NICHOLLS STATE UNIVERSITY

SAFETY MANUAL

Revised: October 3, 2022

Table of Contents

Management Policy Statement on Safety

NICHOLLS
STATE UNIVERSITY

Office of the President
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September 4, 2018

MEMORANDUM

To: The Nicholls State University Community

From: John Clune
President

Re: **Management Policy Statement on Safety**

As president of Nicholls State University, one of my responsibilities is to assure our employees a work environment which is as safe and accident free as possible. Responsibility for the administration of safety policies is a function of management and its entire supervisory force. As employee safety is one of our top priorities, I insist on compliance with all state safety requirements, nationally recognized safety codes, standards, manuals, and guides in all applicable areas of operation.

Management, working with safety communities and the safety and environmental health officer, will implement a safety program with protection in mind. Training, safety education and correction of hazardous conditions will have particular emphasis. Vice presidents, college deans, department heads, directors, and supervisors will strictly adhere to requirements for reporting, investigating and documenting all accidents and "near misses" in their respective area. It is up to each of us to recognize our own responsibility for safety rules, proper use of safety devices, supporting all safety programs and offering constructive suggestions for improvement.

I request that you give your attention, on a daily basis, to making safety an integral and essential part of our university operations.

STATE OF LOUISIANA
LOSS PREVENTION POLICY STATEMENT

As Governor of the State of Louisiana, I am committed to providing a safe and healthful environment for state employees, protecting the public, and preserving the state's assets and property. To accomplish these objectives, all state agencies, boards, and commissions are directed to participate in the Loss Prevention Program administered by the Office of Risk Management. That program shall assist agencies in controlling hazards and risks in an effort to minimize employee and customer injuries and damage or destruction of state property.

The head of each department, agency, board or commission shall be accountable for compliance with the Loss Prevention Program, including the following:

- One employee shall be appointed to serve as safety coordinator to direct each organization's safety program and act as liaison to the Office of Risk Management;
- Every reasonable effort shall be made to comply with all government regulations pertaining to safety and health issues;
- Employee exposure to all known or suspected occupational health and safety risks shall be reduced as quickly as governmental regulations, technology and economic feasibility allow;
- Controlling and eliminating undesirable risks and hazards shall be given priority when budgeting and financial planning take place;

The State of Louisiana is sincerely interested in each employee's safety. As part of the Loss Prevention Program, all employees of the state shall be made aware of safety rules and how they directly affect their positions and job duties. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others.

If everyone works toward these objectives, injuries and costs can be reduced, for the benefit of state employees, their families and co-workers, and the State of Louisiana as a whole.

John Bel Edwards, Governor
State of Louisiana

6/14/2016
Date

Assignment of Safety Responsibility

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

A. President and Executive Staff (President and Vice Presidents)

1. Fully responsible for safety among all employees.
2. Assign safety responsibilities and delegate authority required to implement Nicholls' Safety Program.
3. Approve safety policies formulated by the University Safety Committee and the University Safety Officer.
4. Participate in the safety program as recommended by the University Safety Officer.

B. University Safety Officer

The University Safety Officer has been delegated authority to implement and manage the University Loss Prevention Program. In this capacity the Safety Officer is responsible for overall safety at Nicholls State University and will:

1. 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 and training programs for supervisors and employees.
    d. Programs to promote increased safety awareness.
2. Reports to the executive staff on a quarterly basis concerning the status of safety programs, concerns and problems in the University.
3. Keeps and analyzes accident reports.
4. Submits information requested by the Office of Risk Management on all losses.
5. Checks for University compliance with local, state and federal rules and regulations.
6. Serves as ex officio on the University Safety Committee.

C. Director of Facilities

The Director of Facilitites will work with the University Safety Officer, safety committees, administrators and supervisors to ensure facilities are maintained in safe condition. He will:

1. Serve as a member of the University Safety Committee.
2. Promptly execute all work orders identified as SAFETY RELATED.
3. Make inspections of all areas and report findings as requested.

D. University Deans

University deans are responsible for the safety within the respective colleges. Delegation of authority to department heads, supervisors, managers, etc. is a viable means to accomplish the overall goal of safety awareness, training, inspections and safety meetings. They will:

1. Implement within their respective college Nicholls State University's General Safety Program.
2. Indoctrinate new employees on job safety requirements and procedures.
3. Enforce safety rules and work regulations within their area of responsibility.
4. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

E. Supervisors

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

1. Indoctrinate new employees on job safety, rules, requirements, and procedures.
2. Enforce safety rules, regulations and procedures within their area of responsibility
3. Conduct safety meetings and inspections.
4. Investigate and submit reports on accidents and take corrective action on unsafe practices and conditions.
5. Be a good role model for employees under his supervision.

F. Instructors

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

1. Advise students of safety rules, regulations and standard operating procedure.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.
3. Be a good role model for students under their instruction.

G. Employees

Each employee is responsible to abide by Nicholls State University's safety program. They will:

1. Work in accordance with accepted safety rules, regulations and standard operating procedures, and ask for assistance of further explanation when needed.
2. Report unsafe conditions and practices.
3. Make safety suggestions.
4. Observe all safety rules and regulations.
5. Attend safety meetings and safety training as required.

Nicholls State University
General Safety Program

Nicholls State University's 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 15-point operational safety plan mandated by the Office of Risk Management in its Loss Prevention Manual. It also incorporates requirements for controlling hazardous materials as required by federal and state rules and regulations. This 15-point general safety program is organized in accordance with the following elements:

1. A management safety policy statement
2. Assignment of safety responsibility
3. Inspection program
4. Job safety analysis
5. Accident investigation program
6. Safety meetings
7. Safety rules
8. Employee safety training
9. Record keeping
10. First aid
11. Housekeeping program
12. Hazard control program
13. Boiler and machinery program
14. Driver safety program
15. Water vessel operator safety program

Safety Rules

1. Observe and follow all posted safety notices.
2. The use of any tobacco product in any form is prohibited on all Nicholls State University properties including the main campus, Chauvin Gardens, etc.
3. No fighting or horseplay allowed in the work area or classroom.
4. Know where fire extinguishers are located and how to use them.
5. Evacuate in an orderly manner if the fire alarm sounds.
6. Know designated evacuation routes from your floor and building.
7. Know emergency phone numbers or access to them.
8. Report all injuries and accidents to your supervisor.
9. Report to your supervisor any equipment that is not operating properly.
10. Do not run in the work area.
11. Report unsafe conditions to your supervisor.
12. Do not throw objects in the work area.
13. Keep your workstation clean and orderly.
14. Keep floor free of litter.
15. Place litter and waste materials in proper containers.
16. Do not walk on wet floors and immediately wipe up spills.
17. Keep passageway clear to allow easy access and exit.
18. Keep desk, filing drawers, etc. closed to avoid hazards to those walking by.
19. Return equipment and material to their proper place after use.
20. Report lighting and ventilation problems affecting you to your immediate supervisor.
21. Always read labels before using chemicals, bleaches, cleaning fluid, etc. that could be harmful if spilled.
22. When working with hazardous chemicals, do not work alone.
23. Use only approved cleaning fluids when cleaning machinery. Remember to allow for proper ventilation. Dispose of rags and waste material in proper containers and away from heat.
24. Do not operate machines or equipment without proper training.
25. Never leave a machine or equipment in operation unattended. Turn machine and equipment off before leaving the office at the end of the workday.
26. Neckties, scarves and other wearing apparel should be secured when working around equipment.
27. Notify your supervisor of any breakage or malfunction of machinery or equipment.
28. Wear eye protection, respirators, or protective clothing in regulated areas or during functions requiring protective gear.
29. Report frayed electrical cords immediately.
30. Tape temporary electrical cords to the floor to prevent tripping.
31. Do not overload electrical circuits.
32. Do not use electrical extension cords as a permanent electrical line.
33. Never turn on an electrical switch unless you know what it operates and have had the adequate training on that piece of equipment.

