terms Used on a SDS:**

Acute - Short term period of action. Readily apparent.

Asphyxiant - A gas or vapor that can cause injury by reducing the amount of oxygen available for breathing.

Carcinogen - A substance which has been identified as causing cancer in humans.

Chronic - A long time period of action.

Combustible Liquid - A liquid having a flash point at or above 1000F but below 2000F. This definition does not include mixtures containing one or more constituents with flash points outside the parameters indicated.

Compressed Gas - Means 1) a gas or mixture of gases having in a container an absolute pressure exceeding 40 pounds per square inch at 700F, or 2) a gas or mixture of gases having in a container an absolute pressure exceeding 104 pounds per square inch at 1300F, regardless of the pressure at 700F, or 3) a flammable liquid having a vapor pressure exceeding 40 pounds per square inch absolute pressure at 1000F, as determined by the American National Standard Method of Test for Vapor Pressure of Petroleum Products.

Corrosive Material - A chemical capable of causing visible and irreversible damage to human skin tissue at the site of contact.

**Explosive** - A chemical that produces a sudden release of pressure, gas and/or heat when subjected to sudden shock, pressure or high temperature.

**Exposure** - Contact of an individual with a hazardous material during the course of employment through any route of entry.

**Flammable Material** - A substance that meets any of the following specifications: A flammable aerosol is a chemical substance or mixture, dispensed from a container as a mist, spray or foam by a propellant under pressure, which yields a flame of at least 18 inches at full valve opening, or a flashback (flame extending back through the valve) at any opening. A flammable gas is a gas which, at normal atmospheric pressure and temperature and at a concentration of 13 percent or less, forms a flammable mixture, or that forms a range of flammable mixtures with air greater than 12 percent regardless of the lower limit. A flammable liquid for our purposes, is defined as having a flash point below 1000F except that this does not include any mixture where any one constituent has a flash point at or above 1000F and makes up 99 percent or more of the total volume of the mixture. A flammable solid is a material (other than an explosive) that causes fire through friction, absorption of moisture, spontaneous chemical change, retained heat from manufacturing or processing, or that can be readily ignited and can remain so even after the ignition source is removed.

**Flash Point** - The minimum temperature at which a substance produces enough vapor to be ignited.

**Foreseeable Emergency** - Any potential occurrence that could result in the uncontrolled release of a hazardous material into the workplace.

**Hazardous Chemical Substance or Mixture** - Is a substance considered as one or more of the following : a toxic material, a carcinogen, a corrosive material, an irritant, a strong sensitizer, a dangerously reactive material, a flammable material, a combustible liquid, a pyrophoric material, a strong oxidizer, an explosive material, or a compressed gas.

**Health Hazard** - A relative term generally referring to any substance that has been shown by at least one established scientific study to produce acute or chronic detrimental health effects to exposed personnel.

**Irritant** - A chemical substance or mixture, other than a corrosive, that when contacted with the skin produces an inflammatory reaction to the affected area and/or surrounding areas.

**Median Lethal Concentration LC50** - The concentration in air of gas, vapor, mist, fume or dust for a given period of time that will kill 50 percent of the test animals using a specified test procedure. Inhalation is the primary route of entry.

**Median Lethal Dose LD50** - The dosage of a substance that will kill 50 percent of the test animals to which the substance is administered using a specified test procedure. Various routes of entry can be used for testing purposes.

**LEL (Lower Exposure Limit)** - The lowest concentration of a gas or vapor in air that will ignite or explode if an ignition source is provided.

**Safety Data Sheet (SDS)** - An information document that contains relevant information about a specific chemical or mixture. Also lists the hazards of the chemical, appropriate emergency response procedures, protective equipment that should be worn, etc.

Mutagen - A material that affects organisms at the genetic level and whose effects may be seen in subsequent generations.

Oxidizer - A chemical that promotes combustion in other materials. The definition does not include explosives.

Physical Hazard - A chemical that is either a combustible liquid, a compressed gas, an explosive, is flammable, an organic peroxide, an oxidizer, is pyrophoric, is reactive or water-reactive.

Pyrophoric Material - A chemical substance or mixture that will ignite spontaneously in dry or moist air at below 1300F.

Reactive Material - A chemical substance or mixture that may vigorously polymerize, decompose, condense, or become self-reactive under conditions of shock, pressure or temperature. Includes chemical substances that can be classified as explosive, an organic peroxide, and a pressure generating material or a water reactive material.

Sensitizer - A chemical substance or mixture known to cause some form of hyper-sensitive reaction to normal tissue when said tissue is exposed to it.

Teratogen - A chemical that causes physical defects in a developing embryo.

