



Louisiana Technical College – Region 7

GENERAL SAFETY PLAN (Policy)

Main Campus:	Shreveport/Bossier Campus, Shreveport, LA
Branch Campuses:	Mansfield Campus, Mansfield, LA Natchitoches Campus, Natchitoches, LA Northwest Campus, Minden, LA Sabine Valley Campus, Many, LA
Extension Campuses:	Homer Campus, Homer, LA Wade Correctional Center, Springhill, LA

LOUISIANA TECHNICAL COLLEGE – REGION 7
GENERAL SAFETY PLAN (POLICY)

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GENERAL SAFETY PLAN (POLICY)

MANAGEMENT POLICY STATEMENT

A major goal of public agencies and units is to provide safe and efficient services to residents of the State of Louisiana. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.

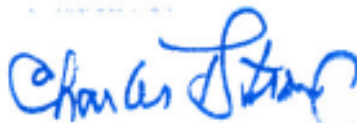
This objective can be reached if all employees accept personal responsibility for their own safety and well being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to herself/himself and others.

Each individual is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property because of accidents.

Each administrator and instructor will be held accountable for safety in areas under their supervision. Each is responsible for ensuring that all safety rules, policies, and procedures are followed.

It is our intention to provide good supervision, effective training, and safe equipment on the job. The success of our safety and loss prevention program depends upon the efforts of all employees to minimize and eliminate all potential hazards.

The attached manual contains information, instructions, and plans designed to assist the Louisiana Technical College Region 7 in complying with the State of Louisiana Loss Prevention Program. Please give your full support to the Region 7 safety program.



Charles Strong, Region 7 Director

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ASSIGNMENT OF SAFETY RESPONSIBILITY

The ultimate responsibility for preventing accidents and controlling hazards rests with management. Safety should be managed like any other administrative function. Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The key to effective safety performance is management procedures that are delineated to various positions within the organization that require accountability.

Executive and Operating Management

1. The Regional Director and Campus Deans are responsible for maintaining a safe work environment for all employees, students and visitors by:
 - Holding the Chief Facilities Officer and each Safety Representative accountable as an aspect of job performance for the establishment and maintenance of an effective Safety Program.
 - Ensuring compliance with the policy and procedures of the Safety Program
 - Communicating and demonstrating support for the Safety Program.
 - Authorizing necessary expenditures for the implementation of the Safety Program when possible.
 - Ensuring all employees, current and new, are aware of this plan and its contents as well as any forthcoming revisions and that they follow all safety rules, plans and programs.

2. The Chief Facilities Officer for Region 7 has coordinating responsibility for the overall safety on the campuses. Other responsibilities such as:
 - Represent and serve Region 7 by attending training, conferences, and workshops with the Office of Risk Management and other safety related organizations and agencies.
 - Remain current on policies and procedures related to safety and loss prevention.
 - Coordinate safety training, inspections, audits, and developing/revising safety plans along with Campus Safety Representatives to ensure compliance with the Office of Risk Management.
 - Follow proper procedures in reviewing and assisting with the investigation of all incidents/accidents and losses.

- Apprises the Region 7 Director of all safety issues and necessary updates to safety guidelines.
- 2. The Chief Fiscal Affairs Officer authorizes necessary expenditures, as approved by Campus Deans, to provide safe working conditions.
- 3. The Region 7 Director and/or Chief Facilities Officer approves safety policies as deemed necessary for the Region and/or as formulated by the Campus Deans, Safety Representatives and/or Safety Committees.
- 5. The Region 7 Director, Campus Deans, Assistant Deans, and Chief Facilities Officer participate in the safety program as recommended by the safety coordinators or committees (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).