34. Do not attempt to repair electrical devices unless properly trained to do so. Otherwise, report it to a supervisor.
35. Keep flammable items away from electrical outlets, cords or other electrical apparatus.
36. Use only properly grounded electrical equipment.
37. When using university vehicles or your own vehicle for authorized travel, remember to use your seat belts and drive defensively.
38. Only authorized drivers allowed to operate state vehicles or personal vehicles for state business.
39. Do not text and drive.

These listed safety rules are not totally inclusive. They are intended as a guide to develop proper health and safety practices and procedures. Should you have questions or doubts about safe operations in the workplace, please contact your supervisor or the Safety Officer. Nicholls State University wants to provide a safe and healthy work and academic environment for its students, faculty and staff.

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. Safety meeting topics shall apply to all employees in attendance and documentation of all meetings shall be maintained for three (3) years. A maximum of 25% of the required meetings are allowed to be "policy review only" meetings. The remainder must cover specific safety and health topics.

A. University Safety Committee
The committee shall meet periodically at a frequency determined by the committee, but not less than four (4) times per year. The committee will recommend and advise on health and safety training and education. It will also coordinate and support the activities of the various health and safety sub committees across campus. Minutes will be recorded at each meeting and shall include members attending, members absent, and disposition of old business and new business.

B. Campus Safety Committee
Campus Safety Committees will hold meetings as required, with a minimum of four (4) annually. Each committee member will conduct a meeting with supervisors in his assigned area and will discuss the topics discussed at the University Safety Committee meeting. Additional meetings will be conducted as deemed necessary by the committee.

C. Supervisors
Supervisors of work units employing personnel whose duties involve us 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 (4) safety meetings annually, This section contains a suggested procedure for conducting safety meetings and a copy of Nicholls State University's Safety Meeting Sign In Sheet, which can be used to document safety meetings.

Suggested Procedure for Conducting Safety Meetings Prepare for the 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 meeting topic.
2. List the behavior or activity that should be changed.
3. Anticipate reasons for this unsafe activity and determine how to resolve the problem. **Example:** Employees are not wearing safety glasses because they become foggy when the temperature is high. **Solution:** Look at alternative safety glasses; select one suitable for high temperatures/high humidity rise.

4. Determine how to eliminate the unsafe act or condition and record in this section. **Example:** Discontinue purchasing present safety glasses, select alternative brand within thirty (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. All employees in attendance must sign the sign in sheet.
2. After the meeting, complete the percentage of participation section of the safety meeting report. This is done by taking the total number of employees attending the meeting and dividing by the total number of employees in your department.
3. Record any comments, suggestions, or remarks on page 2 of the safety meeting report.

Keep Record of the Meeting

Copies of safety meeting reports will be sent to the University Safety Officer and Safety Committee representatives; the supervisor will keep originals.

Training

The University Environmental Health and Safety Department shall conduct or shall sponsor training sessions for employees. The Environmental Health and Safety Department shall determine when training programs are to be held, their frequency, subject matter and the location so all employees may participate. All department heads shall encourage their employees to attend safety sessions, allowing time away from their job to attend the sessions. Training records shall remain on file within the Environmental Health and Safety Department for a minimum for three (3) year or until next training date if greater than three (3) years.

Procedures For Setting Up A Training Program

Safety Training for New Employees (Preventive Maintenance Program)
New employee training is a key component to the safety program as well as the equipment management program. The following safety checklist is only a guideline to assist supervisors to identify those new employee training requirements. If changes are made to equipment and or work processes, employees must receive additional training. This document is to be signed by the supervisor and the employee and returned to the safety department upon completion.

Safety Training for Employees
The purpose for 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 (4) 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.

Steps in Conducting Employee Safety Training
Select appropriate training topics and schedule training by priority. Eleven training topics are recommended as essential to each college or facility.

Safety Program Objectives
Rights and responsibilities of the employee
Authority and responsibilities of the supervisor
Safety policy/rules
Accident and near miss accident reporting
Job safety analysis
Accident experience and trends
Drug testing and substance abuse

Blood borne Pathogens
Sexual Harassment

Hazard Recognition and Control
Types of hazards
Preventive measure
Inspection procedures
Recording and reporting
Immediate temporary controls
Emergency First Aid Procedures
Recognizing first aid emergencies
Gaining control
Emergency care

Emergency Response Procedures
Alarm systems
Evacuation routes
Fire extinguisher training

Personal Protective Equipment
What to use
When to use
Storage area
How to check, inspect and maintain
Material handling
High risk jobs
Proper lifting
Proper carrying

Slips, Trips, and Falls
Recognizing potential problems
Minimizing exposure

Unsafe Environmental Conditions
Outside (heat, cold, wind, rain, hurricanes, tornadoes)
Inside (noise, dust, vapors, fumes)
Other (fire, bomb threats)

Good Housekeeping Practices
Tools and equipment
Vehicles
Yards

Work from Elevations/Use of Ladders
Preventing a fall
Falling safely

Safe Vehicle Operation
Pre-operational inspection
Control of common hazards
Rules of the road
Defensive Driving

Hazard Communication
Right to know
SDS
GHS Labeling & Pictograms

1. Develop a lesson plan for each training session. A complete lesson plan should include the following:
   Title: Clearly identifies the topic
   Objectives: States what the trainee should know or be able to do at the end of the training period. A well written objective limits the subject matter, is specific and stimulates thinking on the subject
   Estimated Time of Instruction: States the length of the training sessions. Ample time should be allowed to thoroughly cover the subject.
   Materials: States materials to be used in training including equipment, tools, charts, slides, films, etc.
   What the Instructor Will Do: Give the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc).
   What the Employee Will Do: Indicates how employees will apply the material in the training session.
   Evaluation: Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.
   Assignment: Provides employees an opportunity to apply the material on the job.
   See sample lesson plan.

Safety Training for Supervisors

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

1. To involve supervisors in Nicholls' 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.

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.

Sample Lesson Plan

Title: Personal Protective Respiratory Equipment
Objective: Employee will be able to properly use and maintain respiratory equipment.
Estimated Time of Instruction: ½ - 1 hour
Materials Needed:

1. Operating instruction manual
2. Respiratory Equipment
3. Work area diagram
4. Job safety analysis requiring use of respirators

What the Instructor Will Do:

1. Identify on the 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 the Employee Will Do:

1. Understand when respiratory equipment is necessary.
2. Understand gas inhalation symptoms and the 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 of mask
    c. Filter not leaking
    d. Cleaning of faceplate.