Threshold Limit Values (TLV) - These are the upper exposure limits of airborne concentrations of chemicals that are accepted as safe for employees to be exposed to on a day-in, day-out basis. There are three types of threshold limit values. The Time Weighted Average (TWA) is the maximum concentration that employees working eight hours per day, 40 hours per week can be exposed to with no adverse physical effects. The Short Term Exposure Limit (STEL) is the maximum concentration to which workers can be exposed for a period of up to 15 minutes with no detrimental effects. Finally, the Ceiling (C) is the concentration that should never be exceeded, not even instantaneously.

Toxic - Refers to any chemical or substance that falls into any of the following categories:

1. A chemical that has a median lethal dose of more than 50 milligrams per kilogram but not more than 1000 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each;
2. A chemical that has a median lethal dose of more than 200 milligrams per kilogram but not more than 1000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours or less with the bare skin of albino rabbits weighing between 2 and 3 kilograms each; or,
3. A chemical that has a median lethal concentration in air of more than 200 ppm but not more than 2000 ppm by volume of gas vapor, or more than two milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for one hour or less to albino rats weighing between 200 and 300 grams each.

Unstable - A chemical or substance in a pure state (nothing added) that will readily polymerize, decompose, condense, or become self-reactive under conditions of shock, pressure or temperature.

## **LABELS AND OTHER FORMS OF WARNING**

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

1. Identification of the hazardous chemical
2. Appropriate hazard warnings
3. Name and address of the chemical manufacturer, distributor, or other responsible party.

ULM, in accordance with state and federal regulations, requires that containers of hazardous materials in the workplace be labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warning. Labels provide an immediate source of information and should not under any circumstance be removed or defaced.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. "Immediate use" in this case means "that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred." If the hazardous material is going to be in the container after the employee who filled it leaves work, or if another employee is going to use the material, it must be labeled. However, it would be in everyone's best interest if all containers, even portable containers, were labeled. When an employee fills a portable container, a simple piece of masking tape with the name of the material and its primary hazard will suffice as a temporary label.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to supervisors so appropriate labels can be reapplied immediately.

## **EMPLOYEE INFORMATION, EDUCATION, AND TRAINING**

Information, education and training shall be provided by foremen, supervisors, lab managers or their representatives to personnel and students in accordance with this standard. Employees who are new to the work environment or instructional area or may receive a change in work procedures that would include application of new or unfamiliar hazardous materials will be trained to work with them.

Training will be documented and kept on file. The Environmental Health & Safety Office will be glad to assist in training involving the hazard communication program.

## *Personal Protective Equipment (PPE) for Hazard Communication*

The University of Louisiana at Monroe (ULM) is committed to providing a safe environment for all students, faculty, staff, and visitors. Whenever possible, workplace hazards should be eliminated or reduced through the use of proper work practices, and other engineering and administrative controls. When hazards cannot be eliminated or adequately controlled, the use of personal protective equipment (PPE) may be required. The Office of Facilities and Environmental Health & Safety is available to assist in the development, implementation, and administration of PPE policies.

Several tools are available to assist supervisors with the hazard assessment process. OSHA's PPE Assessment information is located here:

[https://www.osha.gov/dte/library/ppe\\_assessment/ppe\\_assessment.html](https://www.osha.gov/dte/library/ppe_assessment/ppe_assessment.html)

ULM's PPE Hazard Assessment Form is located online here:

[https://www.ulm.edu/safety/documents/haz\\_assess\\_form\\_ppe.doc](https://www.ulm.edu/safety/documents/haz_assess_form_ppe.doc) .

The physical, chemical, and/or toxic properties of the material typically dictate the type and degree of protection required. However, additional items, such as the specific job task, likelihood of exposure and worker comfort, must also be considered when selecting personal protective equipment.

### **Assessment**

Each supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Each supervisor shall verify that the required Job Hazard Assessments have been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and job task(s), which identifies the document as a certification of hazard assessment. The hazard assessment should be repeated when new hazards are identified or introduced into the workplace, a job changes, new equipment or process is installed, or when there has been an accident.

### **PPE Selection**

If workplace hazards cannot be eliminated or controlled through engineering or administrative means, supervisors shall:

- 1) Select and ensure the use of PPE that will protect employees from the hazards identified in the Job Hazard Assessment;
- 2) Communicate selection decisions to each affected employee; and,
- 3) Select PPE that properly fits each affected employee.

PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are selected. PPE should be reasonably comfortable and shall not unduly encumber the employee's movements necessary to perform their work. Supervisors shall ensure that all personal protective equipment, whether employer-provided or employee-provided, complies with the applicable OSHA standards for the equipment. Each supervisor is responsible for periodically re-evaluating the selection and use of PPE in work areas under their control. Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the university at no charge. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must



conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hearing Protection ANSI 53.19
- Hand Protection (There are no ANSI standards for gloves. However, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)
- Respiratory Protection (There are no ANSI standards for respirator or mask. However, selection must be based on tasks to be performed.)
- Body (Torso) Protection (There are no ANSI standards for body protection. However, selection must be based on tasks to be performed.)

