NUNEZ COMMUNITY COLLEGE

SAFETY PLAN

NUNEZ COMMUNITY COLLEGE

SAFETY PLAN

Table of Contents Page No.

FOREWORD

The Bureau of Risk Analysis and Loss Prevention in the Office of Risk Management has overall responsibility for establishing and implementing a state-wide loss prevention program. The concept of the loss prevention program is to reduce or eliminate risks in the workplace by creating safe work environments and employee awareness of safety practices. The goal of the loss prevention program is to prevent accidents that could cause injury or death too employees and the public and/or damage to public property.

Loss Prevention Manual has been developed to meet federal, state, and local statutory requirements and to implement safety practices that will minimize the severity, frequency, and financial impact of job-related accidents. The manual incorporates the sixteen components for a safety plan mandated by the Louisiana Worker Compensation Rule 15 and is organized according to the three major categories of insurance administered by the Office of Risk Management; i.e., General Safety Program, Driver Safety Program, and Boiler/Machinery Safety Plan.

Because of the scope of safety programs and management's commitment to keeping supervisors and employees informed of new and/or revised safety requirements and procedures in a timely manner, Management Issuances are developed and published to all operational units as soon as a need or change is identified. Supplements have been made a part of Nunez Community College's Loss Prevention Manual.

GENERAL SAFETY PLAN

GENERAL SAFETY PLAN STATEMENT

General Safety Program is designed to meet requirements of a Class B Agency as prescribed by the Louisiana Worker Compensation Rule 15 and conforms to the sixteen-point operational safety plan mandated by the Office of Risk Management in its Loss Prevention Manual.

Because Nunez Community College is an institution offering traditional, vocational and technical programs, its safety program must be comprehensive and must include, in addition to general safety requirements, operational procedures that will protect students, personnel and equipment in these specialized areas.

Approved By: _____ _____

Date

SECTION 1

MANAGEMENT POLICY STATEMENT ON SAFETY

MANAGEMENT POLICY STATEMENT ON SAFETY

Management is committed to a continuing and aggressive safety program which complies with governmental requirements and recognized safety standards. The Safety Coordinator will maintain close liaison with the Office of Risk Management in implementing and managing the College's Loss Prevention Program. This program provides for maintaining a safe and healthy work environment, ensuring safe operating procedures, effective control of hazardous materials, and compliance with safety regulations. The Chancellor of the College has delegated required authority to assure the effectiveness of this program throughout the College.

Management direction and commitment alone cannot achieve desired safety results. These results can only be attained by each employee accepting responsibility for his own safety and well being, reporting potentially unsafe conditions and work practices to his supervisor, and taking effective temporary actions to minimize risk to himself and others.

Each individual is responsible for helping the College reach its loss prevention goal of preventing personal injury and loss of property because of accidents.

Each supervisor will be held accountable for the actions of his employees and is responsible for ensuring that both he and his employees follow all safety rules, policies, and procedures.

SECTION 2

ASSIGNMENT OF SAFETY RESPONSIBILITY

Exhibit A

Safety Committee Members

Section 2

ASSIGNMENT OF SAFETY RESPONSIBILITY

Safety is everyone's responsibility. To assure everyone is actively involved in the General Safety Program, management has assigned safety responsibilities to all operating units as indicated in this section.

A. Chancellor and Administrative Council

The Chancellor and Administrative Council have full responsibility for the safety of all individuals and property at Nunez Community College. In discharging this responsibility, they will:

1. Assign safety responsibilities and delegate authority required to implement Safety Program.

2. Authorize necessary expenditures to provide safe work and classroom conditions.

3. Approve safety policies as formulated by the Safety Committee.

4. Participate in the safety program as recommended by the Safety Coordinator.

B. Safety Coordinator

The Safety Coordinator delegates authority to implement and manage the College's Loss Prevention Program. In this capacity, he reports directly to the Chancellor, is responsible for overall safety at Nunez Community College, and will:

1. Chair the Safety Committee and coordinate general safety program through the Campus Safety Committee.

2. Develop and implement a comprehensive safety program which provides for:
   a. Regular and periodic facility and equipment inspections.

   b. Investigation of employee job-related accidents.

   c. Educational programs for supervisors and employees.

   d. Programs to promote increased safety awareness.

3. Keep and analyze accident records.

4. Submit information requested by Office of Risk Management on all losses.

C. Safety Coordinator

A safety instructor will be granted released time to serve as Nunez's Safety Coordinator. In this capacity he reports directly to the Chancellor and will:

1. Serve as ex-officio member on campus Safety Committee, providing expertise in the area of safety management.

2. Assist in developing and evaluating the effectiveness of campus safety plans and training programs.

3. Supervise and appraise accident investigations.

D. Maintenance Director of Facilities

Maintenance Director of Facilities will work with safety committees, administrators, and supervisors to ensure facilities are maintained in a safe condition. He will:

1. Serve as a member of the Safety Committee.

2. Promptly execute all work orders identified as SAFETY-RELATED.

3. Make inspections of areas and report findings as requested by Safety Committee.

E. Campus Dean

The Campus Dean is responsible for safety on his campus.

F. Campus Safety Committee

The general Safety Program is designed to consider and protect all employees and students as well as State property. To assure this is accomplished, each operating unit is represented by a committee member on the Safety Committee. In this way, safety requirements and procedures are communicated, implemented, and monitored uniformly at all operating levels throughout Nunez Community College system. Exhibit A contains committee memberships, responsibilities, and areas of responsibility assigned to each member.

Semi-annually, during the first week of March and the first week of October, the Safety Committee will hold a meeting to discuss Nunez's safety problems and possible solutions.

G. Supervisors

Supervisors are responsible for the day-to-day implementation of safety regulations. They will:

1. Indoctrinate new employees on job safety requirements and procedures.

2. Enforce safety rules and work regulations within their areas of responsibility.

3. Conduct safety meetings and inspections.

4. Investigate and submit reports on accidents and take corrective action on unsafe practices or conditions.

5. Set a good example through proper attitude, discussions, and observance of safety rules and regulations.

H. Instructors

Instructors are responsible for the safety of their students. This is especially important for instructors in the vocational and technical areas, e.g. welding, automotive, carpentry, biology, chemistry, electrical, etc., and in the labs where hazardous materials are stored and used. Instructors will:

1. Advise students of safety precautions and proper operating procedures.

2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.

Faculty responsibilities for students' safety in shops, labs, and the classroom are published in the Faculty Handbook which is distributed each year to all fulltime and part time faculty.

I. Employees

Each employee is responsible for his own safety. He will:

1. Work in accordance with accepted safety practices and ask for assistance or further explanation when needed,

2. Report unsafe conditions and practices,

3. Make safety suggestions and serve on safety committees.

MEMBERS OF THE SAFETY COMMITTEE
Academic Year 2007-2008

Chair…….....Chester Mock
Secretary……Katrina Major

Members:

Sydney J. Dobson.....Director of Facilities
Cliff Wilson……HVAC
Sandra LeBlanc..... EMT
Randy Fernandez. ..... Security
Teresa Smith ..... Ex-Officio

Members responsible for divisions:

Chancellor's Office……..…….Dr. Thomas R. Warner
Academic Affairs…….……..Dr. Curtis Manning
Institutional Advancement…….....Teresa Smith
Health & Natural Sciences ..... Dr. Elsa Winsor
Business & Technology .....Don Hoffman
Arts & Humanities.....Evelyn Koppel
Library.....Richard Defoe
Student Services .....Donna Clark
Maintenance & Physical Plant ..... Sydney J. Dobson
ADA .....Carly Gervais
Counseling……..…….Mary Kane
Custodial & Grounds Maintenance ..... Sydney J. Dobson
Work Force Development Coordinator ……..Ernest Frazier
Off-Campus Coordinator for Plaquemine Parish .....Barry Quirk
Safety Coordinator.....Chester Mock

Exhibit B

Management Instructions

Attachment A

Laboratory Inspection Report

Section 3

INSPECTIONS

Regular inspections reinforce the importance of and management's commitment to safety. They are a major factor in maintaining operational efficiency of an area, assuring a safe work environment, and controlling unsafe actions of people. Safety inspections should be conducted on a regular basis even if a problem has not been reported and corrections should be made immediately to meet the accepted and approved standards.

As a Class B installation, Nunez Community College is required to make safety inspections on a quarterly basis. Supervisors conducting these inspections should identify and correct any existing or potential hazards. Inspection reports will be retained on file for one year and will be available for inspection.

The Safety Committee will conduct both scheduled and unscheduled inspections to ensure all operating units are complying with established safety standards and regulations.

Because the potential for safety hazards vary from area to area depending upon facility use and other factors, inspection requirements are more stringent in areas of higher risk as indicated below.

Area	Inspections
Laboratories	Because of the number of instructors and students using these areas and the greater potential for safety hazards, supervisors will conduct monthly housekeeping inspections and will take immediate action to correct unsafe conditions as they are discovered.
Work/Construction	Maintenance supervisors will inspect work/construction areas daily to ensure personnel are wearing prescribed safety procedures. A report will be made if any problem is not corrected in a timely manner.
Grounds/Common	Supervisors will inspect grounds and common areas on a regular basis. Unsafe conditions will be corrected immediately. Any conditions not corrected in a timely manner will be reported to the Safety Coordinator for disposition.
Receiving	Supervisors will make periodic unscheduled inspections and will report any missing or vandalized equipment and/or supplies.
Offices/Classrooms	Supervisors/Instructors will inspect these areas on regular basis and will take immediate action to correct any problems noted. A report will be made if delays are experienced in having problems corrected.
Security	Campus Police maintain detailed reports of all incidents, thefts, vandalism,

	etc., on campus. These reports satisfy the requirements for safety inspections in this area.
Accounting	Comptroller's existing systems for accounting for tuition, fees, and other monies collected satisfy the requirement for safety inspections in this area.

SUBJECT: HOUSEKEEPING PROGRAM

1. PURPOSE

To provide a method for systematically inspecting and eliminating safety and fire hazards that result from uncontrolled sources and to establish clearly defined areas of responsibility for orderliness and cleanliness throughout the offices, laboratories, and grounds of Nunez Community College.

2. SCOPE AND APPLICABILITY

This instruction applies to all laboratories and operating units of Nunez Community College.