Safety Inspections

The operational safety program shall include general housekeeping safety rules and procedures for conducting safety inspections at Nicholls State University to identify and correct hazards. These safety inspections are a major factor in maintaining operational efficiency of an area assuring 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. If hazards exist, corrections should be made immediately to meet accepted and approved standards. Nicholls State University is classified as a Class B facility by Louisiana Worker Compensation Rule 15. Therefore, safety inspections are required to be conducted on a quarterly basis. Deans, department heads, directors, supervisors, managers, etc. conducting these inspections should identify and correct existing or potential hazards. Inspection reports will be retained for three (3) years and be available for review. Following the inspection, the inspector shall indicate the corrective action recommended for each unsafe condition. The inspector shall follow up the recommendation with a note to the file indicating when the safety problem was resolved and how it was handled. A completed inspection checklist shall be made for each safety inspection and shall be sent directly to the University Safety Officer within three (3) days of the completed inspection. A copy shall also be provided to the dean, department head, director, supervisor, manager, etc. responsible for the area affected. The University Safety Officer, or designee shall conduct scheduled and unscheduled safety inspections to insure all operating units are complying with established safety standards and regulations. All buildings shall be inspected by the ES&H department on a quarterly basis. 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- Nicholls State University's Laboratory Inspection Report provides detailed information on conducting lab inspections. Because of the number of students and instructors using these areas and the greater potential for safety hazards, supervisors will conduct monthly inspections and will take immediate action to correct unsafe conditions as they are discovered.
Buildings- Supervisors will conduct inspections of buildings within their area of responsibility on a quarterly basis or more often if unsafe conditions persist. Problems will be noted with recommendations for corrective action.
Work/Construction Area- Maintenance supervisors will inspect work/construction areas daily to ensure personnel are wearing prescribed safety clothing and following safety procedures. A report will be made if any problem is not corrected in a timely manner.
Grounds/Common Areas- Supervisors will inspect grounds and common areas on a regular basis. Unsafe conditions will be corrected immediately. Any condition not corrected in a timely manner shall be reported to the vice president of that division and the University Safety Officer.
Central Receiving- Supervisors will make periodic, unscheduled inspections and will report any missing or vandalized equipment and/or supplies.
Offices and Classrooms- Deans, directors, supervisors, and instructors will inspect their areas on a regular basis and will take immediate action to correct any problem noted. A report will be made if delays are encountered in having problems corrected.

Management Instruction

Subject: Nicholls State University's Inspection Program
Purpose: To provide a method for systemically inspecting and eliminating safety and fire hazards that result from uncontrolled sources and to clearly establish defined areas of responsibility for orderliness and cleanliness throughout buildings, laboratories, and grounds of Nicholls State University.

Scope and Applicability
The instruction applies to all laboratories and operating units of Nicholls State University.

Policy

A. All areas of Nicholls State University facilities will be kept in a clean, safe, and orderly manner.
B. Each laboratory supervisor will conduct monthly inspections of their area and will correct any unsafe or unsightly conditions as they are discovered.
C. All employees are responsible for reporting any potentially hazardous condition or practice they find. The supervisor should then address the hazard. If the hazard cannot be corrected, it should be reported to the next level of management. A work order shall be created and monitored until hazard has been corrected.

Laboratory Inspection Report
The Laboratory Inspection Report 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 particular attention to the following areas:

A. Slip or trip hazards.
B. Foreign materials which could cause loss of balance – food, oil, grease, liquids, mud, algae, trash, etc.
C. Holes or protrusions on walking surface.
D. Accumulation of flammable or combustible materials.
E. Hazardous materials – special handling, use, storage and disposal.
F. Condition of equipment.
G. Surplus equipment – report to Property Control Officer.
H. Teaching materials and supplies – properly maintained, stored; if surplus, turn in to supply or otherwise disposed of.

Each month when school is in session, or weekly if conditions warrant, laboratory supervisors will conduct an inspection of their area and will complete a Laboratory Inspection Report, noting any corrective action needed. If a serious condition exists, the dean of the respective college will advise their vice president so that corrective action can be expedited. The department shall retain the Laboratory Inspection Report on file for a period of three (3) years. An electronic copy shall be forwarded to the University Safety Officer.

The Building Inspection Report

The Building Inspection Report will be used for quarterly inspections, or monthly if unsafe conditions exist. In conducting these inspections, special attention will be given to the following areas:

A. Buildings and adjacent yards
B. Stairs
C. Ladders
D. Exits and exit markings
E. General environmental controls
F. Medical and first aid
G. Fire protection
H. Automatic sprinkler systems
I. Electrical wiring
J. General safety

Each quarter when school is in session or monthly if unsafe conditions exist, a Building Inspection Report will be conducted noting any corrective action required or taken. A copy of these inspections will be sent for review to the department head, dean, division vice president and the University Safety Officer.

The University Safety Officer shall retain the Building Inspection Report on file for a period of three (3) years.

Grounds Report

The Grounds Report will be used for quarterly inspections, or monthly if unsafe conditions exist. In conducting the safety inspection, special attention shall be given to the following areas:

A. Power equipment (maintenance) – self-propelled or riding mowers, edger's, power saws, etc.
B. Hand tools (maintenance) – shovels, spades, blades, etc.
C. Grinders (maintenance)
D. Wheelbarrows (maintenance)
E. Garbage containers (maintenance)
F. Chemicals – proper handling, use, storage disposal, etc.
G. Personal protective clothing

Accident Investigation

When an accident occurs, medical aid should be obtained immediately for anyone injured at Nicholls State University. 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 committees may be involved depending upon the nature and severity of the accident.

A. Occupational Injury or Disease

When an employee is injured, it must report to University Health Services.
An incident report is filled out and submitted to the University Safety Officer and the Human Resources Department. It is the responsibility of the employee to contact the Human Resource Office so an Employer's Report of Injury/Illness can be completed.

B. Accident Investigation

After acquiring necessary medical aid for injured persons, the 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 (Latest Rev.)

The accident report shall be filed with the Department Head and the University Safety Officer. The record shall be kept for one (1) year. A follow-up
Report shall be made to the file to confirm that corrective action was taken and what was done.

If an accident involves a visitor, client, or student, a General Liability DA 3000 Form (latest rev.) shall be completed, or a Nicholls State University Police Case Report if investigation was conducted by a commissioned officer within the Nicholls State Police Department.

C. 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. Contained in this section are the following: Job Safety Analysis Worksheet (JSA 1-00) and a sample completed form. Job safety analysis reporting forms should be maintained on file in the department creating the documents and should be readily available to employees. An index naming the task, date the job safety analysis was revised should be maintained in each department's records.

D. Instructions for Completing Accident Investigation Form

The Accident Investigation Form is a tool to assist in determining causes and procedures to prevent the recurrence of similar accidents. 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 the 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 to 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 other what could be done to prevent similar accidents at other locations.

Write your name and title on the bottom of the form. The supervisor in the area where the accident occurred retains the original form. Copies should be sent to the University Safety Officer and college deans, directors, department heads, supervisors, etc.

E. Sample Procedure for Job Safety Analysis

When to Perform a Job Safety Analysis

Each first line supervisor is expected to conduct or review 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 review a job safety analysis for each serious accident to determine the cause(s).

F. 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. 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 operation 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 Work Sheet (JSA-1-00). 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 step that describes the process in detail. Avoid two common errors: 1) making the breakdown too detailed so that an unnecessarily large number of steps result, or 2) making the job breakdown so general that the basic step are not distinguishable. As a rule, the job safety analysis should contain less than twelve (12) steps. If more steps are needed, the job should be broken down 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 procedures should be analyzed also. The wording for each step should begin with words 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 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, fumes, dust, heat, or radiation)?