### **Cleaning and Maintenance of PPE**

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturer's instructions before and after each use. All breathing and hearing protection other than ear muffs are disposable but can be reused at the discretion of the employee. Any eye protection that is damaged or scratched should be replaced immediately and a supervisor notified of the situation.

Supervisors are responsible for ensuring that users properly maintain their PPE in good condition. They have the final word on any call that has to do with safety.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, it must be adequate for the work place hazards, and maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

### **Training**

Supervisors must provide documented training to all employees required to use PPE. Employees shall be instructed on use in accordance with the manufacturer's instructions. Each affected employee shall demonstrate the ability to use PPE properly and an understanding of the items listed below prior to being allowed to perform work requiring the use of PPE:

- 1) When PPE is necessary;
- 2) What PPE is necessary;
- 3) How to properly don, doff, adjust, and wear PPE;
- 4) The limitations of the PPE;
- 5) Proper storage of personal protective equipment;
- 6) Proper care, maintenance, useful life and disposal of the PPE.

Training of each employee will be documented using a training sign in sheet and kept on file. The document certifies that the employee has received and understands the required training on the specific PPE he/she will be using.

## **Retraining**

The need for retraining will be indicated when:

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly);
- new equipment is installed;
- changes in the work place make previous training out-of-date;
- changes in the types of PPE to be used make previous training out-of-date.

## **Responsibilities**

### **Supervisors**

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees;
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE;
3. Ensuring that PPE training forms are signed and given to the Director of Facilities or Campus Directors;
4. Ensuring that employees properly use and maintain their PPE and follow the PPE policies and rules;
5. Notifying the Office of Facilities and assigned campus safety coordinators when new hazards are introduced or when processes are added or changed;
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

### **Employees**

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required;
2. Attending required training sessions;
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required;
4. Following PPE policies and rules;
5. Informing the supervisor of the need to repair or replace PPE.

## **Procedure**

1. Personal Protective Equipment shall be used in accordance with all rules and guidelines from the Occupational Safety and Health Administration (OSHA). The University will conduct a hazard assessment of work tasks to identify the personal protective equipment required.

### 2. Procurement of Personal Protective Equipment (PPE)

Employees are not responsible for supplying their own personal protective equipment. The University will procure and supply employees with all necessary personal protective equipment. The employee's supervisor is responsible for following normal University procurement policies to obtain necessary personal protective equipment.

### 3. Use of Personal Protective Equipment (PPE)

Supervisors will inform and provide on the job training for employees to let them know when personal protective equipment is required. The supervisor shall train employees through on the job training on what specific personal protective equipment is required for each work task.

When using personal protective equipment, the following procedures should be followed:

- a. Prior to Use - Inspect the personal protective equipment – make sure that the PPE you are using is in good condition. Make sure that it is the right size and fits you appropriately. If you are using gloves – make sure that they don't have any cracks in the gloves and that they are not torn. If you are using a hard hat, make sure that it is not cracked and that it is in good condition. If personal protective equipment is not in good condition or if it doesn't fit correctly, notify your supervisor so that they can replace the equipment.
- b. During Use – Make sure you wear the required personal protective equipment throughout the duration of the work task. Continue to monitor and inspect the condition of your personal protective equipment during work tasks. If a piece of PPE is lost, damaged, etc. during performance of the work task, stop performing the work task, and make sure the damaged PPE is replaced prior to continuing the work task.
- c. After Use – Clean and inspect all personal protective equipment that will be reused in the future. Store the personal protective equipment in a place that is safe, dry, and well ventilated.

#### 4. Maintenance of Personal Protective Equipment

All personal protective equipment shall be maintained in accordance with manufacturer's guidelines and recommendations along with all OSHA rules, guidelines, and regulations. In general, personal protective equipment will be inspected and cleaned after each use and shall be properly stored. Any defects noted in the personal protective equipment shall be repaired or the equipment shall be disposed of and replaced. During inspection, cleaning, and maintenance of personal protective equipment, each piece of equipment shall be checked to be sure that it does not have an expiration date. Some items may only be certified for a certain length of time. Once the items have exceeded their recommended date / service life, they shall be disposed of.

#### 5. Disposal of Personal Protective Equipment

Some personal protective equipment is disposable and will be discarded following each use (i.e. ear plugs, latex gloves, etc.). Other personal protective equipment that is not disposable shall be discarded when it is no longer in good condition and/or when it has exceeded the recommended service life. Personal protective equipment that is in poor condition or that has exceeded its service life must be discarded. Employees should not be allowed to take the old PPE from the University in lieu of disposal. Personal protective equipment shall be discarded in accordance with all rules, laws, and regulations concerning disposal of wastes at the University.