3. POLICY

a. All area offices, classrooms, laboratories, and grounds of all facilities will be kept in a clean, safe, and orderly condition.

b. Each laboratory supervisor will conduct monthly housekeeping inspections of his area and will be alert to correct any unsafe or unsightly conditions as they are discovered.

4. BACKGROUND

Personal safety and the overall appearance, condition, and cleanliness of the facility are primary considerations of Nunez's management. A clean, safe, attractive environment is conductive to learning and good performance. It is the environment Nunez's management wants for its employees and students.

5. LABORATORY INSPECTION REPORT

The Laboratory Inspection Report, (Attachment A), will be used for monthly laboratory inspections. If unsatisfactory conditions exist, a weekly inspection will be required. In conducting these inspections, laboratory supervisors will give special attention to the following areas:

a. Slip or trip hazards - cords, torn or broken floor covers.

b. Foreign materials which could cause loss of balance - food, grease, oil, liquids, mud, algae, trash, etc.

c. Holes or protrusions - eroded, broken or sunken walking surface.
d. Temporary accumulation of flammable or combustible materials.

e. Hazardous Materials - special handling and storage.

f. Condition of equipment - broken, need of repair, or unusable.

g. Surplus equipment - report to Property Officer.

h. Teaching Materials and Supplies - properly maintained and stored. If surplus, turn into Supply or otherwise dispose of.

Each month when school is in session, or weekly if conditions warrant, laboratory supervisor will conduct an inspection of his area and will complete a Laboratory Inspection Report, noting any corrective action required or taken. Laboratory supervisor will submit the report to the Safety Coordinator through the Division Chair for review and recommendations. If a serious condition exists, the Division Chair will advise the Vice President for Academic Affairs so that corrective action can be expedited.

The Deans will return the completed Laboratory Inspection Report to the Laboratory supervisor who will retain it for two years. A copy of the form will be retained by laboratory supervisor until the completed original is returned. Deans will Xerox the inspection report for their files as required.

6. RESPONSIBILITIES

a. Vice Chancellor for Academic Affairs will:

(1) Make periodic, unscheduled inspections of laboratories, office and classroom areas to ensure College facilities are clean and properly maintained.

(2) Take action of unsatisfactory conditions reported to the Safety Coordinator.

b. Deans will:

(1) Make periodic, unscheduled inspections of academic and laboratory areas to ensure facilities are clean and properly maintained.

(2) Review all Laboratory Inspection Reports:

- Take required action and/or recommend corrective measures, as required.

- Forward to Vice Chancellor for Academic Affairs those matters requiring his attention.

c. Deans will:

(1) Ensure good housekeeping practices are followed throughout their areas of

responsibility.

- Make periodic, unscheduled inspections of classrooms, laboratories, and office areas.

(2) Review inspection reports of laboratories in their area:

- Take required action and/or recommend corrective measures, as required.

d. Laboratory Supervisors will:

(1) Become familiar with and implement safety and good housekeeping practices in the laboratory.

(2) Conduct monthly inspections (weekly if necessary); submit Laboratory Inspection Report to Deans.

(3) Take appropriate action to correct any safety or housekeeping deficiencies.

(4) Maintain Laboratory Inspection Reports for two years and make them available to inspection teams as requested.

e. Each employee will adhere to established safety and good housekeeping practices at all times.

Laboratory Inspection Report Attachment A

_____ From:_____ To:_____
Division Reporting Period

Name and Room Number of Lab Lab Supervisor

Area Inspected Condition

Work Area EXCELLENT GOOD FAIR UNSATIS.

Overall Appearance

Condition of:
Floors (Slip/Trip Hazards)

Area (Walls/Windows, etc.)

EQUIPMENT
Workstations

Special Equipment/Tools

Storage

TEACHING MATERIALS/SUPPLIES
Maintenance

Storage

HAZARDOUS MATERIAL
Handling

Storage

Broken Equipment: __ YES __ NO If YES, Repair Request Submitted
(Date)
Surplus Equipment: __ YES __ NO If YES, Property Off. Notified
(Date)
COMMENTS AND RECOMMENDATIONS:

SUBMITTED: REVIEWED: REVIEWED:

Lab Supervisor Date Dean Chair Date Safety Coordinator Date

SECTION 4 –

JOB SAFETY ANALYSIS

Exhibit E

Sample procedure for Job Safety Analysis

JSA-1-86

JSA-2-86

JOB SAFETY ANALYSIS

Job safety analysis is a procedure used to review work methods and uncover hazards that may result in accidents. It is one of the first steps in hazard prevention, accident analysis and safety training because a hazard must be recognized before it can be eliminated. Job safety analysis should be performed on all tasks that have a history of resulting in personal injury or property damage.

Exhibit E contains: (1) Job Safety Analysis Work Sheet (JSA-1-86) and sample completed for; (2) Job Safety Analysis Training Guide (JSA-2-86) and sample completed form; and (3) Instructions for preparing and using these forms.

Sample Procedure for Job Safety Analysis

When to Perform a Job Safety Analysis

Each first-line supervisor is expected to perform at least one job safety analysis per month to evaluate jobs and work methods and to eliminate hazards.

Each first-line supervisor is expected to perform a job safety analysis for each serious accident to determine the cause(s) of the accident.

Job Safety Analysis Procedure

Step 1: Select the Job

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

1. Production of Injuries. Every job that has produced a medical treatment or disabling injury during the past three years should be analyzed.

2. Frequency of Accidents. Jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater 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. 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. Analysis should not be delayed until an accident or near miss occurs.

Step 2: Perform the Analysis

The supervisor responsible for the task should perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-86). The supervisor should conduct the job safety analysis with the help of employees who regularly perform the task.

The job being analyzed should be broken down into a sequence of steps that describe the process in detail. Avoid two common errors: 1. making the breakdown too detailed so that an unnecessarily large number of steps results, or 2. making the job breakdown so general that the basic steps are not distinguishable. As a rule, the job safety analysis should contain

less than 12 steps. If more steps are needed, the job should be broken into separate tasks.

Job safety analysis involves the following 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.

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

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

The working for each step should begin with an action word such as "remove", "open", or "lift".

Step 3: Identify Hazards

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

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?

2. Can the employee be caught in, by, or between the objects?

3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?

4. Can an employee strain himself or herself by pushing, pulling, lifting, bending, or twisting?

5. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation?)

The Job Safety Analysis Worksheet (JSA-1-86) should be used as a reference when completing the Job Safety Analysis (JSA-2-86). Refer to the notes taken on the worksheet when determining hazards and recommendations. Using the Job Safety Analysis (JSA-2-86) document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list will be developed through observation and discussion.

Step 4: Develop Solutions

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

1. Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.

2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, 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 exposes 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. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that result in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition. Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both.

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

If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job

safety analysis and involve personnel in the effort to reduce job hazards.

Step 5: Conduct a Follow-up Analysis

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

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. The new employee should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

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

Finally, the job safety analysis is an accident investigation tool. When accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Record keeping

Job safety analysis reporting forms should be maintained in a notebook in the department creating the documents and should be readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised should be maintained in the front of each department's notebook.

Section 5

ACCIDENT INVESTIGATION

Exhibit C
Worker's Compensation Insurance
Management Instructions

Exhibit D
Accident Investigation Forms

Notice of Compliance

Section 5

ACCIDENT INVESTIGATION

When an accident occurs, medical aid should be obtained immediately for anyone injured on a facility of the Nunez Community College. All accidents, including those to non-employees, should be investigated. "Near misses" should be investigated as thoroughly as an accident that results in injury or property damage. The supervisor of the work unit involved is primarily responsible for conducting the accident investigation; the safety officer or safety committee may be involved depending upon the nature and severity of the accident.

A. Occupational Injury or Disease

When an employee is injured, he must report to the School. An Employer's Report of Occupational Injury or Disease form must be completed and submitted to the Accounting Office for disposition. Exhibit C, Worker's Compensation Insurance, contains detailed instructions on reporting and investigating occupational injuries/illness.

B. Accident Investigation

Supervisor should follow the following steps in investigating accidents.

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 prevent recurrences until the condition can be permanently corrected.

5. Complete the Accident Investigation Form (A1-1-86).

Exhibit D contains an Accident Investigation Form (A1-1-86), a sample completed form, and instructions for completing the investigation report.

Exhibit C
Management Instructions

SUBJECT: WORKER'S COMPENSATION INSURANCE

REFERENCE: a. Act 520, February 20, 1989, amends Title 39 of Louisiana Revised Statutes of Section 1543.
b. Louisiana Worker's Compensation Law, Chapter 10 of Revised Statute 23.
c. Nunez's Safety Program

1. PURPOSE

To establish policies and procedures for implementing Louisiana Worker's Compensation Law at Nunez Community College.

2. SCOPE AND APPLICABILITY

This instruction applies to all employees and operating units of the Nunez Community College System.

3. POLICY

a. Nunez Community College System will strictly adhere to the provisions of Act 520 and the Louisiana Worker's Compensation Law.

b. Nunez will vigorously implement its Safety Program to ensure job-related accidents, injuries, and loss of state property are eliminated or held absolute minimum.

c. All incidents that could result in a claim against the State will be immediately investigated.

d. Notice of Compliance from Office of Worker's Compensation Administration will be conspicuously posted on all Nunez campuses.

4. BACKGROUND

a. Administration of Louisiana's Worker's Compensation Law.

Louisiana Department of Labor, Office of Worker's Compensation Administration, is responsible for defining the responsibilities and rights of the employee, employer, and carrier in the administration of Worker's Compensation in Louisiana.

b. Worker's Compensation Coverage.

Act 250 provides for, among other things:

- The establishment of the Office of Risk Management within the Division of Administration to manage all State insurance (LSU excepted) covering property and liability exposure, through commercial underwriters or by self-insuring. Personnel benefits, group health, and life coverage are accepted.

- The Department of the Treasury to create a special Self-Insurance Fund consisting of all premiums paid by State agencies under the State's Risk Management Program, investment income earned from such premiums, and commissions as provided by the law.

- The State to self-insure worker's compensation coverage for State agencies effective January 1, 1981.

As result, worker's compensation coverage for Nunez employees is a State self-insured policy provided through the Office of Risk Management.