Safety Representatives

Safety Representatives are designated for each campus. The Safety Representatives are responsible for supervising and coordinating the safety operations as designated by the Campus Dean. He/she has open communication with the Chief Facilities Officer, Campus Deans, employees and safety committee members. The Safety Representative's duties shall include but are not limited to:

1. Coordinate the safety operations as designated by the Dean at each facility or campus.
2. Keep and analyze accident records as required for COE accreditation.
3. Conduct educational activities, safety meetings and drills.
4. Conduct activities to stimulate and maintain interest in safety among employees.
5. Serve on the safety committee.
6. Supervise incident/accident or loss investigations.
7. Supervise the planning and completion of a regular program of safety inspections.
8. Supervise evaluation for compliance with applicable safety laws and codes.
9. Issue regular reports showing safety performance and accident trends.

10. Review plans annually with administrators, safety committees and employees for the purpose of updating plans and procedures as needed.

Employees

Employees must work safely and efficiently as they perform their campus duties. The employees' responsibilities are as follows:

1. Work according to accepted safe practices.
2. Report unsafe conditions and practices.
3. Report to the Safety Representative and/or Campus Dean any incident, accident, injury, or loss/damage to state property/equipment.
4. Observe safety rules and regulations.
5. Make safety suggestions.
6. Serve on safety committees.
7. Assist in incident/accident or loss investigations
6. Ask for assistance or further explanation if a task is unclear or seems unsafe.
7. Use the LTC Region 7 Safety Manual for reference and the Louisiana Community and Technical College Safety Policies.

Any employee who does not adhere to the safety manual may be subject to disciplinary action up to termination.

Safety Committees

Safety Committees are established on each campus and are made up of the Safety Representative, and other key staff and/or faculty members as determined by the Campus Dean. The Safety Committee is responsible for reviewing all safety plans and assuring that these documents remain current and up-to-date. Safety Committee members may also assist with safety meetings conducted for staff and faculty.

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SAFETY PROGRAM POLICY

There is no compromise for Safety. A Safety Program is designed to create safety attitudes and a safe environment. Safety attitudes and safe environment protect people from minor and disabling injuries. Fatal injuries also can result from bad safety practices. We cannot overemphasize the importance of a good safety program for Louisiana Technical College Region 7.

The college administration, instructors and staff are concerned about the safety of students and any other persons that are on the premises of these campuses. Each instructor will instill in every student a sense of responsibility for his or her own safety and the safety of others. Safety is one of our major concerns along with teaching students to respect equipment paid for by taxpayers' dollars. Safe equipment is well-maintained equipment.

Louisiana Technical College Region 7 will follow all safety rules that cover the class or shop each student attends. Instructors will give all students enrolled in their program a copy of the program's Safety Rules.

The first study assignment in each shop is on **SAFETY ORIENTATION**. Instructors list safety precautions in each study assignment and these will be reviewed prior to performing a job in the shop. Students view safety films that are beneficial for each shop class. Regular safety meetings are held in the shops to review safety procedures with students.

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FIRST-AID

The American National Red Cross defines First Aid as “the immediate and temporary care given to a victim of an accident or sudden illness, until they can obtain the services of a physician.” They require First Aid whenever an injury occurs and should be limited to doing what is necessary to preserve life. The primary concern is the care of the injured person and prevention of additional injury to the person.

First-aid may be administered only by someone who has completed a certified first-aid or emergency response course or someone who has advance medical training. Refresher training is required according to certification requirements. A person(s) qualified to administer first-aid should be available for all classes.

To facilitate summoning of emergency medical assistance a list of names and their locations shall be posted and accessible in all work areas. This should include the names, phone numbers, and location of First Aid/CPR Responders within the building or in close proximity.

Hospital Emergency Service, Local Fire and Police/Security Services, and the location of First Aid and Bloodborne Pathogen Kits and supplies should be posted. Kits shall be conspicuously displayed and accessible.

Administration at each campus site will maintain a file of trained first-aid attendants. This file contains training records and the date of necessary recertification. First-aid administered will be documented on the Incident/Accident Report Form.

First-Aid Kit and Inventory

A first-aid supply kit is available in each training area. Eye wash stations are available in departments that present possible hazardous eye situations.