## VI. Biological Safety

### *Bloodborne Pathogens Policy*

#### Purpose

The policy has been developed in accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030. The specific purposes of the policy include: elimination or minimization of employee occupational exposure to blood or other body fluids, compliance with the OSHA Bloodborne Pathogens Standard, and the protection of the students, faculty, staff, and visitors of The University of Louisiana at Monroe (ULM).

#### Program Administration

The Environmental Health & Safety (EHS) Department and Student Health Services under the School of Nursing are responsible for the implementation of the University's bloodborne pathogens policy. These two departments will review and update the policy annually to include new or modified tasks and procedures.

Departments that have exposure to bloodborne pathogens are responsible for supplying personal protective equipment (PPE), engineering controls (i.e. sharps containers), labels, biohazard bags, etc. as required by the standard. The Environmental Health & Safety Department will assist in providing the necessary materials that the departments need.

Student Health Services is responsible for ensuring that all medical actions required are performed and that appropriate employee health records are maintained. This office is also responsible for administering Hepatitis vaccinations to employees.

The Environmental Health & Safety Department will be responsible for training, documentation of training, and making the written bloodborne pathogens policy available to employees. Additionally the EHS department will be responsible for coordinating the disposal of all biohazardous waste.

#### Employee Exposure Determination

OSHA requires employers to examine employee exposure to blood or other potentially infectious material (OPIM). The exposure determination is made without considering the use of personal protective equipment (PPE).

Several positions at ULM may potentially expose employees to bloodborne pathogens. These positions are classified as having a high risk for potential bloodborne pathogen exposure. The following areas at ULM have been determined to be at a high risk for exposure to bloodborne pathogens:

1. Athletic Trainers	6. Speech Language Pathology
2. Custodial Services	7. Nursing Faculty
3. Dental Hygiene Faculty	8. Radiologic Technology Faculty
4. Police Department	9. Medical Laboratory Science Faculty
5. Plumbers	10. Occupational Therapy Faculty

All employees may be potentially exposed to bloodborne pathogens at some point during their employment at ULM; however, the positions listed above are more likely to be exposed to bloodborne pathogens on a regular basis due to the nature of their jobs.

The following procedures involve a potential risk of exposure to bloodborne pathogens:

1. Patient examinations
2. Burn treatment and dressing
3. Wound treatment and dressing
4. Cerumen removal
5. Foreign body removal
6. I & D abscess
7. Laceration repair
8. Venipuncture
9. Injections and Immunizations
10. Cleanup of blood or other potentially infectious materials (OPIM)
11. Responding to a crime scene involving blood or OPIM
12. Administering CPR or first aid.

### **Exposure Control Plan**

Part of the OSHA Bloodborne Pathogens Standard requires that this plan include a schedule and methods of implementation for the various requirements of the standard. Employees in the positions affected by the bloodborne pathogens standard receive an explanation of this Exposure Control Plan (ECP) during their initial training session. All affected employees also receive this information in required annual refresher training.

All employees have an opportunity to review this plan at any time during their scheduled work hours by contacting the department safety coordinator for their department or by contacting the Environmental Health & Safety Officer. If requested the Environmental Health & Safety Department will provide an employee with a copy of this plan free of charge within fifteen days of the request.

### **Compliance Strategies**

#### **1. Universal Precautions**

Universal precautions are methods of preventing disease by preventing transfer of blood or other potentially infectious materials. 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 materials will be considered infectious regardless of the perceived status of the source individual.

## **2. Engineering and Work Practice Controls**

Engineering and Work Practice Controls will be used to eliminate or minimize bloodborne pathogen exposure to employees. Additionally, personal protective equipment will be used to further minimize exposure. The following engineering and work practice controls will be utilized.

### **a. Hand Washing Facilities**

- 1) These facilities must be located so that they are available to employees who are exposed to bloodborne pathogens or other potentially infectious materials.
- 2) All employees are required to wash their hands with soap and water as soon as feasible after any exposure or after PPE (i.e. gloves) is removed when working with bloodborne pathogens or other potentially infectious material.
- 3) Any other body part that is contaminated should be washed with soap and water immediately or as soon as feasible.