5. REPORTS

a. Employer's Report of Occupational Injury or Disease, Form DA 1973 Rev. 6-83

School Nurse will complete this report after examining employee having an occupational injury/disease and will submit it to the Comptroller for completion of wage information and distribution.

b. Restricted Work Notification.

Within 90 days, Office of Risk Management furnishes and statistical section of the Office of Worker's Compensation Administration information on any occupational death or non-fatal injury/illness of a Nunez employee involving either loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment other than first aid. This fulfills the Rule of the Office of Worker's Compensation Administration for Nunez to report this information on form OSHA-200.

6. RULES OF WORKER'S COMPENSATION ADMINISTRATION

Worker's Compensation claims for Nunez employees will be submitted to the Office of Risk Management, who, as Nunez's carrier, will handle the claim with the Department of Labor, Office of Worker's Compensation Administration.

The Office of Worker's Compensation Administration has developed rules to expedite the receipt of benefits by the injured worker and to aid in his rehabilitation; to provide for collection of statistical data and review of safety plans; and, where necessary, to facilitate the resolution of disputes regarding benefits. The following information has been extracted from these rules.

a. Acceptance or Rejection of Recommendation

Office of Worker's Compensation will evaluate claims within 30 days after receipt, and will submit to each party two copies of its recommendation, will accept or reject it by so indicating on one of the copies and returning that copy to the Office of Worker's Compensation.

b. Administrative Penalties

Failure to submit any report within the prescribed time limit will result in an administrative penalty of $100 per incident.

c. Compensation Payment Changes

Upon making the first compensation payment and upon modification or suspension of payments for any cause, Office of Risk Management will immediately notify the Office of Worker's Compensation with a copy to the employee.

d. Final Payment Notification

A claim shall be presumed to be controverted if employer terminates temporary total disability because:

- Employee has returned to work with wages equal to or greater than pre-injury wages.
- Employee has returned to work at reduced wage.
- Maximum period for payment of supplemental earnings benefits has expired.
- Employee was able to resume employment at the same or greater wage (a medical report must be attached)
- Employee has moved, the checks are not being cashed, and the whereabouts of the employee are unknown.

Within 14 days after final compensation payment has been made, Office of Risk Management will submit Form LDOL-WC-1003, or similar notification, to the Office of Worker's Compensation, with a copy to the Comptroller, Nunez

Community College.

e. Supplemental Earnings Benefits Loss

If there is medical evidence supporting an injured employee's ability to return to restricted work at a wage less than the employee's wage when injured, the wage differential should be treated as a compensable supplemental earnings benefits loss already reported to the Carrier. This compensable supplemental earnings benefits loss will be reported by the employee to the Office of Risk Management within 30 days after the end of the week for which such loss is claimed.

7. SICK/ANNUAL LEAVE DURING PERIODS COVERED BY WORKER'S COMPENSATION

An employee absent from work as a result of an occupational injury/illness covered by Worker's Compensation may use sick or annual leave or any appropriate combination of sick and annual leave during this period of absence. Worker's Compensation insurance received by the employee for the period covered by sick/annual leave must be endorsed to the College; the number of leave days covered by the insurance will be computed and credited to the employee's leave balance.

8. RESPONSIBILITIES

a. System and Campus Management will ensure safety standards and practices are adhere to in their areas of responsibilities.

b. Supervisors will:

(1) Advise employees of rights and responsibilities under the Louisiana Worker's Compensation Law and ensure the Notice of Compliance is posted in a conspicuous location.

(2) Have employee report occupational injuries/illness to the School Nurse.

c. School nurse will:

(1) Examine employee having occupational injury/illness.

(2) If injury/illness warrants, refer employee to doctor or hospital for treatment.

(3) For each occupational injury/illness reported, complete Employer's Report of Occupational Injury or Disease, Form DA 1973 Rev. 6-83, have employee verify/sign report, and submit it to the Comptroller within 24 hours.

d. Comptroller's Office will:

(1) Complete wage information and distribute Employer's Report of Occupational Injury or Disease, Form DA 1973 Rev. 6-83, as indicated below:

Original ---- send immediately to Office of Risk Management

Office Copy - file with Office of Worker's Compensation Administration no later than 10 days after date of injury for all injuries resulting in more than seven days of disability and for all injuries resulting in death.

Employer's Copy -- retain for the College's record.

Medical Copy -- Send immediately or have injured employee deliver to treating physician.

Injured Employee's Copy -- give to injured employee.

(2) Retain the official College record of all Worker's Compensation reports and claims.

e. Campus Dean will:

(1) Have the Safety Committee:

- Immediately investigate all occupational deaths and non-fatal injuries/illness resulting in loss time in excess of seven days.

- Investigate other accidents involving employee injuries and/or property destruction as deemed necessary.

- Recommend changes to correct unsafe conditions and/or faulty operating procedures.

(2) Implement changes recommended by the Safety Committee if feasible.

LOUISIANA DEPARTMENT OF LABOR
OFFICE OF WORKER'S COMPENSATION ADMINISTRATION
1201 North 3 rd Street
Suite G 192
BATON ROUGE, LA 70082

Notice of Compliance
TO EMPLOYEES

1. You should report to your employer any occupational injury or disease, even if you deem it to be minor.

2. In case of accidental injury or death, an injured employee or any person claiming to be entitled to compensation either as a claimant or as a representative or a person claiming to be entitled to compensation must give notice to the employer at the address below within thirty days of the injury. If notice is not given within thirty days, no payments will be made under the law for such injury or death.

3. In the event you are injured, you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend.

4. In order to preserve your right to benefits under the Louisiana Worker's Compensation Law, you must file a formal claim with the Office of Worker's Compensation Administration within one year after the accident if payments have not been made or within one year after the last payment of weekly benefits.

5. This notice shall be given by delivering it or sending it by certified mail or return receipt requested to:

Office of Risk Management, Baton Rouge, Louisiana
Employer Representative

Nunez Community College
3710 Paris Road, Chalmette, LA 70043
Employer's Name and Address

Inaccuracies in this notice as regards the time, place, nature, or the cause of injury or otherwise will not be held against the employee unless the employer can show harm from being mislead about the facts.

Failure to give notice may not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the delay or failure to give notice.

If you desire any information regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Worker's Compensation Administration at the

above address, or telephone (504) 433-9913.

Sample Procedure for Accident Investigation

An accident is defined as "a series of unplanned events that caused or COULD HAVE CAUSED personal injury or property damage." The supervisor 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.

When an employee is injured, the employer must complete the Employer's Report of Occupational Injury or Disease form. (Copy included in this exhibit is an example only. Five-part forms are available from the Office of Worker's Compensation and the Office of Risk Management.)

AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS, the supervisor should follow these 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 prevent recurrences until the condition can be permanently corrected.

5. Complete the Accident Investigation Form (A1-1-86).

Instructions for completing Accident Investigation Form

Accidents do not just happen; they are caused. The Accident Investigation Form 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. Notations such as N/A (not applicable) are not acceptable.

EXHIBIT D -- Instructions for Completing Accident Investigation Form

The Accident Investigation Form is a tool to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces are to be completed; notations such as N/A (not applicable) are not acceptable.

SECTION A - Identifies patterns of injury

1. Record the date and time that the accident occurred.

2. Record the date and time that the accident was reported.

3. Record the injured person's name and title (if a state employee). If the injured person is not a state employee, attach a sheet with address and phone number.

4. Give the name of employee's supervisor at time of injury.

5. Give general location of accident (maintenance shop, storage shed, etc.)

6. Give exact location of accident (doorway in room 320, north hallway, etc.)

7. Indicate if and when a similar incident has occurred.

   Examples:

   Same individual: injured person slipped and fell last month. Circle "yes" and record the date previous accident occurred.

   Same location: Another person was involved in an accident in this location last year. Circle "yes" and record the date of that accident.

   Same operation: Another person was involved in an accident while performing the same operation. Circle "yes" and record the date of that accident.

8. Indicate if the person received medical treatment; and if so, indicate if the treatment was provided by a doctor. Record the estimated number of work days the person will miss.

9. Record what equipment the person was using (or what hallway or sidewalk if it was a trip and fall).

10. List witnesses' names. If they are not state employees, obtain phone numbers and addresses.

SECTION B - Employee's description of the accident

Ask the person to describe the specific details of the accident. Get information on the events leading up to the accident.

SECTION C - Supervisor's appraisal of action/condition

Most accidents occur because of a combination of an unsafe act and an unsafe physical condition. Look for both, and then draw a conclusion as why the unsafe act was committed or why the unsafe condition existed.

SECTION D - Immediate action taken to prevent recurrence.

Once an accident occurs, the investigator must take immediate action to prevent a similar event. Indicate what needs to be done and who is going to do it. Suggest what long range action is necessary to prevent the accident.

Record your comments on what could be done and tell others to prevent similar accidents at other locations.

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

The original form is retained by the supervisor in the area where the accident occurred. Copies should be sent to Safety Coordinator and Campus Dean.

Section 6

SAFETY MEETINGS

EXHIBIT F

PROCEDURE FOR CONDUCTING SAFETY MEETINGS

Safety Meeting Report Form

Section 6

SAFETY MEETINGS

Safety meetings vary from formal presentations to informal discussions of safety problems. The meetings are not only educational and motivational, but also demonstrate management's concern for safety. Workers' suggestions at safety meetings have often resulted in the implementation of new safety policies and procedures that have reduced hazards, increased productivity, and improved work methods.

As a Class B agency, supervisors must hold quarterly safety meetings. A record must be kept of all meetings showing the topics discussed and persons attending.

A. Joint Systems - Safety Committee

During the first week of March and the first week of October, the Safety Coordinator holds meeting with Safety Committee. The primary purpose of these meetings is to provide a forum for discussing safety plans and activities having system-wide application, obtaining input from all levels of College operations, and developing or changing Nunez safety policies and procedures.

B. Safety Committee

Safety Committee will hold meetings as required, with a minimum of four annually. Each committee member will conduct a meeting with supervisors in his assigned area and will discuss the topics discussed at the Safety Committee meeting. Additional meetings will be conducted as deemed necessary by the committee member.