Contents:

- Ace bandage
- Tape
- Roller gauze
- Cold pack
- Either 2 x 2's gauze pads (6) or 2 x 3" gauze pads (2) or 4 x 4's gauze pads (2) and/or cotton balls
- Band-Aids
- Non-sterile gloves

- First Aid Kit contents and reorder form
- CPR Mask
- Blood Borne Pathogen Clean-up Kit (Bio clean-up kit)

Employee Guidelines

1. The use of medicines/cleaners such as alcohol, Merthiolate, first-aid cream, etc., is prohibited. This also applies to the distribution of aspirin and other over-the counter medicine. The rule applies to both employees and students.
2. Calmly and coherently report all injuries and near miss accidents immediately to the Administration Office.
3. Use quick reference for emergency phone numbers and contacts posted in each classroom and laboratory.
4. Do not treat an injury yourself, unless you are trained in first aid. Get advice and treatment from a trained first-aid attendant.
5. Unless a victim is exposed to further danger at the accident site, do not move him or her until the full extent of the injury is known, first-aid has been given, and emergency transport assistance has arrived.
6. Do not attempt to perform regular job functions if abilities have been impaired by an injury.
7. In case of serious injury, 911 Emergency Service is available in the areas served by all Region 7 campuses.
8. In case of student injuries, the students' parents or a qualified ambulance/emergency medical service should provide transportation. It is strongly recommended that state vehicles not be used to transport the injured to a medical facility.
9. Any illness or sickness that impairs an individuals ability to perform, should be treated the same as an accident.

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PROCEDURE FOR INCIDENT/ACCIDENT INVESTIGATION

An accident investigation is to obtain all of the facts, available information and evidence that contributed to the event and to prevent recurrence.

An accident is defined as “a series of unplanned events that caused or could have caused personal injury or property damage.” The instructor responsible for the area in which the accident occurred should investigate all accidents, including those occurring to non-employees. “Near misses” are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage. The Safety Representatives should follow-up with an investigation and report results to the Campus Dean and Chief Facilities Officer.

When an employee or student is involved in an incident/accident, the employee/student must assist the employer in completing the *State Employee Incident/Accident Investigation Form*. Form DA 2000 is available from the Chief Human Resources Officer, and the Office of Risk Management. This form may also be found on the LTC-Region 7 website at <http://www.region7.ltc.edu>. Should an injury be incurred, whether or not medical attention is sought at the time, the completed form is sent to the Chief of Human Resources Officer who in turn completes the *Employer Report of Injury/Illness* (LDOL-WC-1007) and reports to the Office of Worker’s Compensation. All records are maintained in the HR office. Work injuries are summarized on the *Monthly Summary of Work Injuries* (Form MIR-1-00) by the Chief Human Resources Officer with copies going to the Campus Dean, Safety Representative, and Chief Facilities Officer.

In order to acquire necessary medical aid for injured persons, the Campus Dean should follow the following steps in investigating the accident:

1. If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
2. Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
3. Determine if there were any witnesses to the accident and get their accounts of the incident.

4. Take whatever steps are necessary to temporarily prevent recurrences until the condition can be assessed by completing the “Root Cause” which will determine what steps if any are necessary to prevent future incidents.
5. Complete the investigation portion of the Incident/Accident Report.
6. Copies of all Incident/Accident Reports for the fiscal year will be submitted to the Chief Facilities Officer by the end of July.

Instructions for Completing Incident/Accident Report

Accidents do not just happen; they are caused. The Incident/Accident Report is a tool to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the form are to be completed.

The form is available from the Chief Human Resources Officer and the Office of Risk Management as well as the regional website: www.region7.ltc.edu

Once an accident occurs, the investigator must take immediate action to prevent a similar event. The investigator completes the Root Cause Analysis Portion of the Incident/Accident Report.