Step 4: Develop Solutions
The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principle 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 the 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 job cannot be developed, change the physical condition (such as tools, material, equipment, layout, or location) to eliminate or control the hazard.
3. **Change the work procedure to eliminate the hazard –** Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
4. **Reduce the frequency of its performance –** Often a repair or service job has to be repeated frequently because of another condition that needs correction. 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. The job safety analysis worksheet should be used as a reference when completing the Job Safety Analysis Form (JSA-1-00). Refer to the notes taken on the worksheet when determining hazards and recommendations. Using the Job Safety Analysis (JSA-1-00), 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 5: Conduct a Follow-up Analysis

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

G. Use of 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.

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 procedure should be revised.

H. Recordkeeping

Job safety analysis reporting forms should be maintained on file in the department creating the documents and should be readily accessible to employees. An index naming the task and the date the job safety analysis was completed should be kept on file.

List of Required Records

The following safety records should be kept by Nicholls State University for at least three (3) years, or for varying periods as noted below. Copies of forms are included with exhibits describing the specific procedures as noted.

1. **Housekeeping Survey Report (Inspection Reports):** Completed quarterly, or more often as necessary, in each work unit following a general safety inspection. The completed form is retained in the area it covers for at least three (3) years and should be made available to agency head and the Office of Risk Management's Bureau of Risk Analysis upon request.
2. **Work Order /Service Request:** Nicholls State University utilizes a work order request system or a service request to identify potential hazards in each department. Hazards are reported and tracked through completion (Work Order Request Form J892). Work order records are maintained in the Physical Plant Office and shall be kept for a minimum of three (3) years. Service Request logs are maintained in the Maintenance Department and shall be kept for a minimum of three (3) years.
3. **Employers Report of Occupational Injury, Illness, or Disease:** Completed for each accident requiring treatment. The reports are filed by year of occurrence in an agency central file. Agencies must implement a method for recording and filing reports of accidents that result in time lost from work (missing a full work day after the day of injury). Employees must have written authorization from treating physician to return to work following such an injury.
4. **Monthly Summary of Work Injuries:** The agency workers compensation coordinator will maintain a file on all work-related accidents and maintain a up to date file. The DA WC 4000 will be completed on all accidents involving lost work days. The ES&H Director will maintain on file a monthly summary of work-related accidents.
5. **Accident Investigation Report:** Completed for each accident or near miss. Attached to the 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 the department head and the safety officer.
6. **Job Safety Analysis:** Completed by the supervisor in each work unit. Supervisors are expected to conduct or review at least one (1) job safety analysis each month. Job safety analysis forms are kept in a file 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.
7. **Safety Meeting Report:** Completed quarterly in ach unit following safety meeting and maintained in the operating area for three (3) years. Copies should be sent to the safety officer and department head.
8. **Training Documentation:** Completed following training sessions and maintained in the operating area for a minimum of three (3) years or until next training due date if greater than three (3) years.
9. **First Aid Log:** Completed whenever first aid is administered. The log is maintained at University Health Services for a minimum of five (5) years. The Human Resources Department shall keep all records pertaining to Worker's Compensation, and coordinate information and reports with the University Safety Officer. All records

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

Infection Control Program (Bloodborne Pathogens)

The purpose of this program is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to state employees. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation.

All bodily fluids will be considered infectious regardless of the perceived status of the source individual. Procedures for providing first aid and decontaminating/sanitizing contaminated areas will duplicate those developed and used by health industry.

Definitions:

Engineering Controls – means controls (sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.
Infection Control Program – each employer having an employee(s) with occupational exposure must establish a written Infection Control Program designed to eliminate or minimize employee exposure.
Occupational Exposure – means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from performance of duties by faculty, staff, students or visitors.
HIV – containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
Regulated Waste – means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
Work Practice Controls – means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two handed technique).
Other Potentially Infectious Materials means:

a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate body fluids.
b. Any unfixed tissue or organ (other than intact skin) from human (living or dead).
c. HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing culture medium or other solutions; and blood, organs, or other tissue from experimental animals infected with HIV or HBV.

Components of the Infection Control Program

A. Exposure Determination
B. Controls Methods
    - Universal Precautions
    - Engineering Controls
    - Work Practice Controls
    - Personal Protective Equipment
C. HBV Vaccination
D. Medical (Post-Exposure Evaluation and Follow-up)
E. Infectious Waste Disposal
F. Tags, Labels and Bags
G. Housekeeping Practices
H. Laundry Practices
I. Training and Education of Faculty, Staff, and Students
J. Recordkeeping

A. Exposure Determination

Nicholls State University shall identify all faculty, staff, students, and visitors when possible, who are directly exposed or whose jobs have the likelihood of exposure to blood or other potentially infectious materials. Those at risk are those whose work may involve potentially infectious materials. They will include, but are not limited to:

- Physicians
- Health Services Personnel
- Nurses
- University Police
- Athletic Trainers and Coaches
- Accident Investigators
- Designated Maintenance Personnel
- Designated Housekeeping Personnel
- Designated Laundry Workers
- Health and Physical Education Workers
- Swimming Pool Personnel (Life Guards, Swimming Instructors)
- Recreation Instructors

Fluids that have been recognized by the Center for Disease Control (CDC) as directly linked to the transmission of HBV and/or HIV are: blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HBV and HIV viruses, and saliva in dental settings.

Nicholls State University shall make exposure determination without regard to the use of personal protective equipment (PPE).

B. Control Methods

Universal Precautions – the term "Universal Precautions" refers to a method of infection control in which all human body and other potentially infectious materials are treated as if known to be infected for HBV and HIV. This concept emphasizes that all people treated by faculty, staff, and students should be assumed to be infectious for HIV and other bloodborne pathogens.

In all health care settings, "universal Precautions" should be followed when workers are exposed to blood, certain other body fluids, or any other body fluid visibly contaminated with blood. Since HBV and HIV transmission has not been documented from exposure to other body fluids (feces, nasal secretions, sputum, sweat, tears, urine, and vomit), "Universal Precautions" do not apply to these fluids, unless they contain visible blood. However, when emergency medical and public safety workers encounter body fluids under controlled circumstances in which differentiation between body fluid types is difficult, if not impossible, they should treat all body fluids as potentially hazardous.

Engineering Controls – an "Engineering Control" is the use of available technology and devices to isolate or remove hazards to the individual.

- Engineering controls should be used in preference to other control methods to eliminate or minimize exposure to blood or other potentially infectious materials.
- Engineering controls should be examined and maintained or replaced on a regular basis to ensure their effectiveness.
- Examples of engineering controls include but are not limited to: puncture resistant sharps containers, splash guards, mechanical pipetting, and self-sheathing needles.

Work Practice Controls – "Work Practice Controls" are alterations in the manner in which a task is performed in an effort to reduce the likelihood of an individual's exposure to blood or other potentially infectious materials.

- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood, other body fluids to which universal precautions apply, or potentially contaminated articles. Hands should always be washed after gloves are removed, even if the gloves appear to be intact. Hand washing should be completed using appropriate facilities, such as utility or restroom sinks. Waterless antiseptic hand cleanser should be provided on responding units when hand washing facilities are not available. When hand washing facilities are available, wash hands with warm water and soap. When hand washing facilities are not available, use a waterless antiseptic hand cleanser.
- All personal protective equipment (PPE) should be removed immediately, or as soon as possible upon leaving the work area, and placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Personal Protective Equipment (PPE)
Appropriate personal protective equipment should be made available routinely by the employer to reduce the risk of exposure as defined above. For many situations, the chance that the rescuer will be exposed to blood and other fluids to which universal precautions apply can be determined in advance. Therefore, if the chance of being exposed to blood is high (e.g. CPR, IV insertion, trauma), the individual should put on protective equipment before administering aid.

The following list sets forth examples and recommendations for personal protective equipment in the pre-hospital setting; the list is not intended to be all inclusive.

Task/Activity	Gloves	Gown	Mask	Eyewear
Bleeding control w/ spurting blood	YES	YES	YES	YES
Bleeding control w/ minimal bleeding	YES	NO	NO	NO
Emergency Childbirth	YES	YES	YES	YES
Blood Drawing	ALWAYS	NO	NO	NO
Starting an IV	YES	NO	NO	NO
Endotracheal intubation	YES	NO	YES	YES
Oral/Nasal Suctioning	YES	NO	YES	YES
Handling/Cleaning instruments with microbial contamination	YES	NO, Unless soiling likely	NO	NO
Measuring Blood Pressure & Temp.	NO	NO	NO	NO
Giving an injection	YES	NO	NO	NO

Gloves- disposable gloves should be a standard component of emergency response equipment, and should de donned by all personnel prior to initiating any emergency patient care tasks involving exposure to blood or other body fluids to which universal precautions apply. Extra pairs should always be available. Considerations in the choice of disposable gloves should include dexterity, durability, fit, and the task being performed. For situations where larger amounts of blood are likely to be encountered, it is important that gloves fit tightly at the wrist to prevent blood contamination of hands around the cuff. It is recommended to wear two (2) pair of gloves when this type of situation is encountered. For multiple trauma victims, gloves should be changed between patient contacts, if the emergency situation allows. Of course greater personal protective equipment measures are indicated for situations where broken glass and sharp edges are likely to be encountered.

While wearing gloves, avoid handling personal items, such as combs and pens that could be soiled or contaminated. Gloves that have been contaminated with blood or other body fluids to which universal precautions apply should be removed as soon as possible, taking care to avoid skin contact with the exterior surface. Contaminated gloves should be placed and transported in disposable, intact bags that prevent leakage and should be disposed of in red, biohazard containers, or in the case of reusable gloves, cleaned and disinfected properly.

Masks, Eyewear, and Gowns – this equipment should be present for all emergency response personnel that respond to medical emergencies or victim rescues. These protective barriers should be used in accordance with the level of exposure encountered. Minor lacerations or small amounts of blood do not merit the same extent of barrier use as required for massive bleeding. Management of the patient who is not bleeding, and who has no body fluids present, should not routinely require use of barrier precautions. Masks and eyewear (safety glasses) should be worn together, or all personnel prior to any situation should use a face shield where splashes of blood or other body fluids to which universal precautions apply are likely to occur. Gowns or aprons (disposable) should be worn to protect clothing from splashes with blood. If large splashes or quantities of blood are present or anticipated, impervious gowns or aprons should be worn. An extra change of work clothing should be available at all times.

Resuscitation Equipment – No transmission of HBV or HIV infection during mouth-to-mouth resuscitation has been documented. However, because of the risk of salivary transmission of other infectious diseases (e.g., herpes simplex and Neisseria meningitidis) and the theoretical risk of HBV and HIV transmission during artificial ventilation of trauma victims, disposable airway equipment or resuscitation bags should be used. Disposable resuscitation equipment and devices should be used once and disposed of or, if reusable, thoroughly cleaned and disinfected after each use according to the manufacturer's recommendations.

Pocket mouth-to-mouth resuscitation masks (two-way valve system) designed to isolate emergency response personnel (i.e., double lumen systems) from contact with victim's blood and blood contaminated salvia, respiratory secretions, and vomit should be provided to all personnel who provide or potentially provide emergency treatment.

C. HBV Vaccination

All workers whose jobs involve participation in tasks or activities with exposure to blood or other body fluids to which universal precautions apply should receive or be offered the Hepatitis B vaccine. The OSHA standard requires the employer to offer the three injection vaccination series free to all employees who are exposed to blood or other potentially infectious materials as part of their job duties. The vaccination must be offered within ten (10) days of initial assignment to these type job duties.

If the individual declines the HBV vaccine, he or she must sign a declination form (any time after an individual initially declines to receive the vaccine, he or she may opt to take it). A current medical file will be maintained at University Health Services during the employee's current employment. This information will also be kept in the individual's personnel and medical file for thirty (30) years after they terminate employment or permanently leave school.

The cost of the HBV vaccine will be assumed by Nicholls State University and administered by a medical facility of the University's choice.

D. Medical (Post-Exposure Evaluation and Follow-Up)

OSHA's bloodborne pathogens standard includes provisions for medical follow-up for individuals who have an exposure incident. The most obvious exposure incident is needlestick. But any specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials is considered an exposure incident and should be reported to University Health Services immediately. Reporting an incident right away permits immediate medical follow-up. Early action is crucial. Prompt reporting can help the individual avoid spreading bloodborne infection to others.

Nicholls must provide medical evaluation and treatment to employees who experience an exposure incident. Once an exposure has occurred, a blood sample should be drawn after consent is obtained from the individual from whom exposure has occurred and tested for Hepatitis B antigen (HBsAg) and antibody to human immunodeficiency virus (HIV). Policies should be available for testing source individuals in situations where consent cannot be obtained (e.g., an unconscious patient). Testing of the source individual should be done at a location where appropriate pretest counseling is available; posttest counseling and referral for treatment should be provided. It is extremely important that all individuals that seek consultation for any HIV-related concerns receive counseling as outlined in the "Public Health Service Guidelines for Counseling and Antibody Testing to Prevent HIV Infection and AIDS".

Any employee who wants to participate in the medical evaluation program must agree to have blood drawn. However, the employee has the option to give the blood sample but refuse permission for HIV testing at the same time. The employee's blood sample shall be maintained for ninety (90) days in case the employee changes his or her mind about testing, should symptoms develop that might relate to HIV or HBV infection.

If a Nicholls State University employee or student is referred for counseling to a health care provider, the health care provider will provide a written report to the Human Resources Department. This report will identify whether Hepatitis B vaccination was recommended for the exposed employee or student, and whether or not a vaccination was received. The health care provider must also note that the individual has been informed of the results of the evaluation and told of any medical conditions resulting from exposure to blood which requires further evaluation or treatment. Any added findings must remain confidential.

Hepatitis B Virus Post Exposure Management

For an exposure to a source individual found to be positive for HBsAg, the individual who has not previously been given Hepatitis B vaccine should receive the vaccine series. A single dose of Hepatitis B immune globulin (HBIG) is also recommended, if this can be done within seven (7) days of exposure. For exposures from an HBsAg-positive source to individuals who have previously received the vaccine, the exposed individual should be tested for the antibody to Hepatitis B surface antigen (anti-HBs), and given one dose of vaccine and one dose of HBIG if the antibody level in the employee's blood sample is inadequate (i.e., <10 SRU by RIA, negative by EIA).