C. Supervisors

Supervisors of work units employing personnel whose duties involve use of equipment or materials which could be hazardous, such as maintenance, grounds and custodial, physical plant, central receiving, etc. will conduct a minimum of four safety meetings annually. Exhibit F contains a suggested procedure for conducting safety meetings and a copy of Louisiana Safety Meeting Report, which can be used to document safety meetings.

EXHIBIT F

Suggested Procedure for Conducting Safety Meetings

Prepare for Meeting

1. Conduct frequent inspections of the various areas; note any unsafe activities that need to be eliminated. Select an unsafe behavior or activity, a new job, procedure, or change in an operation as the safety meetings topic. A safety meeting can help identify and eliminate hazards before accidents occur.

2. Section 1. List the behavior or activity that should be changed.

3. Section 2. Anticipate reasons for this unsafe activity and determine how to resolve problem.

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

4. Section 3. Determine how to eliminate the unsafe act or condition and record in this section.

   Example: Discontinue purchasing present safety glasses; select alternative brand within 30 days.

Conduct the Meeting

1. Discuss only one topic per meeting.

2. Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.

3. Reach agreement with employees on how to eliminate or control the situation.

Complete the Safety Meeting Report

1. Complete Sections 1, 2, and 3 before and during the meetings.

2. After the meeting, complete Section 4 showing action that must be taken to ensure recommendation is implemented.

   Example: Alternative safety glasses will be given to employees to determine suitability

prior to purchase.

3. Record additional comments in section 5.

   Example: Reactions to new eye protection is positive. John Doe will test different types of glasses.

Keep Record of the Meeting

Copies of safety meeting reports will be sent to the unit's Safety Committee representative; originals will be kept by the supervisor.

Section 7

Safety Rules

EXHIBIT G

SUGGESTED SAFETY RULES

Section 7

SAFETY RULES

Rules are a basic cornerstone of a safety program. They should be logical and enforceable and presented in terms that are easily understood. Safety rules should specify employee responsibility, including to whom, when, and how they apply. They establish safety standards for employee performance as well as work area and laboratory/classroom operations and are necessary for the protection of the employee, student, and state property.

Rules alone cannot successfully influence attitudes or change behavior in improving safety performance. That is a training function; however, safety rules can be a valuable tool in the development of a good training program.

A. General Safety Rules

Each operating unit will develop and post safety rules that apply to that specific operation. Exhibit G contains a list of suggested safety rules which supervisors may use, modify, and/or add to as necessary to meet the safety needs of their areas.

B. Emergency Plan

Emergency Plan, defines authority, establishes lines of communication, and identifies responsible personnel and specific actions to be taken upon notification of an impending or actual weather emergency; i.e., hurricane, tornado, thunderstorm, ice/freezing/flood.

This plan will be expanded to include other emergency situations, such as fire, civil disorders, or bomb threats.

EXHIBIT G Suggested Safety Rules

1. Except for security personnel, weapons or firearms of any type will not be allowed on any facility.

2. Smoking is permitted only in approved areas. Smoking in buildings is prohibited.

3. Fighting, horseplay, and practical jokes will not be tolerated in the workplace or classroom.

4. Stealing or abuse of College property will not be tolerated.

5. Narcotics, illegal drugs, or unauthorized medically prescribed drugs will not be used on campus. Employee/student taking medication containing narcotics should inform the supervisor/instructor before starting work/class so that a determination can be made if he should be allowed to work/attend class.

6. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.

7. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.

8. Operate equipment only if you are trained and authorized.

9. Inspect the work station for potential hazards; ensure equipment is in a safe operating condition before using; do NOT remove safety guards from equipment without specific authorization.

10. Immediately report any recognized potentially unsafe condition or act, accident, near miss, or property damage to your supervisor regardless of the severity.

11. Follow recommended work procedures outlined for the job. If in doubt about the safe work method to be used, consult the supervisor before beginning.

12. Maintain an orderly environment and work procedure: store tools and equipment in a designated place; put scrap and waste material in a designated refuse container; do not leave objects in aisles, passageways, or other places where persons might fall over them.

13. Do not permit a fellow employee to remove a particle from your eyes. Go to the First Aid Department.

14. Employees doing potentially hazardous jobs should wear clothing that fits. Clothing too large or too small, loose ties, floppy sleeves or torn clothing can cause accidents. Footwear should provide proper support and protection.

15. Report any smoke, fire, or unusual odors to your supervisor.

EXHIBIT H

SETTING UP A TRAINING PROGRAM

Safety Training for Employees

Safety Training for Supervisors

Sample Lesson Plan

Section 8

TRAINING

Safety training is required for each new employee and for current employees who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. The training, whether conducted by a supervisor on the job or by a training specialist, must include instruction in correct work procedures, use of safety equipment and availability of assistance.

Training is most effective when aimed at defined needs when analysis shows the problem to be lack of knowledge or lack of skill. Some indications of a need for a training program are:

1. Proportionately more accidents and injuries.

2. High labor turnover.

3. Excessive waste or scrap.

4. Agency expansion.

Supervisors must also be trained in their safety responsibilities. All supervisors have five basic responsibilities:

1. To establish work methods.

2. To gibe job instruction.

3. To assign people to jobs.

4. To supervise people at work.

5. To maintain equipment and the workplace.

When supervisors perform these basic responsibilities properly, the result is a safer work environment. New supervisors must be made aware of their specific safety responsibilities including conducting safety meetings, inspecting work areas, investigating accidents, planning and training employees in safe work methods, analyzing jobs for safety, and demonstrating leadership skills in safety.

Exhibit H contains the State-recommended procedures for setting up a training program.

Exhibit H STATE RECOMMENDED

Procedures for Setting up a Training Program

SAFETY TRAINING FOR EMPLOYEES

A. Purpose of Employee Safety Training

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

1. To teach employees hazard recognition and methods of corrective action.

2. To involve employees in accident prevention.

3. To motivate employees to accept their safety responsibilities.

4. To provide employees information on accident causes, occupational health hazards, and accident prevention methods.

B. STEPS IN CONDUCTING EMPLOYEE SAFETY TRAINING

1. Develop a Task Matrix Table showing which employees will need safety training in specific tasks.

2. Select appropriate training topics and schedule training by priority.

C. Training Topics Considered Essential to Each Agency/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 and 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
   - Recognized 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-operational inspection
    - Control of common hazards
    - Rules of the road

D. Lesson Plans for Training Sessions

A complete lesson plan should include the following:

Title:	Clearly identifies the topic
Objectives:	State what the trainee should know or be able to do at end of training period. A well written objective limits the subject matter, is specific, and stimulates thinking on the subject.
Instruction:	State the length of training session. Ample time should be allowed to thoroughly cover the subject.
Materials:	State material to be used in training including equipment, tools, charts, slides, films, etc.
Instructor:	Give the plan of action. Indicate method of teaching (lecture, demonstration, class discussion, etc.). Provide directions for instructor (show chart, write key words on chalkboard, etc.).
Employee:	Indicate how employees will apply the material in the training session.
Evaluation:	Establish an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.
Assignment:	Provide employees an opportunity to apply material on the job.

Sample lesson plan attached.

Sample Lesson Plan

Title: Personal Protective Respiratory Equipment

Objective: Employee will be able to properly use and maintain respiratory equipment.

Estimated Time of Instruction: One-half to one hour

Materials needed:

1. Operating Instruction Manual
2. Respiratory Equipment
3. Work Area Diagram
4. Job Safety Analysis on Use of Respirators

What Instructor Will Do:

1. Identify on work area diagram where and when respiratory equipment is needed.

2. Demonstrate:
   a. Proper method of wearing respiratory equipment.
   b. Procedure for replacing filter (if appropriate).
   c. Procedure for cleaning and maintaining equipment.

3. Discuss:
   a. Capabilities and limitations of equipment.
   b. Gas inhalation symptoms.
   c. Filter replacement--when and where
      1) Difficult breathing; 2) Periodic;
      3) Safe area (refer to work area diagram).

What Employee Will Do:

1. Understand when respiratory equipment is necessary.
2. Understand gas inhalation symptoms and capabilities and limitations of the equipment.
3. Put on and remove respiratory device.
4. Replace filter.
5. Clean respiratory equipment.

Evaluation:

1. Employee should explain:
   a. Capabilities and limitations of equipment
   b. Where equipment is stored
   c. When to wear respiratory equipment
   d. When to change filter

2. Employee should demonstrate:

a. Adjustment of straps
b. Sealing the mask
c. Filter not leaking
d. Cleaning of faceplate

SAFETY TRAINING FOR SUPERVISORS

A. Objectives of Supervisor Safety Training

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

1. To involve supervisors in the College's accident prevention program.

2. To establish the supervisor as the key safety person in each unit.

3. To help supervisors understand their safety responsibilities.

4. To provide supervisors with information on causes of accidents and occupational health hazards and methods of prevention.

5. To help supervisors gain skill in accident prevention activities.

B. Suggested Safety Topics for Supervisors

Safety and the Supervisor

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, supervisor as a leader, alcohol and drug problems.

Maintaining Interest in Safety

Committee functions, employee relations, supervisor's role in off-the-job safety.

Instructing 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 supervisor.

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 and 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, supervisor's role in fire safety.

Section 9

Recordkeeping

Section 9

RECORDKEEPING

Good record keeping is the foundation of a scientific approach to occupational safety. Without records, it is impossible to analyze or measure the success of a safety program. Records supply information to transform haphazard, costly, and ineffective safety methods into a planned program that controls unsafe conditions and acts that may contribute to accidents. The following Safety Program records must be kept at least one year, or as stipulated under the specific report.

Housekeeping Report

Completed monthly in each lab area. It is retained in the area it covers for at least two years and should be made available to the Office of Risk Management's Bureau of Risk Analysis upon request.

Employer's Report of Occupational Injury, Illness, or Disease

Completed for each accident requiring medical treatment and is filed by year of occurrence. The Accounting Office maintains records of accidents that result in time lost from work (missing a full day after the day of injury). Employees must have written authorization from treating physician to return to work following such an injury.

Accident Investigation Report

Completed for each accident or near miss and is attached to Employer's Report of Occupational Injury, Illness, or Disease when an injury has resulted. The original is retained by the supervisor. Copies are sent to System Safety Officer and Campus Safety Committee representative.