1. Note any unsafe acts or conditions and contributory factors associated with the incident/accident.
2. Draw a conclusion as to why the act was committed and why the condition exists.
3. Explain immediate action taken to prevent a recurrence of the accident.
4. Suggest what long-range action is necessary to prevent the accident.
5. Indicate what additional assistance is needed to prevent the recurrence of the incident/accident.
6. To prevent similar incidents/accidents, share the analysis and the actions that should have been done with others at the facility.

Write your name and title on the bottom of the form.

The instructor in the area where the incident/accident occurred retains the original form. Copies should be sent to the Campus Dean and the Safety Representative. If it is an employee incident involving physical injury, the form should be sent to the Chief Human Resources Officer at the LTC- Shreveport/Bossier Campus, 2010 North Market Street, Shreveport, LA 71107.

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PROCEDURES FOR INSPECTION

Inspection Procedures include both scheduled and unscheduled inspections. They are to serve the following basic functions:

- To maintain a safe work environment, while controlling unsafe actions of people.
 - To maintain operational efficiency.
 - To comply with state and federal health and safety laws.
 - To reduce or eliminate hazards and potential accidents.
 - To evaluate potentially high-accident activities or areas
 - To follow up and investigate an event that involves serious injury to a person
 - To investigate a complaint of an unsafe or unhealthy situation that exists at the work site.
1. The Facilities Coordinator/Maintenance Supervisor is responsible for inspecting the facilities daily to assure safety and operational efficiency.
 2. The Campus Dean or his/her designee divides the grounds and facilities into specific housekeeping units. Housekeeping responsibility for each unit is assigned to specific custodial/maintenance workers.
 3. The Campus Dean or his/her designee meets with custodial/maintenance workers to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling the potential safety and fire hazards.
 4. The dean or his/her designee is responsible for conducting regularly scheduled inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

Some examples of hazardous conditions are as follows:

- Slip or trip hazards such as cords or torn or broken floor covers

- Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
 - Holes or protrusions such as eroded, broken or sunken walking surfaces.
 - Temporary accumulation of flammable or combustible materials.
 - Storage and use of chemical products and other hazardous materials.
7. Safety/Housekeeping Inspections are conducted quarterly by departmental instructors, staff, and administrative personnel. These checklists are implemented in accordance with our Safety Plan requirements and serve as one basis for making adjustments to the safety and general operations and maintenance programs. The checklists are collected each quarter by the Safety Representatives who submit copies to the Campus Dean and/or Campus Facilities Coordinator. These reports are maintained by the Safety Representative according to ORM audit and COE requirements.
 8. The campus maintenance department is responsible for conducting a quarterly building inspection according to specified preventive maintenance schedules.
 9. An annual self-audit is conducted in the fall of each year. This self-audit is completed and submitted by the Safety Representative as required by the Office of Risk Management and covers maintenance and safety compliance.
 10. Intermittent inspections are required at irregular intervals as the need arises. They may be unannounced and concentrate on any specific area of the workplace.
 11. Special inspections are sometimes required due to the installation of new equipment, the introduction of a new operation or process, remodeling or repair, or to investigate and analyze an accident, injury, fire or other hazard. The Chief Facilities Officer and/or Safety Representative may conduct other special inspections as needed.
 12. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log.
 13. The first-line instructor or Safety Representative is responsible for checking the Hazard Control Log and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken. If an instructor cannot correct the hazard, he or she should report it to the next level of management using the *Maintenance Service Work Order* form (R7M -1-00). Hazard Control Logs should be reviewed daily.

14. If a hazard still exists for more than 30 days, the Safety Representative must send copies of the Hazard Control Log to the Department and Agency Heads and to the Loss Prevention Unit of the Office of Risk Management.
15. The Hazard Control Log is retained in the originating work area for at least one year or until all hazards have been corrected.
16. Routine inspections are conducted by the Louisiana State Fire Marshal and all findings are reported to the college's Dean and Safety Representative who will address any negative report by the Fire Marshal immediately.