### **b. Sharps, Contaminated Needles, & Glassware**

1) Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. An exception to this rule is allowed if the procedure used requires that the contaminated needle be recapped or removed and no alternative is feasible, and the action is required by the medical procedure. Under these circumstances only, the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

### **2) Disposal of Sharps, Contaminated Needles, & Glassware**

a) Disposal of contaminated sharps shall be in appropriate containers that meet the following requirements: puncture resistant, closable, leak proof on sides and bottom, appropriately labeled, color coded (red), and are designed to keep employees from reaching into them.

b) During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as feasible to the immediate area where sharps are being used or can be reasonably anticipated to be found (e.g. exam rooms, laboratories, training rooms, etc.)

c) Employees are to use unwinders to separate needles from syringes and vacutainers and are to be trained regarding proper removal of needles.

d) The containers shall be maintained upright throughout use, replaced routinely and not be allowed to overfill. They should be checked every time there is a scheduled pickup of biohazardous waste and changed when they are nearly full.

### **c. Personal Protective Equipment (PPE)**

1) Gloves – gloves shall be worn any time when there is a possibility that employees could have hand contact with blood or other potentially infectious materials. Gloves shall also be worn when dealing with non-intact skin, mucous membranes, and when handling or touching contaminated items or surfaces. Additionally gloves will be worn whenever handling potentially infectious biomedical waste. Gloves used for this purpose should be disposable gloves designed to provide protection against bloodborne pathogens. These gloves are typically made of latex. The disposable gloves should 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 or other types of alternatives should be made available to all employees who are allergic to latex gloves.

2) Masks and Eye Protection – masks and eye protection will be worn during any situation when splashes, sprays, splatters, or droplets of blood or other potentially infectious material may be generated and contamination to the eyes, nose, or mouth is possible. Masks should be approved for protection against bloodborne pathogens. Eye protection should be goggles that are leak proof or other eye protection approved for protection against bloodborne pathogens.

3) Protective Clothing - Protective clothing is required if the possibility of splashes, sprays, splatters, etc. of blood or other potentially infectious material is expected. Full length lab coats or disposable gowns with long sleeves which are approved for protection against bloodborne pathogens should be worn in these cases.

4) Other Personal Protective Equipment - in several cases further personal protective equipment may be necessary. Some examples of additional PPE include: head covers, smocks, foot coverings, aprons, etc. The need for additional personal protective equipment will be determined by the department heads of the affected departments.

#### d. Housekeeping

1) Waste – all regulated medical waste is to be placed in appropriate 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.

2) Work Surfaces – work surfaces are to be decontaminated with an approved disinfectant for bloodborne pathogens or with a 10% bleach solution. The decontamination of work surfaces should occur at the beginning and end of each work shift, immediately upon contamination of the area, and also after completion of each procedure.

3) Reusable Receptacles – reusable receptacles such as garbage cans, pails, etc. will be decontaminated weekly in areas where contamination with bloodborne pathogens is possible.

4) Broken Glassware – broken glassware that is possibly contaminated by bloodborne pathogens must not be directly picked up with the hands. Tools used in the cleanup of broken glass are to be decontaminated and broken glass disposed of in an appropriate sharps container. Do not use vacuum cleaners for the cleanup of contaminated glass.

5) Laundry – laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. This laundry will be placed in appropriately marked, color coded, red bags at the location where it was used.

#### e. Labels

Labels are to be used to make employees and other persons who come into contact with containers aware of the containers content and hazards. Labels should be attached to all containers of biohazard waste, to refrigerators containing blood or other potentially infectious materials, and to any other containers used to store, transport, or ship blood or other potentially infectious material. The 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.

#### f. Pipettes

Oral pipetting will not be allowed under any circumstances.

#### g. Prohibited Activities

1) Eating and Drinking – food and drinks are not to be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials are present. No eating or drinking is allowed in these areas.

2) Applying Cosmetics – application of cosmetics will not be allowed in areas where blood or other potentially infectious materials are present.

3) Applying or Removing Contact Lenses – this activity is also prohibited in areas where blood or other potentially infectious materials are present.

h. General Procedures - All procedures involving blood or other potentially infectious material will be performed in such a manner to minimize splashing, spraying, splattering, and generation of droplets of these substances.

### **3. Hepatitis B Vaccine**

Student Health Services under the School of Nursing will be responsible for hepatitis B vaccinations. The vaccination is available at no cost to affected employees identified in the exposure determination section of this policy. Upon being employed in one of the identified positions, the vaccine will be offered within 10 days of initial assignment. Prior to administering the vaccine, affected employees will be provided training on Hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

Vaccination is encouraged for these positions, unless:

a. Documentation is given showing that the employee has already received the vaccine series.

b. Antibody testing reveals that the employee is immune.

c. Medical evaluation shows that the vaccine is contraindicated.

Although the vaccine is encouraged, employees have the right to decline the vaccination series. If an employee chooses to decline vaccination, the employee must sign a declination form. The declination form



will be kept in the employee's medical file in Student Health Services. Employees who decline the vaccine may request and obtain the vaccination at a later date at no cost.