Job Safety Analysis

Completed by supervisors in each work unit. Supervisors are expected to perform at least one job safety analysis each month. Job safety analysis forms are kept in a notebook 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

Completed quarterly in each unit following safety meeting and maintained in the operating area for two years. Copies should be sent to Campus Safety Committee representative.

Training Documentation

Completed following training sessions and maintained in operating area for two years.

First Aid Log

Completed whenever first aid is administered. The log is maintained by the School Nurse for at least five years.

First Aid

EXHIBIT I

FIRST AID OUTLINE

Section 10

FIRST AID

A. Posted Information

Information on Health Services available for students, faculty and staff should be posted in all work areas on campus.

B. CPR Training

Each year, Nunez Community College holds refresher courses in CPR for security, maintenance and custodial workers, and the Rehabilitation Center. It is important for supervisors to maintain competency in CPR techniques.

C. Procedure for Handling Injured or Sick Employees

1. All employees must report any injury to the Student Health Services office as soon as possible, at least before the end of day in which the accident occurred.

2. Minor injuries will be treated by the First Aid Coordinator and the employee will be returned to work. A description of the accident and names of witnesses (if any will be obtained.)

3. If a physician is needed, employee will be given an authorization slip for treatment to be given to the treating physician.

4. The employee will submit to Student Health Services office, with copy to his supervisor, the treating physician's diagnosis of the injury and length of time he is expected to be unable to work.

5. Student Health Services office will maintain a record of all incidents and injuries and will submit a copy to the College Payroll Office for their files and for forwarding to the Office of Worker's Compensation and the Office of Risk Management's Loss Prevention Unit.

D. Employee Guidelines

1. Calmly and coherently report all injuries and near miss accidents immediately to a supervisor.

2. Do not treat an injury yourself. Get advice and treatment from the Campus Nurse or a trained first aid employee.

3. 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 had been given, and emergency transport assistance has arrived.

4. Do not attempt to perform regular job functions if abilities have been impaired by an injury.

5. Report any sickness to your immediate supervisor.

STUDENT HEALTH SERVICES

In case of emergency or inability to reach the above phone number, call **911**.

STUDENT HEALTH SERVICES provides temporary care and health counseling for those feeling ill or injured while on campus, and administers FIRST AID where indicated until services of a physician can be obtained.

In case of an accident or illness of a non-acute nature, have person remain where he or she is until one of the STUDENT HEALTH SERVICES personnel can be reached or, if possible, have someone escort the person to the STUDENT HEALTH SERVICES for assistance.

In case of a major accident--one that requires immediate medical or surgical attention--the person should be taken to the Emergency Room of the nearest hospital and the nearest relative notified immediately. The injured person may be taken to an emergency facility by a fellow student or relative if available or, if necessary, call the emergency 911 number for an ambulance. (The student will be responsible for the initial medical cost.) A report of ANY incident should be made to the STUDENT HEALTH SERVICES office as soon as possible.

In case of any illness or injury, the STUDENT HEALTH SERVICES office should be notified and a report kept on file. Parents of students under 18 years of age should furnish STUDENT HEALTH SERVICES office emergency phone numbers so that they can be notified of accidents or injuries that occur during school hours. Responsibility for treatment is to be assumed by parents, or adult students and staff.

Hospital emergency rooms cooperating with the facility are:

St. Bernard Health unit
2712 Palmisano Blvd
Chalmette, LA 70043

Phone 278-7410

FIRST AID OUTLINE
(To be posted in all work areas)

First Aid is immediate care given to a person who has been injured or who has suddenly become ill. When properly administered, first aid can mean the difference between life and death, between a temporary and a permanent disability, or between rapid recovery and long hospitalization. This outline is designed to make employees aware of first aid procedures. It is not a complete first aid guide. First aid attendants should refer to Red Cross first guides and other sources of current information for administering complicated procedures such as CPR.

The following are some of the most common first aid procedures:

Artificial Respiration

Artificial Respiration is the process of causing air to flow into and out of a person's lungs when natural breathing ceases.

1. Causes of respiratory failure

    a. Anatomic obstruction (tongue drops back and obstructs throat, asthma, swelling causes by injury)

    b. Mechanical obstruction (foreign object, fluid accumulation, vomit)

    c. Air depleted of oxygen or containing toxic gas

    d. Electrocution

    e. Drowning

    f. Shock

2. The normal breathing process

    a. Inhalation (chest expands, air flows in)

    b. Exhalation (chest returns to normal size, pressure increases and air flows out)

    c. Approximate rate for an adult -- 12 to 15 times a minute or every 4 to 5 seconds

3. Mouth to mouth breathing procedure

    a. The procedure must be begun within four minutes after the blood supply is cut off.

    b. The objective is to open the airway and restore breathing.

c. Procedure

1) Determine consciousness by asking, "Are you okay?"

2) Tilt head back.

3) Look at victim's chest. Listen and feel for air being exhaled.

4) Pinch nostrils shut.

5) Take a deep breath.

6) Seal your mouth around victim's mouth.

7) Blow four quick, full breaths into his mouth.

8) Check for pulse. If there is a pulse, give breath every five seconds. If there is no pulse, start CPR. (See first aid guide.)

d. Continue procedure until victim breaths on his own or until medical help arrives.

e. How to remember: "A Quick Check"

A--Airway, tip the head and check for breathing.
Quick--Give four quick, full breaths
Check--Check for pulse and breathing

Bleeding Control

Different methods are recommended to control bleeding depending upon the source of blood and severity of the wound.

1. Identify source of bleeding

a. Bleeding from artery -- blood spurts and pulsates and is bright red.

b. Bleeding from vein -- blood flows in a steady stream and is dark red.

c. Bleeding from capillaries -- blood oozes. (Since blood loss will be small, there is little cause for alarm.)

2. Methods for controlling bleeding

a. Direct Pressure

1) Don't waste time.

2) Place sterile pad over wound and press firmly. If no pad is available, use your hand directly.

3) If blood soaks through pad, do not remove it. Add another one.

4) Make sure the pressure applied does not interfere with normal circulation.

b. Evaluation

Raise injury above the level of the victim's heart unless there is evidence of a fracture.

c. Pressure points (indirect pressure)

1) When direct pressure on the wound and elevation are not enough to stop bleeding, put additional pressure on the affected blood vessel.

2) Blood vessels are like soft rubber tubing; they may be squeezed shut. The vessel passes close to the skin over a bony structure at a pressure point. Squeeze the vessel against the bone.

a) The brachial artery is located midway between the armpit and the elbow. Use the inside surfaces of the fingers to squeeze it against the bone.

b) The femoral artery is located against the pelvic bone. Place the victim on his back and press with the heel of your hand holding your arm straight.

d. Tourniquet

1) The tourniquet method sacrifices a limb to save a life. It should be used only when bleeding is severe enough to endanger the victim's life and other method have not worked. A tourniquet cuts off the blood supply to the part of the body beyond the tourniquet.

2) Wrap the arm or leg with a solid padded object next to the arterial pressure point.

3) Tie a half knot on the outside and insert a strong stick over the half-knot and tie in place.

4) Twist stick until bleeding stops. Count the seconds until the bleeding stops.

Shock

Shock is a depressed state of many vital body functions.

1. Causes of shock

    a. Severe injuries of all types

    b. Lack of oxygen

    c. Pain, rough handling, and delay in treatment

2. Signs of shock

    a. Pale, cold, clammy skin

    b. Weakness and apathy

    c. Rapids and faint pulse

    d. Increase rate of breathing

    e. Dilated pupils

3. Treatment

    a. Keep victim lying down to improve the blood - circulation.

    b. Cover the victim only enough to prevent him from losing body heat.

    c. Raise victim's feet.

Choking

Choking can be caused when any foreign particle becomes lodged in a victim's windpipe. Swallowing unchewed food is a primary cause. Drinking alcoholic beverages can aggravate a choking problem because the victim's sensations are diminished.

1. Signs of choking

    a. Attempting inhalation

    b. Face turning blue
    c. No breathing

d. Unconsciousness

2. What to do when the victim is conscious

a. Get the victim in a comfortable position.

b. Encourage coughing.

c. If the victim is not breathing or coughing, attempt back blows.

1) Stand behind or to the side of the victim.

2) Put one hand on the victim's chest.

3) Put victim's head lower than his feet.

4) Hit the victim with heel of your hand between the shoulder blades.

5) Repeat four times if needed.

d. If the back blows so not dislodge the object, use abdominal thrust.

1) Place the side of your fist in the middle of the victim's abdomen between the waist and the rib cage.

2) Place your other hand on top of your fist and quickly press inward and upward.

3) Repeat as often as needed if the victim remains conscious.

3. What to do if the victim is unconscious

a. Tip the head and check for breathing.

b. Try to give breaths if air will go into lungs. Give four quick breaths and continue mouth to mouth breathing.

c. Check pulse and breathing.

d. If air will not go into lungs, retip head and try again.

e. If air will still not go into lungs, attempt the following:

1) Roll victim toward you and do four back blows.

2) Kneel astride or alongside victim and do four abdominal thrusts.

3) Grasp the victim's tongue and lower jaw and use index finger to sweep his mouth.

4) Try again to give breaths.

5) If unsuccessful, repeat entire procedure.

Heat Illness

Heat stroke is a response to heat caused by extremely high body temperature and a disturbance of the sweating mechanism.

1. Signs of heat stroke

   a. Body temperature is high.

   b. Skin is dry (no sweating).

   c. Victim has a rapid and strong pulse.

2. What to do

   a. Cool the body quickly.

   b. Do not give stimulants.

Heat cramps are a response to heat involving muscular pains and spasm largely due to the loss of salt.

1. Signs of heat cramps

   Muscles in the legs and abdomen cramp.

2. What to do

   a. Gently massage the pain.

   b. Replace lost body fluids

Heat exhaustion is a response to heat characterized by fatigue, weakness, and collapse.

1. Signs of heat exhaustion

   a. Approximately normal body temperature

   b. Pale and clammy skin

   c. Profuse perspiration

   d. Tiredness

   e. Nausea

2. What to do

   a. Replace lost body fluids

   b. Have the victim lie down

   c. Loosen the victim's clothing

   d. Apply cool wet cloths

Poisoning

Poisoning substances may enter the body through the mouth, by absorption, by inhalation, and by injection. For specific treatments, consult first aid guide or product label.