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JOB SAFETY ANALYSIS

Job safety Analysis is a procedure used to review work methods and uncover hazards that may result in incidents/accidents. The hazards might have been overlooked in the design of the building, workstation, equipment, tools, or processes. The hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel.

Job safety analysis is one of the first steps in hazard prevention, incident/accident analysis and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have resulted in a trend, death, or a change in job procedures or equipment. There are three objectives in job safety analysis:

1. To systematically evaluate jobs and work methods to eliminate hazards and potential hazards.
2. To develop a tool to assist in the teaching of safe work procedures, and
3. To provide a framework for incident/accident analysis.

When to Perform a Job Safety Analysis

A job safety analysis should be performed initially and on all jobs that have resulted in a trend, death, or a change in a job procedure or equipment that is hazardous.

Job Safety Analysis Procedure

Step 1: Select the Job

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

1. Production of Injuries: Jobs that have produced medical treatment or disabling injury during the past three years should be analyzed.
2. Frequency of Accidents: Jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater the number of accidents associated with the

job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.

3. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.
4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis should be made on every new job created that has the potential for serious injury or death. Analysis should not be delayed until an accident or near miss occurs.
5. Death: Any accident that caused the death of an employee must have a job safety analysis made as part of the investigation.

Step 2: Perform the Analysis

The instructor or the Safety Representative responsible for the task should perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The employees who regularly perform the task should be involved in the job safety analysis. As a rule the job safety analysis should contain less than 12 steps.

Job safety analysis involves the following steps:

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

Step 3: Identify Hazards

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

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by, or between the objects?

3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can an employee strain themselves by pushing, pulling, lifting, bending, or twisting?
5. Is the environment hazardous to one's health (toxic gas, hazardous liquids, vapor, mist, fumes, dust, shock or electrocution, heat or radiation)?

Step 4: Identify Solutions

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

1. Find a new way to do the job. Consider work saving tools and equipment. Select the safest method.
2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (tools, materials, equipment, layout, and location) to eliminate or control the hazard.
3. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
4. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. Eliminate the condition or practice that result in excessive repairs or service. At least attempt to minimize the effect of the condition.

Use of the Job Safety Analysis:

- The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.
- New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis.
- Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

- The job safety analysis is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.
- Employees shall be refreshed on JSA's annually as part of the campus safety training.

Record Keeping:

Job safety analysis forms should be maintained in a notebook or file in the department creating the documents and should be readily accessible to employees.

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SAFETY MEETINGS

Safety meetings are to educate, inform, motivate and examine work practices for potentially unsafe acts that could produce bodily injury and to provide a method to prevent recurrences. Safety meetings for all employees are held on a quarterly basis. The Safety Representative conducts the meetings. The Safety Representative or Safety Committee selects the appropriate topic and means of presentation. Attendance and meeting minutes are documented and maintained by the Safety Representative.

Student safety meetings are held in each instructional department quarterly or as needed. The instructor conducts these meetings. Attendance is documented using the Safety Meeting Report form (SM-1-00). Originals are kept in the department and copies are submitted to the designated personnel on each campus for record keeping.

Prepare for the Meeting

1. Conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. (Refer to <http://www.doa.la.gov/orm/lp.htm> and the suggested meeting topics in the “Safety Training” section of this manual for ideas.) A safety meeting can help identify and eliminate hazards before accidents occur.

Conduct the Meeting

1. Meetings are to be conducted by the Safety Representative and assisted, as required, by the supervisor or an outside source.
2. Discuss only one topic per meeting.
3. Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
4. Reach an agreement with employees on how to eliminate or control the situation.
5. Attendance is mandatory for all employees. Sign-in sheets and minutes of meeting must be completed.

6. Repeated absences at safety meetings may be reflected in the employees' performance evaluation and/or disciplinary action.

Keep a Record of the Meeting

Originals are kept in each department and copies of the *Safety Meeting Report* form (SM-1-00) placed in a designated area specific to each campus. Records are retained for ORM audit and COE accreditation purposes.