If in the future the U.S. Public Health Service recommends a routine booster dose of the Hepatitis B vaccine, it will be provided free of charge to affected employees.

Failure to comply with the above criteria will result in a withholding of pay checks. Once one of the above criteria has been met, pay checks will be released back to the employee.

#### **4. Spill and Decontamination Procedure**

Spills within laboratories or medical areas shall be decontaminated by the proper administrative authority or designee. For all other spills contact Custodial Services. Use disposable supplies whenever possible.

General Guidelines for Decontamination:

- Wear the appropriate PPE.
- Restrict access to the area.
- Do an initial wipe up of the area. An absorbent material can be used to solidify large quantities. The absorbent material can be obtained by contacting Custodial Services.
- Clean the area with an EPA registered disinfectant or 10% bleach solution.
- Spray the area and allow it to sit for 10 minutes or following the manufacturer's recommendations for use of the disinfectant.
- Decontaminate all cleaning equipment.
- Dispose of all cleaning material in proper biohazard waste containers.
- PPE shall be removed and disposed of in the proper biohazardous waste containers.

#### **5. Disposal**

Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations. All waste with the possibility of contamination of bloodborne pathogens shall be placed in containers that 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 prior to removal to prevent spillage or protrusion of contents during handling, storage, transportation or shipping. Biohazard cardboard boxes, red totes, and red bag liners are available by contacting the Environmental Health & Safety Office.

#### **6. Information and Training**

All employees who have occupational exposure to bloodborne pathogens must receive training on the epidemiology, symptoms, protection from, and transmission of bloodborne pathogens diseases. Student

Health Services and the Environmental Health & Safety Office will provide this training. The training will be at no cost to the employee and the employee will attend during working hours.

This training will cover but is not limited to the following topics:

- A copy of the OSHA Bloodborne Pathogens standard and explanation of its contents.
- A discussion of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens
- An explanation of the University of Louisiana at Monroe (ULM) bloodborne pathogens policy and exposure control plan. Training will include plan locations and provide a method for employees to obtain a copy of the plan.
- The recognition of tasks that may involve exposure.
- An explanation of the use and limitations of methods to reduce exposure; for example engineering controls, work practices, and personal protective equipment.
- Information on the types, selection, use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- Information on the Hepatitis B vaccination, including efficacy, safety, and method of administration, benefits, and that there will be no charge for the vaccine.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up.
- Information on the evaluation and follow up required after an employee exposure incident.
- An explanation of the signs, labels, and color-coding systems.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this plan shall only receive training in provisions of the plan that were not covered. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Due to the occupational exposure posed to all employees, the training will be conducted for all employees at least once every five years.

## **7. Recordkeeping**

### **a. Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records." Student Health Services is responsible for the maintenance of the required medical records. These confidential records will be kept on file during 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:

- Name and Social Security Number of the employee
- Employee Hepatitis B vaccination status including dates of vaccination, records relating the employee's ability to receive the vaccine, or the signed declination form if applicable.
- A copy of all the results of examinations, medical testing, and follow up procedures.

#### b. Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at Student Health Services and in the Environmental Health and Safety Office. The training records include: dates, content of training, names and qualification of those conducting the training, and the names, signatures, and job titles of all persons attending the training.

### **8. Post – Exposure Evaluation and Follow-up**

If an exposure incident occurs the following steps should be followed:

- b. Clean the area exposed thoroughly (clean wound, flush eyes, flush mucous membranes, etc.).
- c. Contact the Student Health Services at 342-1651 and report the incident. Student Health Services will make arrangements for a confidential medical evaluation and follow-up. They will also administer first aid and will also clean the area affected thoroughly. If the incident occurs after hours notify University Police of the incident and seek medical evaluation.
- d. Be sure to document the routes of exposure and how the exposure occurred.
- e. Identify and document the source individual, if known, unless it can be established that identification is not feasible or is prohibited by state or local laws.
- f. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. Document that the source individual's test results were conveyed to the employee's health care provider.
- g. If the source individual is already known to be HIV, HCV, and / or HBV positive, then no further testing is required.
- h. Ensure that the exposed employee is provided with the source individual's test results and with information about applicable regulations and laws concerning the disclosure of the identity and infectious status of the source individual.

- i. After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident, and test blood for HBV and HIV serological status.
- j. 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 possible.

### **9. Administration of Post – Exposure Evaluation and Follow-up**

The healthcare professional evaluating an employee after an exposure incident will be provided the following information:

- a. A copy of OSHA's bloodborne pathogens standard
- b. A description of the employee's job duties relevant to the exposure incident.
- c. Route(s) of exposure.
- d. Circumstances of the exposure incident.
- e. If possible, results from the source individual's blood test.
- f. Relevant employee medical records, including vaccination status.