If the source individual is negative for HBsAg and the other person has not been vaccinated, this opportunity should be taken to provide the Hepatitis B vaccination

If the source individual refuses testing or he/she cannot be identified, the unvaccinated person should receive the Hepatitis B vaccine series. HBIG administration should be considered on an individual basis when the source individual is suspected or known to be at high risk of HBV infection. Management and treatment, if any, of previously vaccinated individuals who receive an exposure from a source who refuses testing or is not identifiable should be individualized.

HIV Post Exposure Management

For any exposure to a source individual who has AIDS, who has been found to be positive for HIV infection, or who refuses testing, the person who was exposed to this individual should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The exposed person should be advised to report and seek medical evaluation for any acute febrile illness that occurs within twelve (12) weeks after exposure.

Such an illness, especially one characterized by fever, rash, or lymphadenopathy, may be indicative of a recent HIV infection. Following the initial test at the time of exposure, seronegative individuals should be retested 6 weeks, 12 weeks, and 6 months after exposure to determine whether transmission has occurred. During the follow-up period (especially the first 6-12 weeks after exposure, when most people are expected to seroconvert) exposed individuals should follow U.S. Public Health Service (PHS) recommendations for preventing transmission of HIV. These include refraining from blood donation and using appropriate protection during sexual intercourse. During the follow-up, the person's confidentially should be honored.

Management of Human Bites

On occasion, suspects or prisoners may bite University Police personnel. When such bites occur, routine medical and surgical therapy (including an assessment of tetanus vaccination status) should be implemented as soon as possible, since such bites frequently result in infection with organisms other than HBV or HIV. Victims of such bites should also be evaluated for exposure to blood or other infectious body fluids and receive follow-up evaluation when indicated.

Disinfection, Decontamination, and Disposal

Needle and Sharps Disposal – all individuals should take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments or devices used during procedures; when cleaning contaminated instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles must not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable needles and syringes, scalpel blades and other sharp instruments must be placed in puncture resistant, biomedical containers for disposal. The puncture resistant containers must be located as close as practical to the use area (includes portable equipment).

Hand Washing – Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood, other body fluids to which universal precautions apply, or potentially contaminated articles. Hands should always be washed after gloves are removed, even if gloves appear to be intact. Hand washing should be completed using appropriate facilities, such as utility or restroom sinks. Waterless antiseptic hand cleanser should be provided on responding units for use when hand washing facilities are not available. When hand washing facilities are available, wash hands thoroughly with warm water and soap.

Cleaning and Decontaminating Spills of Blood – All spills of blood and blood-contaminated fluids should be promptly cleaned up using EPA approved germicide or a 1:10 solution of household bleach (this solution must be fresh daily and not contaminated) in the following manner while wearing gloves. Visible material should be first removed with disposable towels or other appropriate means that will ensure against direct contact with blood. If splashing is indicated, protective eyewear should be worn along with an impervious gown or apron which provides an effective barrier to splashes. The area should be decontaminated with an effective germicide or approved bleach solution. Hands should be washed after the removal of gloves. Soiled clothing should be cleaned for waste disposal. Plastic bags of at least 6 mil thicknesses should be available for removal of contaminated items from the spill site.

Laundry - Although soiled linen may be contaminated with pathogenic microorganisms, the risk of actual disease transmission is negligible. Laundry facilities or services should be made routinely available by Nicholls. Soiled linen should be handled as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of persons handling the linen. All soiled linen should be handled at the site where it was used. Linen soiled with blood or other body fluids should be transported in bags that prevent leakage.

Decontamination of Protective Clothing – Protective clothing should be decontaminated per manufacturers' recommendations. All protective clothing should be transported in plastic bags or containers which prevent leakage. Personnel involved in cleaning this clothing should wear gloves.

Infective Waste – Infective waste should be incinerated or decontaminated for disposal in a sanitary landfill. Bulk blood, suctioned fluids, excretions, and secretions may be carefully poured down a drain connected to a sanitary sewer, where permitted. Sharp items should be placed in puncture-proof containers and other blood–contaminated items should be placed in leak-proof plastic bags for transport to an appropriate disposal location.

E. Infectious Waste Disposal (Procedures and Guidelines)

Disposal of all infectious waste shall be in accordance with local, state and federal regulations.

All infectious waste shall be placed in closable leak-proof container or bags that are color-coded, labeled and tagged. All regulated waste containers, including sharps containers, must be color-coded (orange or orange-red) or labeled with an orange or orange-red label containing the biohazard symbol or phrase "BIOHAZARD" in contrasting colors. If a label is used, it must be securely attached to the container to prevent accidental or unintentional removal.

University Health Services will be designated as the "Collection Center" for all infectious/biohazard waste generated on campus.

Clipping, cutting, shearing or breaking of contaminated needles is prohibited. Contaminated, broken glassware is considered a "sharp". And must be picked up via mechanical methods (i.e., tongs, dust pan, etc.), never by hand, and then placed directly into a sharps container for proper disposal. Furthermore, all other items such as scalpel blades, needles, and disposable syringes shall be placed in puncture resistant, biohazard containers for disposal.

Puncture resistant sharps containers shall be easily accessible to workers and located in areas where they are commonly used.

Disposable sharps containers shall be used for disposable sharps. In addition to color-coding or labeling, these containers must be:

- Closable
- Puncture Resistant
- Leak-proof on sides and bottom
- Maintained upright throughout use
- Routinely replaced and not allowed to refill

Other non-sharp regulated waste such as contaminated gauze, paper products, bandages, etc., must be placed into biohazard containers which are color-coded or labeled and are:

- Closable
- Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping
- Closed prior to removal to prevent spillage or leakage of contents during handling , storage, transport or shipping
- If outside contamination of this waste container occurs, it must be placed into a secondary container which meets all the above criteria

Lab specimens of body fluids shall be transported in a container that will prevent leaking and disposed of in accordance with regulatory requirements.

F. Tags, Labels, and Bags

Tags that comply with 29CFR 1910.145 (f) shall be used to identify the presence of an actual or potential biological hazard.

Tags shall contain the word "BIOHAZARD" or the biological hazard symbol and state the specific hazardous condition or the instructions to be communicated to faculty, staff and students.

The word and message shall be understandable to all faculty, staff and students who may be exposed to the identified hazard.

Labels/Tags may be an integral part of the container or affixed as close as safely possible to their respective hazards by string, wire, or adhesive to prevent their loss or unintentional removal.

Red bags or red containers (orange-red) may be substituted for labels on containers of infectious waste.

All faculty, staff and students shall be informed of the meaning of various labels, tags and color-coding system.

G. Housekeeping Practices
Nicholls shall maintain its facilities in a clean and sanitary condition.

Nicholls, in conjunction with affected departments, shall determine and implement an appropriate cleaning schedule for rooms where blood or body fluids are present.

Nicholls will ensure that housekeeping personnel wear appropriate PPE including general purpose utility gloves during all cleaning of blood or other potentially infectious materials and during decontaminating procedures.

Initial cleanup of blood or other potentially infectious materials shall be followed by the use of an approved hospital disinfectant chemical germicide that is tuberculocidal or a solution of household bleach diluted 1:10 with water.

Equipment contaminated with blood or other potentially infectious material shall be checked routinely and decontaminated if possible prior to shipping or servicing.