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EMPLOYEE SAFETY TRAINING

Safety Training for Employees

Safety training establishes a systematic method of teaching employees to perform the required tasks in a safe and efficient manner. The objectives are:

1. Teach employees hazard recognition and methods of corrective actions.
2. Involve employees in accident prevention.
3. Motivate employees to accept safety responsibilities.
4. Provide employees with information on accident causes, occupational health hazards, and accident prevention methods.

Steps in Conducting Employee Safety Training

The Safety Representative on each LTC-Region 7 Campus will select appropriate training topics and schedule training by priority. Also refer to <http://www.doa.la.gov/orm/lp.htm> and <http://www.aaafoundation.org> as well as other appropriate sites for additional presentations. The following are training topics recommended as essential to each agency or facility:

1. Safety Program Objectives
 - Rights and responsibilities of the employee
 - Authority and responsibilities of the supervisor
 - Safety policy/rules
 - Accident and near miss accident reporting procedures
 - Job safety analysis
 - Accident experience and trends
2. Hazard Recognition Control
 - Types of hazards
 - Preventive measures
 - Inspection procedures
 - Recording and reporting
 - Immediate temporary controls

3. Emergency First-Aid Procedures

Recognizing first-aid emergencies
Gaining control
Emergency care
4. Emergency Response Procedures

Alarm systems
Evacuation routes
Fire extinguisher training
5. Personal Protective Equipment

What to use
When to use
Storage area
How to check, inspect, and maintain
6. Material Handling

High risk jobs
Proper lifting
Proper carrying
7. Slips, Trips, and Falls

Recognizing potential problems
Minimizing exposure
8. Unsafe Environmental Conditions

Outside (heat, cold, winds, rain, hurricanes, tornadoes)
Inside (noise, dust, vapor, fumes)
Other (fire, bomb, threats)
9. Good Housekeeping Practices

Tools and equipment
Vehicles
Yard

10. Work from Elevations/Use of Ladders

Preventing a fall
Falling safely

11. Safe Vehicle Operation

Pre-operation inspection
Control of common hazards
Rules of the road

Other Suggested Safety Topics for Supervisors

Safety and the Instructor: Relationship between safety and productivity

Know Your Accident Problems: Elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs

Human Relations: Employee motivation, basic needs of workers, instructors as a leader, alcohol and drug problems

Maintaining Interest in Safety: committee function, employee relations, and instructors' role in off-the-job safety

Instruction for Safety: Job instruction training, procedure for conducting job safety analysis

Industrial Hygiene: Environmental health hazards (lighting, noise, ventilation, temperature)

Personal Protective Equipment: Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation

Industrial Housekeeping: Results of good housekeeping, responsibility of the instructor

Material Handling and Storage: Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids and compressed gases

Guarding Machines and Mechanisms: Principles of guarding, benefits of good guarding, types of guards, standards and codes

Hand Portable Power Tools: Selection and storage – safe use of hand tools and power tools

Fire Protection: Recognizing fire hazards, understanding fire chemistry, setting up fire brigades, instructor's role in fire safety

Safety as it Relates to Supervisors

The immediate job of preventing accidents and controlling work hazards falls upon the Campus Dean because safety and production are part of the same supervisory function. Objectives of safety training for instructors include the following:

1. To involve instructors in the agency's accident prevention program.
2. To establish the instructor as the key safety person in each unit.
3. To help instructors understand their safety responsibilities.
4. To provide instructors with information on cases of accidents, occupational health hazards, and methods of prevention.
5. To help instructors gain skill in accident prevention activities.
6. The Campus Dean supervises and appraises accident investigation.
7. The Campus Dean has to plan and direct a regular program of safety inspections.
8. The Campus Dean checks for compliance with applicable safety laws and codes.

Safety as it Relates to Maintenance Department:

1. Maintenance personnel work with safety committee, Safety Representative, and staff to ensure safe working conditions.
2. The Campus Dean executes work orders promptly.
3. Maintenance personnel cooperate in devising safety equipment, guards, and appliances.