Contact with poisonous plant can cause headaches, fever, itching, and rashes. The reaction may appear from within a few hours to 48 hours after contact. Treatment is as follows:

1. Remove contaminated clothing.

2. Wash all exposed areas.

3. Seek medical advice if reaction is severe.

Insect Bites

Apply cold compresses to minor bites.

For severe reactions, the following treatment may be necessary:

1. Administer artificial respiration if needed.

2. Apply a constricting band above the bite on the victim's arm or leg. Slip your index finger under the band and hold for a maximum of 30 minutes.

3. Keep the affected part of the body lower than the rest of the body.

Snake Bites

Reactions to snake bites are aggravated by fear and anxiety. The following first aid techniques will reduce blood circulation to delay the absorption of venom and prevent aggravation of the wound.

1. Keep the victim from moving.

2. Keep the victim calm.

3. Immobilize the affected area and keep it below heart level.

4. Apply a constricting band.

SECTION 11

HOUSEKEEPING PROGRAM

Section 12

HAZARD CONTROL PROGRAM

EXHIBIT J

Hazard Control Log

HAZARD CONTROL LOG

DEPARTMENT: AGENCY:

LOCATION: DATE: / /

DATE	HAZARD	IMMEDIATE TEMPORARY CONTROL	LONG-TERM SOLUTION	HAZARD DETECTED	PRIORITY	SCHEDULED/DATE COMPLETION

HAZARD NOT CORRECTED AFTER 30 DAYS SEND LOG TO:
OFFICE OF RISK MANAGEMENT
LOSS PREVENTION SECTION
P O BOX 94095
BATON ROUGE, LOUISIANA 70804-9095

SAFETY PAYS

PRIORITY
E = EMERGENCY C = ONE MONTH
A = TODAY D = THREE MONTH
B = ONE WEEK

REVIEWED BY: DATE: / / REVIEWED BY: DATE: / /

Section 13

HAZARDOUS MATERIALS

NUNEZ COMMUNITY COLLEGE	EFFECTIVE DATE_____

HAZARDOUS MATERIALS

SUBJECT: CONTROL OF HAZARDOUS MATERIAL AT NUNEZ COMMUNITY COLLEGE

1. **PURPOSE**

To establish a program for controlling all hazardous material used by or housed in a facility of the Nunez Community College.

2. **SCOPE AND APPLICABILITY**

This issuance applies to all employees and operating units of the Nunez Community College.

3. **POLICY**

a. All employees responsible for hazardous materials at this institution will rigorously enforce safety regulations governing the handling and storage of this material.

b. Systems Safety Coordinator and chairmen of the Nunez Safety Committees will maintain up-to-date inventories of hazardous material on campus and will conduct periodic inspections to ensure compliance with safety regulations for these hazardous materials.

4. **DEFINITIONS**

As used in this instruction, the following definitions apply.

a. **Chemical** means any element, chemical compounds, or mixture of elements and/or compounds.

b. **Chemical Name** means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applies Chemistry (IUPAC) or the Chemical Abstracts Services (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

c. **Container** means any bag, barrel, bottle, box, can cylinder, drum, storage tank, or the like that contains a hazardous chemical.

d. **Distributor** means the company that supplies hazardous chemicals to the College.

e. **Explosive** means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

f. **Facility** means the physical premises at which hazardous materials are used or stored.

g. **Hazardous Material** means chemicals, explosives, or other substances that are potential sources of danger to persons or contamination to the environment. To verify that a substance is classified as a hazardous material, contact the Nunez Safety Specialist who maintains a master list of hazardous materials.

h. **Label** means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

i. **Identity** means any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity permits cross-referencing among the required list of hazardous chemicals, the label, and the MSDS.

j. **Material Safety Date Sheet (MSDS)** means written or printed material concerning a hazardous material. An MSDS must be prepared in a manner that provides basic chemical identity, health, safety, and emergency response information, and is usually prepared in accordance with the OSHA Hazard Communication Standard or the U. S. Coast Guard Chemical Hazard Response Information System (CHRIS).

5. BACKGROUND

Nunez Community College's hazardous material program is a component of the institution's Safety Program. It is designed to achieve closer control over all hazardous materials used and stored on Nunez Community College's facilities. The objective of the hazardous material inventory is to accumulate information on all hazardous materials on campus and to ensure proper safety regulations and MSDS information are available to all employees and students using them.

6. HAZARDOUS MATERIAL SURVEY REPORT

a. Categories of Hazardous Material.

For reporting purposes, hazardous material will be classified according to the following two categories.

(1) Hazardous material on hand but no longer used or needed. (Safety Specialist should be consulted for disposition instructions.)

(2) Hazardous material needed for instructional purposes, custodial or general operational needs.
If an operating unit has hazardous substances that fall under both categories, two Hazardous Materials Survey Reports will be submitted—one for each category.

b. Report of Hazardous Material

All hazardous material, regardless of amount, type, use, or age, must be inventoried and reported on the Hazardous Material Survey Form, DC 1373/001 (Attachment A). The following information will be furnished for each hazardous material.

(1) Identity of the Hazardous Material
See Definition of Identity.

(2) Usage/Disposition
Explain operation or instructional lab that requires use of the hazardous material. If chemical is no longer required, use this column to explain what disposition is being made of the chemical.

(3) Container/Storage Location
See definition of Container.
Indicate where stored—building, room number, exact location; i.e., cabinet, shelf, etc.

(4) Inventory Range
Greatest amount and lowest level of material stored.

(5) Distributor
Name and address of company supply the material to the College.

(6) MSDS Location
See definition of MSDS
Indicate where MSDS Sheets are kept---they must be readily available to personnel using material. If MSDS information is not available, contact Nunez's Safety Specialist who is responsible for furnishing MSDS data.

The supervisor of each operating unit will make an exhaustive search of his area to ensure all hazardous materials are reported. If any unidentified substance or material is discovered during this inventory, a member of the Safety Committee should be contacted for assistance in identifying the material and for handing and disposition instructions.

c. Timetable for Submitting Reports.

Supervisors will submit the initial inventory of hazardous material to the Systems Safety Coordinator (Vice President for Institutional Programs) by November 1, 1986. Additions, deletions, and changes to this list will be made as they occur.

During the Annual Property Inventory in February and March of each year, each operating unit will inventory its hazardous material and will submit an updated Hazardous Material Survey report to the Systems Safety Committee.

7. RESPONSIBILITIES

a. Supervisors of Operating Units Using Hazardous Materials will:

(1) Ensure all hazardous material containers are properly labeled.

(2) Inventory and maintain an up-to-date list of all hazardous materials in his area of responsibility.

(3) Certify the types and amounts of hazardous material on hand are required for the intended purpose or operation.

(4) Provide safety instructions to employees/students covering proper handling, health considerations, storage, emergency response, and disposition of hazardous materials.

(5) Ensure appropriate MSDS information is readily available to personnel in the area where hazardous material is used/stored.

b. Chairmen of Nunez Safety Committees will:

(1) Maintain a complete list of all hazardous materials currently used/stored on campus by location.

(2) Provide, as required, safety instructions and procedures for handling and disposing of hazardous materials.

(3) Provide MSDS information, as required, for hazardous materials used/stored on campus.

(4) Conduct unscheduled inspections to ensure hazardous materials are used/stored in accordance with prescribed safety regulations.

c. Systems Safety Coordinator will:

(1) Maintain a complete listing of all hazardous materials on all campuses by location.

(2) Provide overall direction to the Campus Safety Committees in administering the Hazardous Materials Program at Nunez Community College.

Attachments:

a. Hazardous Material Survey

HAZARDOUS MATERIAL SURVEY FORM

Campus/Operating Unit_____ **Building**_____ **Room No.**_____

Supervisor's Name and Position_____ **Phone No.**_____

HAZARDOUS MATERIAL INVENTORY

IDENTITY HAZARDOUS MATERIAL	USAGE OR DISPOSITION	CONTIANER/STORAGE LOCATION	INVENTORY RANGE HIGH - LOW	DISTRIBUTOR	MSDS LOCATION

CERTIFICATION: I hereby certify the information contained herein is true and correct to the fullest extent of my knowledge.

_____ _____

Supervisor's Signature Date

❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖

NUNEZ'S SAFETY COMMITTEE'S RECOMMENDATIONS

Approved by:_____ _____ Disapproved By:_____ _____

Date Date

HAZARDOUS MATERIAL SURVEY FORM

HAZARDOUS MATERIAL INVENTORY

(Continuation Sheets)

Identity Hazardous Material	Usage Or Disposition	Container/Storage Location	Inventory Range High - Low	Distributor	MSDS Location

Campus/Operating Unit_____ _____ _____

Supervisor's Signature Date

Section 14

DRIVER SAFETY PROGRAM

Attachment A - Application for Driver Authorization

Form DA-2054 - Authorization and Driving History Form

Form DA 2041 - Instruction Sheet

Section 14
NUNEZ DRIVER SAFETY PROGRAM

In accordance with the provisions of R.S. 39:1527, the Office of Risk Management is now self-insuring Auto Liability for the State's Fleet under a blanket policy. In an attempt to control the risk and reduce losses, the Office of Risk Management developed a Driver Safety Program which governs the use of State vehicles. These rules were issued with an implementation date of June 1, 1986; complete compliance to be accomplished by June 1, 1987.

Nunez Community College's Driver Safety Program was officially established in with the issuance of DCI 1382.1, Exhibit K. The Director of Security has been delegated authority to manage the program and to issue Driver Authorizations to qualified College employees.

A. Driver Authorization

Nunez employees using College vehicles or privately owned vehicles for school business are required to obtain a Nunez Driver Authorization each year. Application for Driver Authorization, Form Attachment A; and Employee Driving Authorization, Form No. DA-2054, document the issuance of these authorizations.

B. Driver Training

Campus Security personnel on campus have been authorized to conduct Driver Training Courses for Nunez Community College employees and training sessions have been conducted.