The healthcare professional will provide the University a written opinion within 15 days of the initial evaluation. A copy of this report will be given to the affected employee. The healthcare professional's written opinion for post-exposure follow up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation.
- 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.

All other findings or diagnosis shall remain confidential and shall not be included in the written report.

### **10. Procedures for Investigating an Exposure Incident**

The Environmental Health and Safety Office will review the circumstances of all exposure incidents to determine:

- b. Engineering Controls in use at the time of the incident.
- c. Work practices followed.
- d. A description of any device(s) being used.
- e. Protective equipment or clothing that was used at the time of the incident.
- f. Location of the incident.

g. Procedure(s) being performed when the incident occurred.

h. Employee's training (have they attended, when they attended, etc.)

The investigation will seek to determine if the incident was preventable and what measures can be taken to prevent recurrence of similar incidents. The Environmental Health and Safety Office will make recommendations for any changes to policies, procedures, etc. that may reduce the risk of similar incidents. Based on these recommendations this exposure control plan may be amended in the future to promote a safer working environment.

One of the main methods of protection from bloodborne pathogens offered through the University's program are Hepatitis B vaccinations for employees who regularly encounter bloodborne pathogens in their course of work. These jobs are further defined in the policy above. The vaccination is not mandatory, however, if you choose to decline the vaccine you must fill out the employee declination form below.

- Employee Declination Form (HTML Format)
- Employee Declination Form (Adobe PDF Format)
- Employee Declination Form (Microsoft Word Format)

To schedule a Hepatitis B vaccination contact the Environmental Health & Safety Office at 342-5177.

## *Bloodborne Pathogens Spill Procedures*

### PROCEDURE FOR HANDLING SPILLS OF BLOOD AND OTHER BODY FLUIDS

**IF SPILL IS THE RESULT OF A PERSONAL INJURY TO A STAFF MEMBER, STUDENT, OR VISITOR, FOLLOW THE UNIVERSITY PROCEDURE FOR REPORTING ACCIDENTS/INJURIES FOUND HERE: [www.ulm.edu/safety](http://www.ulm.edu/safety)**

Only certain University personnel are authorized by the University of Louisiana Monroe Office of Environmental Health and Safety to clean up and decontaminate spills of blood and body fluids. These personnel include custodians, University Police, Office of Environmental Health personnel, and instructors/personnel in areas where blood and body fluids are routinely encountered in the course of work. These employees may be classified as employees with “high risk” for exposure to bloodborne pathogens if they are called upon to routinely perform these tasks.

These personnel must receive documented training when hired and must have training up-dates provided each year. It is the responsibility of supervisors to notify the Office of Environmental Health and Safety when new personnel are hired in these areas. **ONLY THESE DESIGNATED PERSONNEL WILL HAVE THE APPROPRIATE EQUIPMENT, SUPPLIES, AND TRAINING TO PROPERLY CLEANUP AND DECONTAMINATE THE SPILL.**

#### **Do not attempt to clean up a spill unless authorized to do so.**

“High Risk” areas at the University where contact with blood or body fluids can reasonably be encountered are: Student Health Center, specialty laboratories in nursing, biological sciences, speech/hearing clinic, kinesiology, and athletics, and with certain accidents involving injury.

#### **ANY PERSON WHO ENCOUNTERS/OBSERVES SPILLED BLOOD OF BODY FLUIDS MUST IMMEDIATELY CONTACT ONE OF THE FOLLOWING:**

**SPILL IN DORMITORIES:** Contact the Director of Residential Housing at 318-342-5247

**SPILL IN CAMPUS CLASSROOM/OFFICE BUILDING:** Contact Custodian Manager at 318-342-5189

**SPILL IN “HIGH RISK” AREAS-** Contact your supervisor and the lab safety coordinator.

**SPILL IN NEUTRAL AREAS OUTSIDE OF CAMPUS BUILDINGS-** Contact University Police at 318-342-5350.

**IF THESE PERSONNEL ARE UNAVAILABLE-** Contact Office of Environmental Health and Safety at 318-342-5177

#### **EQUIPMENT REQUIRED TO CLEAN UP/DECONTAMINATE A SPILL (SPILL KIT CONTENTS)**

##### **➤ Personal Protective Equipment (PPE)**

- Disposable Gloves
- Protective Goggles
- Disposable Face Mask
- Disposable Gown or Apron
- Antiseptic Towelettes

### ➤ Spill Clean-Up Equipment

- Disposable Absorbent Material (e.g., Paper Towels or Lab Table Soakers)
- Red Medical Waste Bag for Disposal
- Appropriate Germicidal Solution
- Forceps or Other Mechanical Means for Picking-Up Broken Glass or items which have been contaminated with blood or body fluids