Safety as it Relates to Campus Dean, Chief Facilities Officer, Safety Representative, and Instructors

1. Inspects work area for compliance with safe work practices and safety rules.

2. Trains employees to work safely.
3. Corrects unsafe conditions and unsafe acts.
4. Obtains first-aid for injured promptly.
5. Reports and investigates accidents and works with the Safety Representative to determine the cause and correct the problem.
6. Serves on safety committee.
7. Holds departmental safety meeting.
8. Discusses safety with individual employees.

Employees Will:

1. Work in accordance with accepted safety practices.
2. Reports unsafe conditions and practices.
3. Observes safety rules and regulations.
4. Makes safety suggestions.
5. Serve on safety committees.
6. Ask for assistance or further explanation when needed.

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RECORD KEEPING

Record keeping is the foundation of a scientific approach to Occupational Safety. The required records, as referenced in this manual, will be used to analyze and measure the success of the Safety Program. The following safety records will be kept by LTC-Region 7 campuses for length of time as required for COE accreditation. Copies of each record are to be forwarded to the Safety Representative on each campus in a timely manner for necessary action and audit review.

- **Quarterly Safety/Housekeeping Inspection:**
Completed quarterly by departmental instructors, staff, and administrative personnel and collected by the Safety Representative who submits copies to the Campus Dean and/or Campus Facilities Coordinator.
- **Incident/Accident Report: (DA 3000)**
Completed for each incident/accident involving a visitor or client on the campus. The instructor or person completing the form retains the original. Copies are sent immediately to the Safety Representative and Human Resources.
- **State Employee Incident/Accident Investigation Form: (DA 2000)**
Completed for each incident/accident involving an employee or student. The reports are filed by employee in area where incident occurred. Should an employee incur an injury, whether requiring medical treatment at the time or not, the report must be sent to the Chief Human Resources Officer at the LTC-Shreveport Campus.
- **Employer’s Report of Occupational Injury, Illness, or Disease: (LDOL-WC-1007)**

Once the Chief Human Resource Officer receives a State Employee Incident/Accident Investigation Form (DA 2000) indicating an injury was involved, whether medical assistance was sought or not, a “Report of Injury” will be made to the Office of Risk Management through STARS (ORM Worker’s Comp website). The Chief Human Resource Officer must be notified if employee at anytime misses work as a result of the incident/accident. Employee must furnish written authorization from a treating physician to return to work following such an injury.

- **Monthly Employee Injury Report: (MIR-1-00)**

The Chief of Human Resource Officer completes this form monthly based on reported incidents/accidents and sends a copy to the Chief Facilities Officer who in turn provides a copy to the relevant Safety Representative.

- **Job Safety Analysis: (JSA-1-00)**

JSA's are attached to equipment as required and additional forms are completed by instructors in each work unit or by the agency Safety Representative, as necessary. Job safety analysis should be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms are kept in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.

- **Safety Meeting Report: (SM-1-00)**

Completed quarterly following safety meeting and maintained in the Safety Coordinator's office (or other designated location) for length of time as required for COE accreditation.

- **Equipment Manuals/Records/Modifications:**

Maintain and file all equipment manuals that contain pertinent safety precautions and make available to employees.

- **Material Safety Data Sheet: (MSDS)**

Material Safety Data Sheets are maintained in an online data base program, MSDSonline. The Safety Representatives will be responsible for maintaining and updating their campus information on a regular basis. The Regional Chief Facilities Officer is responsible for managing the site for the region.

Occupational Safety and Health Administration (OSHA) requires that MSDS's "shall be maintained and kept in a readily accessible area". MSDSs for the hazardous substances with which you work should be available and accessible to you. Information on all MSDS's received with shipments or received separately should be entered into MSDSonline and a copy may also be placed in a binder or file as necessary.