H. Laundry Practices
Nicholls will ensure that those employees doing laundry work wear protective gloves and other appropriate personal protective equipment to prevent exposure to blood or other potentially infectious materials during handling or sorting of laundry items.
Laundry that is contaminated with blood or other body fluids, or that may contain contaminated needles or sharps shall be treated as if it were HBV/HIV infectious and handled as little as possible with a minimum of agitation.

Contaminated laundry shall be bagged at the location where it was used.

Contaminated laundry shall be placed and transported in bags that are labeled or color-coded and that prevent liquid seepage if such potential exists.

I. Training and Education of Faculty, Staff, and Students
Environmental Health and Safety Department will ensure that all faculty, staff, students, and visitors with exposure to blood or other potentially infectious materials participate in a training and education program. Any department initiating a training program, other than the one administered by Environmental Health and Safety, must submit their curriculum plan to

Environmental Health and Safety for review and approval before implementation (records of training will be submitted to Environmental Health and Safety).

Material appropriate in content and vocabulary or educational level, literacy, and language background shall be used in the training/education program.

Workers with a high risk of occupational exposure shall receive training within ninety (90) days of hire and annually thereafter. All low-risk employees shall participate in a BBP training program within one (1) year of employment and every five (5) years thereafter.

The training/education program shall include the following:

- A general explanation of the epidemiology and symptoms of HBV and HIV.
- An explanation of the modes of transmission of HBV and HIV.
- An explanation of Nicholls' Infection Control Program.
- An explanation of the use and limitations of methods of control that may prevent or reduce exposure including universal precautions, engineering controls, work practices and person protective equipment (PPE).
- An explanation of the basis of selection of PPE.
- Information on the HBV vaccine, including its efficacy, safety and the benefits of being vaccinated.
- An explanation of the procedure to follow if an exposure incident occurs, method of reporting the incident, and the medical follow-up that will be available.
- An explanation of the signs, labels, tags, and/or color-coding used to denote biohazards.

Training records shall include the following:

- Date of the training session
- Contents or summary of the training session(s)
- Names and qualifications of the person(s) conducting the training
- Names and job titles of person(s) attending the training session(s)

Training records shall be maintained for three (3) years from the date the training occurred. Records shall be made available according to the following requirements:

- Environmental Health and Safety will ensure that all training records required to be maintained shall be made available upon formal request by employees for examination and copying.
- Employees medical records shall be provided upon request for examination and copying to the subject employee or to anyone having written consent of the subject employee, otherwise confidentiality requirements must apply.

NOTE: Medical records must remain confidential. They are not available to the employer. The employee or student must give specific written consent for anyone to see their record. Records must be maintained for the duration an employee or student is active at Nicholls State

University, plus thirty (30) years in accordance with OSHA's standard on access to employee exposure and medical records.

All visitors to the Nicholls campus, who may be on campus for an extended visit, such as visiting professors, health care personnel, contractors, etc. and may be exposed to blood, infectious body fluids, or infectious materials during the scope of their temporary stay, will receive appropriate Infection Control Program (ICP) training and education.

J. Biohazard Incidents

Any biohazard cleanup must be handled only by qualified personnel. If such a spill occurs, University Police should be contacted at extension 4911. The dispatcher should be given the necessary information such as building name, room number, floor level, injuries (if any) and the name of the person calling. University Police will then notify Environmental Health and Safety for cleanup. In the event biohazard cleanup is needed
within departments of University Health, Allied Health, and the Nursing Programs department specific procedures shall be followed.

K. Recordkeeping

Nicholls will tract each person's reported exposure incident to blood or other potentially infectious materials. Employee's records of exposure are to be kept on file at Nicholls State University, in the Human Resources Department, for thirty (30) year after termination of employment.

EMPLOYEE'S REFUSAL TO TAKE HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline this vaccine, and understand that I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine; I can receive the vaccination series at no charge to me.

_____	_____
Signature	Witness
_____	_____
Employee's Personnel Number	Date

First Aid Requirements

Requirements for First Aid:

1. All employees must report any injury/illness to the University Health Services Department as soon as possible. At least before the end of the shift during which the accident occurred.
2. Minor injuries will be treated by the University Health Services Department and the employee will return to work. The employee must fill out an employee statement of claim. A description of the accident and names of witnesses (if any) are included in the statement of claim.
3. If a physician is needed, the employee will be given authorization for treatment. Authorization shall be obtained from the Human Resources Workman's Compensation Department.
4. The University Health Services Department will maintain a record of all accidents and injuries and will submit a copy to the Human Resource Department.
5. Human Resource Department will report injuries involving loss time and medical claims to the Office of Risk Management.
6. Written rules regarding first aid procedures will be promulgated to include disciplinary action when these rules are violated.
7. The employee will provide the Workman's Compensation Department with the treating physician's diagnosis of the injury/illness, and the length of time he/she is expected to be unable to work.

Requirements for a Medical Emergency:

In the event of a medical emergency that is life threatening or serious in nature that is beyond basic first aid treatment the following protocol shall be followed:
Employees shall remain calm, dial extension 911 (Emergency) or ext. 4764
(University Police) and give the dispatcher the following information.

- Name of person calling
- Exact location of the accident or incident
- Telephone number
- Nature of the illness or injury

The dispatcher will then notify the emergency personnel (Acadian Ambulance Service) and then make certain that the appropriate personnel and equipment are sent to the scene. See Nicholls State University Policy/Procedure Manual, Section 1.1., Emergency Protocol.

Emergency Preparedness

Every organization must be prepared to effectively cope with the unique problems that arise in an emergency situation. Emergency preparedness is critical to protect employees, citizens, clients, students and property against all natural disasters and other incidents such as fires, bomb threats, active shooter and hazardous chemical release. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well-publicized, flexible, tested plan and clear delineation of the responsibilities of employees. Each organizational unit must stress the importance of being prepared in emergencies. Instructions for emergency situations should be posted in each facility and office. Emergency procedures should be established, implemented and monitored by a local office emergency preparedness coordinator.

The purpose of the Emergency Preparedness Plan is to ensure that each agency develops a plan for the safe evacuation of all persons in the affected area and the rapid control of hazards during life threatening situations. This plan includes procedures for 1) preventing and controlling emergency situations, 2) warning employees of actual or impending disasters and preparing them for possible evacuation or shelter in place, and 3) establishing safe evacuation routes.

Refer to Nicholls State University Policy/Procedure Manual, Section 1.1 Emergency Protocol, Emergency Preparedness All Hazards Plan Hazard Identification, Risk Assessment Section X, for additional information.

A. Components of the Program

Emergency Control Committee – An emergency control committee will be organized at Nicholls State University in each facility. This committee develops plans for emergency situations. Control of emergencies such as fire, explosion, or toxic chemical releases requires the coordination of the following: disaster communication, facility shutdown, employee evacuation, utility control, first aid and rescue, damage control, and notification of police and fire departments and hospitals.

1. **Emergency Operations Committee -** The Emergency Operations Committee is responsible for managing the Emergency Preparedness Plan and coordinating the University's response to an emergency.
2. **Emergency Crews –** A team organized for emergency response with regards to the operation and maintenance of the University. This team shall always be available and remain in action until the emergency is resolved.
3. **Emergency Alarms –** A distinctive, reliable emergency signal that is capable of being heard throughout the University. The University's Emergency Communication includes the following:
    - Emergency Sirens
    - Text Messaging
    - Website Updates

- Building Fire Alarm Systems

Testing of the systems will be in accordance with the Nicholls State University Emergency Communication System Testing Protocol.