**Authorized personnel may obtain Spill Kits from their supervisor.**

### **CLEANING AND DECONTAMINATING SPILLS OF BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS**

- Put on appropriate personal protective equipment (PPE) including **double gloves**, gown, protective goggles, and face mask.
- Control access to area. Prevent people from walking through affected area and thereby tracking the blood or other potentially infectious material to other areas.
- Contain spill. Use paper towels or other absorbent material to contain spill.
- Use forceps, plastic scoop, or other mechanical means to remove any broken glass or other sharp objects from the spill area. Take care not to create aerosols. Place these items into a small cardboard box, thick walled plastic bag, or other container that will prevent them from puncturing the red bag (or your hand). Place the contained sharp items into the red bag for disposal. Do not seal bag. Also use the forceps to pick up and bag items contaminated with blood or body fluids and place the contaminated items into a red bag.
- Apply appropriate disinfectant to decontaminate contaminated surfaces. To avoid creating aerosols, never spray disinfectant directly into spilled material. Instead, gently pour disinfectant on top of paper towels covering the spill or gently flood affected area first around the perimeter of the spill, then work disinfectant slowly into spilled material.
- Allow several minutes of contact time with disinfectant. **(CRITICAL STEP!!!!)**
- Pick-up all absorbent material and place carefully in red bag for disposal. Do not seal red bag.
- Clean affected area again with disinfectant and new paper towels. Place used paper towels in red bag for disposal. Do not seal red bag.
- Dry area. Place used paper towels in red bag for disposal. Do not seal red bag.
- Once spill is completely cleaned, place all used spill control equipment in the red bag for disposal. Do not seal red bag.
- Remove PPE and place in red bag for disposal. Remove PPE in the following order:
  - Remove soiled gown.
  - Remove outer pair of disposable gloves.
  - Remove face mask and protective goggles. Do not remove PPE from face with soiled gloves. Remove soiled outer gloves first and place them in the red bag for disposal. Use clean inner glove to remove PPE from face. This prevents the introduction of blood or other potentially infectious material to the mucous membranes of the face via a contaminated glove.
- Once all used PPE, spill control equipment, and other potentially contaminated items are in the red bag seal bag securely for disposal. Contact the University of Louisiana Monroe office of Environmental Health and Safety to collect and dispose of this bagged material
- Wash hands

## *Key Policy*

### Purpose

To ensure that all university keys are accounted for and used appropriately. To implement a tracking system for all university keys. To ensure the safe access and security to all university buildings.

### Procedure

**In order to obtain a key to a university building the following procedure will be followed:**

1. Complete a key request form and have the form signed by the department head.
2. Submit the completed form to the physical plant.
3. The physical plant will then make the appropriate key. Once the key is made the physical plant will notify the employee requesting the key that it is ready. The employee will be required to come to the physical plant to receive their key.
4. Before the key is given to the employee, the employee will be required to identify themselves to physical plant personnel by presenting their university identification card. Once they have been positively identified, the employee will be required sign the authorization statement on the bottom of the key request form. This authorization will acknowledge that the employee is responsible for the key and will be charged an appropriate fee if the key is lost or if it is not returned upon termination of their employment with the university. The key number and the employee name will be entered into a database in order to track university keys.
5. Upon termination of employment for any reason the employee will be required to turn in all assigned keys to the physical plant. Failure to turn in university keys will result in appropriate deductions from the employee's last paycheck. Upon return of the university keys the physical plant personnel will give the employee a receipt stating that the keys have been turned back in. The employee can then give a copy of this receipt to the human resource personnel to avoid being charged for the keys.

**In the event a key is lost:**

1. Report the situation to the physical plant immediately.
2. The physical plant may provide a copy of the lost key and will charge the employee an appropriate fee. If the physical plant determines that a copy of the key can be made then the employee will be required to follow the procedure above for requesting a new key.
3. For security sensitive areas it may be necessary to change the locks when a key is lost. If deemed necessary the employee will be charged an appropriate fee for this service. The decision to replace the key with a copy or change locks will be determined by the physical plant. If this is necessary all employees who have been issued this key will be issued a new key matching the new lock. These employees will have to come to the physical plant to receive their new keys.

**If a key is damaged and no longer works:**



1. Notify the physical plant by using the key request form.
2. Submit the damaged key with the key request form to the physical plant.
3. The process for getting a new key will be the same as listed above.

**FEES:**

\$20.00 per key

Other costs may be charged by the physical plant if it becomes necessary to change locks or any lock hardware. These charges will be made at the discretion of the physical plant.

Any questions on the key policy or key request form should be directed to the physical plant. You can contact the physical plant at 342-5170.

## Appendix