MSDSs should be kept and maintained because they provide necessary, helpful, and useful information on the properties of the chemical or chemical product. Persons should familiarize themselves with those properties, such as flammability, corrosiveness, and toxicity, as well as storage and handling information, before working with the chemical. Also, it is vital to personal safety that the instructor is able to refer to that MSDS immediately in the event of an emergency such as a spill, fire, or physical contact with the chemical.

LOUISIANA TECHNICAL COLLEGE – REGION 7

GENERAL SAFETY PLAN (POLICY)

SAFETY RULES

Safety rules provide a safe work place for employees. These rules tend to eliminate circumstances that could result in personal injury or property damage. They have no other purpose except to explain how to perform your job in ways that prevent you from being injured or from becoming ill while doing your work.

A copy of the safety rules is provided to employees at the time of employment and reinforced at quarterly safety meetings.

Safety rules fall into two categories:

1. General rules that apply to everyone at all times.
2. Specific rules that apply to particular jobs or tasks.

The following safety rules should be followed at all times. Disciplinary action may be considered for those employees who do not comply with the safety rules.

1. Smoke only in approved outside areas. All facilities of the LTC-Region 7 are smoke-free facilities.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will no be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Use personal protective equipment to protect your self from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.

7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe conditions or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to an instructor regardless of the severity.
11. Follow recommended work procedures outline for the job including safe work methods described in the job safety analysis.
12. Maintain an orderly environment and work procedure. All tools and equipment are to be stored in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors immediately to administration.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the instructor must determine specific methods for safe lifting.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, use safety tape to tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
21. Adhere to departmental rules and procedures specific to departmental operations.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Blood Borne Pathogens

If there is a spill of blood or other bodily fluids, the following procedures are to be followed:

1. Notify the Safety Representative
2. The Safety Representative will call 911 if necessary.
3. Use personal protective equipment that applies in the situation.
4. Provide first aid supplies for minor injuries. When providing first aid, rubber gloves must be worn at all times to protect against contact with blood or other bodily fluids.
5. In case of major injury, attempt to stop life-threatening blood flow.
6. As the local campus does not fall under the OSHA Blood borne Pathogen Standard, clean up of all wastes will depend on severity. If emergency personnel are present, they are responsible for disposing of contaminated wastes. Otherwise, small clean-ups may be disposed of in the regular campus waste receptacles. Red bio-hazard bags should not be used for this disposal.
7. Assure that an incident/accident report is completed and submitted to HR, retained in area of incident if applicable, and by the Safety Representative.

Blood borne Pathogen Kits are available.

Training for all employees is conducted in faculty and staff meetings.

LOUISIANA TECHNICAL COLLEGE – REGION 7

GENERAL SAFETY PLAN (POLICY)

REGIONAL SAFETY COMMITTEE **Made up of Campus Safety Representatives**

Regional Safety Coordinator (Chief Facilities Officer)	Elizabeth Day
Mansfield Campus	Dorothy Fair
Natchitoches Campus	Randy Troutman
Northwest Campus	David Rhodes
Sabine Valley Campus	Mike Wedgeworth
Shreveport/Bossier Campus	Trence McCoy

EVALUATION AND REVISION

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits, incident/accident reports, safety drill reports, and the Safety Inspection forms completed by each department. The first annual evaluation and/or revisions for Region 7 will take place at all campuses in December 2008. The Campus Safety Representatives will be responsible for coordinating the annual reviews of the plan and the attachments.

Revised plans are to be distributed to all faculty and staff in a timely manner. Human Resources should also receive copies of any revisions to include in a revised Personnel Manual. Portions of the plan that are included in the Campus Catalog/Handbook are also to be monitored on an annual basis to assure that students are getting updated information.

LOUISIANA TECHNICAL COLLEGE – REGION 7

GENERAL SAFETY PLAN (POLICY)

POLICIES

LOUISIANA TECHNICAL COLLEGE – REGION 7

GENERAL SAFETY PLAN (POLICY)

FORMS