C. Accident Reports

Each employee using a College vehicle is furnished Louisiana State Driver Program Accident Report, Form DA 2041, with instructions for completing, as well as additional information concerning not leaving the scene of the accident until all required information is obtained and action to be taken if a third party suffers bodily injury.

DRIVER SAFETY PROGRAM

1. PURPOSE

To establish a Driver Safety Program for employees of Nunez Community College.

2. SCOPE AND APPLICABILITY

This instruction applies to all employees of Nunez Community College using College vehicles or privately owned vehicles in the course and scope of their College employment.

3. POLICY

a. Provisions of this issuance and those of Louisiana State Employee Driver Safety Program issued by Louisiana Office of Risk Management will be strictly enforced.

b. Nunez Community College employees will not use College vehicles for personal use nor will they carry unauthorized passengers in these vehicles.

c. College vehicles will be operated in accordance with recognized state and local laws.

4. DELEGATION OF AUTHORITY

Safety Coordinator or approved driver safety instructor is delegated authority to institute and manage Driver Safety Programs and to issue Driver Authorizations to qualified College employees.

5. DEFINITIONS

College VEHICLE means any vehicle owned, leased and/or rented by Nunez Community College. It also included any privately-owned vehicle used in the course and scope of employment.

ACCIDENT is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.

HIGH RISK DRIVER means any individual having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty pleas or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one-year period.

6. BACKGROUND

The high cost of insurance has forced the state of Louisiana to develop a program that will limit the increase in cost and reduce the number of vehicular accidents. The most effective way of controlling cost is by restricting vehicle operations to a minimum number of drivers who have good driving records.

Driver Safety Program is designed to limit potential for vehicular accidents by:

a. Increasing supervisory involvement in the management of vehicular operations.

b. Ensuring drivers meet established criteria for granting driver authorizations.

c. Providing required defensive driver training, and

d. Investigating all accidents to determine the cause and taking necessary action to prevent reoccurrences.

7. GENERAL PROVISIONS

a. Employees will be authorized to operate only those vehicles for which there is a genuine job requirement and for which they are licensed and trained.

b. Employees authorized to operate College vehicles will complete a Defensive Driving Course within one year of authorization and every three years thereafter unless their driving record dictates need for additional training.

c. Employee's need for operating College vehicles will be reviewed annually. Those no longer having a need to drive, or who are high-risk drivers will lose their driving privilege.

d. An employee may be subject to disciplinary action if he:

(1) Knowingly and intentionally operates a College vehicle without a current driving authorization;

(2) Fails to report an accident involving a College vehicle; or

(3) While driving a College vehicle is convicted for reckless operation of a

motor vehicle, driving while intoxicated, or in such a manner as to cause negligent injury and/or similar violations.

8. CRITERIA FOR DRIVER AUTHORIZATION

The following criteria will be used to determine employee's eligibility for driver authorization.

a. Valid organizational need.

b. Individual's physical and attitudinal suitability to operate the specific type vehicle.

c. Individual's training/qualifications to operate the specific type vehicle.

d. Individual's Motor Vehicle Record (MVR).

9. CLASSES OF VEHICLES

The class of authorization needed will depend upon the class of vehicles to be driven and the principal purpose for driving. Three factors determine vehicle class; usage, axle count, and passenger load.

a. Class A - permits the operation of all passenger vehicles, 2-axle trucks, and similar vehicles towing trailers or other vehicles of not more than 5,000 pounds gross weight.

b. Class B - permits the operation of all vehicles in Class A and 2-axle vehicles designed to carry not more than fourteen passengers and the hauling of cargo for hire.

c. Class C - permits the operation of all Class A and B, and any 3-axle straight truck or any bus designed to carry fifteen or more passengers.

d. Class D - permits the operation of all vehicles in Classes A, B, and C and any vehicle or combination of vehicles with three or more axles to include truck-trailers and any vehicle towing trailers or other vehicles of more than 5,000 pounds gross weight.

Class A Authorization is not authorization to operate a vehicle when the primary purpose of employment is to drive motor vehicles. Individuals employed primarily to drive vehicles will have a Class B, C, or D authorization.

10. TYPES OF VEHICLES

Type 1 - includes sedans, station wagons and light trucks.
*** Defensive driving training required every three years; specialized training desired but not specifically required.

Type 2 - includes pick-up trucks (less than 1 ton), vans (not more than 3/4 ton / nine passenger).
*** Defensive driving training required every three years; specialized training desired but not specifically required.

Type 3 - includes ambulances, school buses, and vans (over 3/4 ton/nine passenger).
*** Specialized training and defensive driving training required.

Type 4 - includes trucks (one ton or more), dump trucks, farm tractors and tractor- trailers.
*** Specialized training and defensive driving training required.

Type 5 - includes graders, bull dozers, and cranes and high-reach vehicles.
*** Specialized training and defensive driving training required.

11. ACCIDENT REPORT

If an employee driving a College vehicle is involved in an accident, he will immediately complete Louisiana State Driver Program Accident Report, Form DA 2041 (attachment E). **HE WILL NOT LEAVE THE SCENE OF THE ACCIDENT UNTIL ALL REQUIRED INFORMATION IS OBTAINED**. If a third party, other than a state employee, suffers bodily injury, driver will notify the Office of Risk Management immediately by calling 1-800-272-3051 or in Baton Rouge 225-342-8421 or 504-433-9913.

The timetable for completing Accident Reports is as follows:

a. Within 24 Hours: Employee having accident will complete and submit the Accident Report to his supervisor. If the driver is not able to complete the Accident Report, his supervisor will complete it for him.

b. Within 48 Hours of Receipt of Accident Report: Supervisor will review and verify the accuracy of the Accident Report. Incomplete or inaccurate information will be reviewed with employee and report completed and/or corrected as required. Supervisor will then:

1. On complex accidents, contact Security Officer and/or Office of Risk Management for investigative assistance.

2. Complete his portion of the report.
3. Determine whether the accident was preventable and what corrective action,

if any, is necessary. Corrective action may include temporary suspension of driving privileges, special training, physical examination, etc. This should be noted on the report.

4. Submit carbon of Section I, page 1, to Office of Risk Management, Claims Division, P. O. Box 91106, Baton Rouge, LA 70821-9106; the balance of the report to Director of Security for further review.

c. Within 5 Work Days of Receipt, Director of Security will review the Accident Report, the police report (Uniform Motor Vehicle Traffic Accident Report), if one was completed, and employee's Application for Driving Authorization, and will:

1. Investigate accident, if required, before completing his section of the Accident Report.

2. Brief the President of the College on the accident.

3. Recommend corrective disciplinary action if there was improper use of vehicle.

4. Attach to Accident Report copy of the police report, if one was completed, and employee's Application for Driving Authorization with Motor Vehicle Record attached.

5. Submit completed Accident Report with attachments to the Office of Risk Management.

d. Office of Risk Management, Claims Division, will input the information from the Accident Report into the state's data base. This data base will be used by the Bureau of Risk Analysis and Loss Prevention in identifying the risk areas and proposing accident prevention programs.

12. RESPONSIBILITIES

a. Nunez employees using College vehicles will:

1. Request a Driver Authorization for the type vehicle to be driven, using Application for Driving Authorization, Form DC 1382/003 (10-86), Attachment A.

2. Operate only those type vehicles for which licensed and authorized and within restrictions on operator's license.

3. Enroll in a Defensive Driving Training Course as required.

4. Operate College vehicles in a safe and responsible manner, using good

defensive driving techniques.

5. Prior to use, ensure vehicle has been inspected and all installed safety equipment is functional (Attachment E).

6. Use seat belts in accordance with state law.

7. Report any traffic violation or accident to supervisor as soon as possible after such incident.

8. Complete Section 1, pages 1 and 2, of the Accident Report as completely and accurately as possible at the scene of the accident or immediately thereafter; give completed form to supervisor.

b. Supervisor of drivers will:

1. Recommend for driver authorization only employees who have a genuine need to operate College vehicles and who are responsible drivers with acceptable driving histories as compared with the Safe Driver Profile (attachment C).

2. Allow only authorized drivers to operate College vehicles.

3. Review all Accident Reports, ensuring Section 1, pages 1 and 2 are filled out completely and accurately. Within 24 hours of accident, submit report to Director of Security; carbon of Section I, page 1, to Office of Risk Management, Claims Department.

c. Director of Maintenance will ensure College vehicles are in good mechanical condition with functional safety equipment (attachment D). (Vehicles not in good condition or having faulty safety equipment should be restricted from use until repairs are made).

d. Director of Security, as the President's Driver Safety Program designed, will:

1. Review all Applications for Driver Authorization; obtain and attach employee's MVR to application; and issue Driver Authorization, Form DC 1382/002 (Attachment B) to employees meeting established criteria.

2. Establish a Defensive Driving Training Program for employees authorized to drive College vehicles.

3. Ensure drivers are trained for the class/type vehicle for which authorized.

4. Ensure and Accident Report Forms packet and a copy of this issuance are

kept in the glove compartment of all College vehicles.

5. Review and complete Accident Reports; forward them with attachments to Office of Risk Management, Bureau of Risk Analysis and Loss Prevention within five working days from receipt.

6. Periodically inspect College vehicles for property damage, abuse or neglect.

7. Maintain the official driving records of all authorized drivers. Records includes employee's completed Application for Driver Authorization, MVR, and copy of completed Sections I and II of the Accident Report if involved in an accident within the past three years.

Application for Driver Authorization Attachment A

Name	Position/Operating Unit	Phone No.
Home Address	City/State/Zip	Class License
Social Security No.	Date of Birth	Dr. Lic. No.
Expiration Date		

State Vehicle(s) to be Operated:

(Details on reverse side)	Veh. #1	Veh. #2	Veh. #3
Type vehicle:			
Date Trained:			
Source of Training:			

Miles driven annually on State Business: (est.)

EXHIBIT K

GENERAL SAFETY AUDIT

Safety Audit

A. Procedures for Audit

Bureau of Risk Analysis and Loss Prevention is responsible for conducting periodic safety audits to determine if Nunez is in compliance with existing statues and the State Safety Program and eligible for the five percent credit in insurance premiums.

Exhibit J contains a copy of the forms to be used by the Office of Risk Management in conducting its General Safety Audit. The areas audited include workmen's compensation, comprehensive general liability, blanket property, maritime, crime, and bonds. Nunez supervisors should use these audit forms to obtain a self profile of compliance with State safety statutes and regulations before notifying the Systems Safety Office that they are ready for the State audit.

For assistance in implementing Safety Program and/or to request a formal audit or re-audit, the Systems Safety Officer must submit a written request to:

Office of Risk Management, Loss Prevention Bureau
P.O. Box 91106, Baton Rouge, Louisiana 70821-9106
Phone: (504) 225-219-0168 Local 433-9913

The initial audit request must be submitted in writing no later than January 15 of each year to be eligible for the five percent credit for the following fiscal year. The Bureau will schedule a State Loss Prevention Officer to conduct the audit.

If a passing score is not received in the official audit, Nunez can correct the deficiencies and request a re-audit. The Systems Safety Officer must request the re-audit in writing no later than April 1 of each year to be eligible for the credit.

In addition to the official audit, the Bureau will conduct periodic inspections to determine continued compliance. If Nunez is judged out of compliance during subsequent periods, the College will be subject to losing its credit and must be re-audited to regain that credit.

B. Appeal of Audit Findings

If Nunez disagrees with the assessment of the State Loss Prevention Officer, the College may file, in writing, for an appeal. Appeals must be received by the Bureau by May 1 of each year. The State Loss Prevention Supervisor/Manager will audit the area in question and attempt to resolve any differences. If the State Loss Prevention Supervisor/Manager determines that Nunez is not in compliance, the College will be notified in writing of this finding.

Nunez may make a final appeal in writing to the Director of the Office of Risk

Management. This appeal must be submitted by June 1. A conference will be scheduled in Baton Rouge headquarters of the Office of Risk Management with representatives of the College and the Bureau. The Director of the Office of Risk Management will submit a final written decision to the College and the Bureau by July 1.

C. State Safety Audit Timetable

The deadlines for audit, re-audit, and appeals contained in the above paragraphs are recapped for easy reference.

January 15	College must request formal safety audit.
April 1	If passing score not received, College can correct deficiencies and request re-audit.
May 1	If College disagrees with the re-audit, College may appeal findings to the Bureau.
June 1	If College disagrees with assessment of State Loss Prevention Supervisor/Manager, College may submit final appeal to the Director of the Office of Risk Management.
July 1	Director of Office of Risk Management submits final written decision to the College.

GENERAL SAFETY AUDIT FORMS

Section 15

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Policy Statement

It is a policy of Nunez Community College to prevent employee exposure to blood or other potentially infectious materials. The plan will be reviewed every 3 years and revised as needed. Appropriate revisions will be made by the Safety and ADA committees and approved by the appropriate authorities. The plan and the full text of the OSHA standard on blood borne pathogens (12-6-91), is accessible in the Safety Plan to all employees and regulatory agencies. Any employee who has a reasonably anticipated risk of occupational exposure, despite the degree of risk, is covered by the OSHA blood borne Pathogens Standard.

Definitions

OSHA defines occupational exposure as "Reasonably anticipated skin, eye, mucous membrane, or potential contact with blood and other potentially infectious materials that may result from the performance of an employee's duties."

Potentially infectious materials are defined as follows: 1. Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between blood and body fluids. 2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead). 3. HIV-containing cell or tissue cultures, organ cultures, and HIV, HEV or HCV containing culture medium or other solution; and blood, organs or other tissues from experimental animals infected with HIV, HBV or HCV.

Exposure Determination List

This list of jobs and procedures are based on risk of occupational exposure incurred without the use of personal protective equipment (PPE). This list is used to identify employees that must be offered Hepatitis B vaccine and that must receive special training in exposure controls.

In the following lists of job classifications and procedures all employees may have occupational exposure.

Job Classifications

1. Registered Nurses
2. Licensed Practical Nurses
3. Nursing Assistants, Unit Nurse Aides, or Nurse Technicians
4. Emergency Medical Technicians
5. Laboratory and other lab workers with body substance contact.
6. Technical Instructors
7. Culinary Instructors

8. Biology & Chemistry Instructors
9. Drafting Personnel
10. Computer Engineering Technology Instructors
11. Drop in Center Employees
12. Secretaries/Receptionists
13. Maintenance Personnel
14. Housekeeping Employees
15. Campus Police Officers

Procedures

1. Instrument re-processing procedure

2. Procedures that require touching body substances, handling specimens, medical waste or soiled linen. See the specific procedures and precautions in each department manual.

Exposure Control Methods

1. **Standard Universal Precautions**

The concept of Standard Universal Precautions is that all human blood and certain body fluids are treated as if to be infectious for HIV, HBV, HCV and other blood borne pathogens. Use of Standard Universal Precautions is required for the handling of blood and potentially infectious materials. See Infection Control Manual, "Standard Universal Precautions."

2. **Engineering Controls**

Engineering controls are the first line of protection. If not available, use work practice controls.

Engineering Controls are devices or products that isolate or remove the blood borne pathogen hazard from the workplace.

Use of available engineering controls is required whenever possible to eliminate employee exposure. The may include needle-stick risk reduction devices, sharps disposal containers, and biosafety cabinets. Various departments, such as the Safety & ADA Committees, will identify new engineering controls. The controls will be evaluated for purchase in cooperation with the Purchase 0Agent and appropriate procedure.

Experience indicates the controls are not serving their purpose. This may occur because of formal and informal surveys, accident investigation reports, and other reports.

3. **Work Practice Controls**

Work practice controls are the second line of protection. If not available, use personal protective equipment (PPE).

Work practice controls reduce the likelihood of exposure by altering the manner in which a task is performed. See procedure for Standard Universal Precautions.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Food and drink will not be kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials will be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
Mouth pipeting/suctioning of blood or other potentially infectious materials is prohibited. See department manuals for department specific work practice controls.

4. **Personal Protective Equipment (PPE)**

PPE are the third line of protection use if engineering controls and work practice controls do not provide adequate protection.

PPE is specialized clothing or devices (e.g., gloves, gown, apron, mask and goggles or face shield used by an employee for protection against a hazard.

PPE used in mandated in the policy and procedure for Standard Universal Precautions. The following are additional requirements.

Disposal gloves must be changed when they become contaminated, torn or punctured. Disposal gloves are not to be washed or decontaminated and then reused. Departments or units are responsible for identifying employees who are allergic to gloves that are normally provided. In cooperation with the Purchasing Department the unit must order an alternative such as hypoallergenic gloves, glove liners, powder less gloves, or simply change to another brand of glove.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. They must be discarded if they are cracked, peeling, torn, punctured, or exhibit signs of deterioration, or when their ability to function as a barrier is compromised.

Non-prescription safety glasses with solid side shields are considered protective eyewear. A chin length face shield may replace glasses with side shields combined with a mask covering the nose and mouth except in procedures with a risk of contaminating a patient.

The use of protective body clothing such as aprons, lab coats, caps or shoe covers and the

degree of such PPE to resist penetration is performance based. Department/units must evaluate the task and the type of exposure expected and based on that evaluation select the appropriate PPE. See department manuals for department-specific use of PPE.

5. **Housekeeping/Cleaning/Disinfect ion/Sterilization**

Department/units responsible for cleaning disinfecting, sterilizing and decontaminating the environment, equipment and work surfaces must follow a written schedule for cleaning and method of decontamination based on the location with the facility, type of surface to be cleaned, and type of soil present. See Department/Unit specific policy and procedure manuals. See the Infection Control Manual for the Standard Universal Precautions procedure and the Cleaning and Disinfections procedure.

A. **Waste**

All waste is placed in a leak-resistant container and closed before removal. Infective waste is handled in accordance with the Louisiana State Regulations. See the procedure for Infective Waste in the Infection Control Manual.

B. **Handling and Disposal of Sharps**

Sharps containers are inspected routinely by a contracted agency and unit HCW's so that they may be replaced when three quarters filled. (See the Infection Control Manual for "Standard Universal Precautions" and the Housekeeping Manual.)

Evaluation of sharps disposal containers for the purpose of purchasing must include the following requirements. It must be closable, puncture resistant, leak proof on sides and bottom, and red in color or if not red it must be labeled with a biohazard sign.

Contaminated reusable sharp instruments must be placed in puncture resistant, leak proof container until they are reprocessed. Employees must not reach into sudsy water to retrieve sharp instruments. An alternative is to use a perforated tray or forceps retrieval.

A. **Equipment**

Equipment which may become contaminated with blood or other potentially infectious materials will be examined before servicing or shipping and be decontaminated as necessary, unless the employee can demonstrate that decontamination of such equipment or portions of such equipment is not feasible. A readily observable biohazard label will be attached to the equipment stating which portion remains contaminated. See the procedures. Cleaning Equipment from Patient Care Areas and Biohazard Communication.

6. **Employee Training**

All areas are responsible for annually training employees in the proper use of engineering devices and safe work practices. See procedure for Employee Training.

7. **Biohazard Communication to Employee**

Biohazardous materials will be made easily recognizable to an employee by signs, labels, or red color of containers. Employees must be alerted to biohazards of blood or by other potentially infectious materials through labels, signs, and colors. See the procedure on Soiled Laundry Handling, and the procedure for infectious Waste.

A. Sharps will be placed in a red sharps box or a sharps box with a biohazard sign.

B. Non-sharp infectious waste will be placed in a red bag or a bag with a biohazard sign.

C. User departments/units must place a fluorescent orange or orange-red biohazard label (with lettering or symbols in a contrasting color) on the following:

1) Refrigerators and freezers containing blood or other potentially infectious materials.

2) Containers used to store, transport or ship blood or other potentially infectious materials. Examples include specimen transport containers, transfusion product transport containers, transport containers for sharps boxes and infectious waste bags.

3) Contaminated equipment sent for servicing or repair must be cleaned by the user to the extent possible. The label must specify the parts that were impossible to clean.

Note: Labeling is **NOT** required for:

1. Individual containers of blood or other body fluids inside a secondary labeled container.

2. Specimen containers (because Standard Universal Precautions are taken with all contaminated laundry).

3. Laundry bags or containers (because precautions are taken with all contaminated laundry).

4. Infectious waste that has been decontaminated (autoclaved, incinerated, etc).

5. Equipment that has been completely decontaminated.