4. **Emergency First Aid –** University Health Services provides emergency first aid to faculty, staff and students. If additional medical attention is required, Thibodaux Regional Medical Center Emergency Room will provide service.
5. **Emergency Power System –** Automatic emergency power supply systems should be installed in areas where uninterrupted electrical service is essential for the preservation of life or property, such as areas where precise procedures are performed, or in areas where sensitive equipment is located (instruments or supplies requiring refrigeration). There should also be a manual control switch to activate the emergency power if the automatic system should fail. Alternative power sources and equipment should be maintained and regularly tested to ensure that the system is capable of supplying service within the time limits required by specific operations.

B. Procedures for Handling Specific Emergency Situations

1. Fire Prevention and Control **-** Almost all fires are preventable, and control measures can limit losses if a fire does occur. Fire prevention and control principles include the following:
    a. Prevent a fire from starting by using fireproof construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance and eliminating unsafe practices.
    b. Promptly discover the fire and extinguish it before it grows out of control. Most fires start small and can initially be extinguished by a hand-held fire extinguisher.
    c. Limit the spread of fires. Provide suitable fire barriers and keep the amount of combustibles stored to a minimum.
    d. Maintain exit facilities.
2. The following components are essential to a fire safety and prevention program.

Alarm Systems – Prompt discovery of a fire is vital, Fire sensing and alarm system should be reliable and should be designed for rapid discovery of a fire. An effective alarm system must:

1. be reliable and distinctive
2. reach those trained to respond
3. compel immediate attention
4. indicate the fire location
5. warn building occupants and area residents

Extinguishing Facilities and Equipment - Fire protection must be incorporated into the building design to achieve maximum effectiveness. Special processes presenting unique fire protection problems should be handled individually by fire protection engineers and the Office of Risk Management.

Water Supply – Water is the most effective extinguishing agent for most fires. A reliable water supply is essential and should be sufficient to fulfill the demand of the automatic

protection system for at least four (4) hours. Water for firefighting should be stored separately from process and domestic water.

Distribution Systems – Pumping equipment may be required to produce the water pressure demanded by the firefighting operations.

Monthly Fire Extinguisher Equipment Inspection and Maintenance – All fire protection equipment, such as pumps, hydrants, hose lines, automatic equipment and portable extinguishers, should be inspected and maintained on a monthly basis. Equipment testing also provides training opportunities for employees.

Fire Fighting Organization – Since Nicholls State University does not have professional firefighting capabilities on campus, it relies upon the City of Thibodaux Fire Department for professional, trained assistance whenever alarms are sounded or evident fires exist.

Civil Disorders – The following are some suggestions for handling civil disorders.

a. Emergency Authority - Supervisors may be given additional authority during civil disorders.
b. Emergency Responsibility – During emergencies, responsibility for areas vulnerable to attack or necessary operations should be assigned to specific persons. Responsibility for decisions in these particular areas should be assigned to employees with knowledge of the area and who will be present at the emergency.
c. Community Relations – A person should be designated to communicate with new media and the public. The public should be informed of potential hazards as soon as possible.
d. Security – Strict security of the facility should remain in effect until the emergency is over. Gates and doors should be closed and perimeter fences maintained. Entry into the facility should be strictly controlled.

Natural Disasters – The following are some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes.

a. Only enter disaster area if it is essential.
b. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas lines or flammable materials.
c. Do not touch fallen or damaged electric wires.
d. Immediately leave the area upon discovering a leaking gas line.
e. Formulate plans to isolate people from potential hazards.
f. Identify the disconnecting switch or master control valves for utility service and make them accessible.
g. When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is a ditch or a steel-framed or reinforced-concrete building. If no shelter is available, go to the inner hallway of the lowest floor of the building.

Bomb Threats – Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of the bomb, expected time of detonation, if it is a male or female voice, and any other important

information. If the threat is received by phone, keep the person on the phone as long as possible to determine any unusual voice characteristics such as raspy, hoarseness, or stuttering. Ask why the bomb was placed there and who the caller wished to hurt. Report a bomb threat to a supervisor, who will contact campus security.

Additional Emergency Situations – Additional information on emergency situations can be found in the Nicholls State University Policy/Procedure Manual, Section 1.1.2, Emergency and Disaster Procedure, or located on the Quick Reference Emergency Procedures Guide.

Hazard Identification/Risk Assessment:

Nicholls State University is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties and damaging or destroying university, public and or private property. Table 1 below provides a summary of the major hazards, detailing their probability of occurrence and estimated levels of impact. For those threats which could occur within close proximity to the University, the table includes the location of the potential proximity threat.

Table 1

HAZARD	PROBABILITY of OCCURRENCE	IMPACT ON HEALTH & SAFETY	IMPACT ON PROPERTY & ENVIRONMENT	IMPACT ON OPERATIONS	Proximity Threat Location
FIRE EMERGENCIES					
Minor Fire	Moderate	Low	Low	Low	NA
Major Fire	Low	High	High	High	Thibodaux Regional Health Systems
Explosion	Low	High	High	High	TRHS
MEDICAL EMERGENCIES					
Death or Homicide	Low	High	Low	Low	NA
Injury	Moderate	Low	Low	Low	NA
Food Poisoning	Low	Moderate	Low	Moderate	NA
Mass Causalities	Low	High	Low	High	NA

Communicable Disease	Low	Moderate	Low	Moderate	NA
Exposure and/or Outbreak	Low	Moderate	Low	Moderate	NA
HAZARDOUS MATERIAL					
Hazardous Material Release (Toxic/Cloud)	Low	High	High	High	LA. Hwy 1, LA. Hwy 308, Railroad
White Powder/Chem.	Low	High	High	High	LA. Hwy 1, LA. Hwy 308, Railroad, Postal Service
Radiation Exposure	Low	Moderate	Low	Moderate	Entergy Nuclear Plant
Asbestos Release	Low	Moderate	Moderate	Moderate	NA
TRANSPORTATION ACCIDENTS					
Automobile Accident	Moderate	Moderate	Low	Low	LA. Hwy 1, La. Hwy 308
Aircraft Collision with Building	Low	High	High	High	Agriculture aircraft spraying, Helicopter TRHS
Pedestrians	Moderate	Moderate	Low	Low	NA
EVACUATION					
High Profile Landmarks	Low	Low	Low	Low	NA
Planned Events	Low	Low	Low	Low	NA
Shelter-in-place	Low	Low	Low	Low	Local highways, air

					emergencies, railroad
WEATHER EMERGENCIES					
University Closure	Moderate	Low	Low	High	NA
Flooding	Low	Low	High	Moderate	NA
Ice/Snow Storm	Low	Low	Low	Moderate	NA
Tornado/Hurricane/Severe or Inclement Weather	High	High	High	High	NA
Earthquake	Low	Moderate	Moderate	Moderate	NA
BUILDING SYSTEMS					
Telephone Failure	Low	Low	Low	Moderate	NA
Campus Wide Utility Failure	Low	Low	Low	High	NA
Limited Utility Failure	Low	Low	Low	Low	NA
Campus-wide IT Failure	Low	Low	Low	Moderate	NA
Limited IT Failure	Low	Low	Low	Low	NA
Structural Failure	Low	High	High	High	NA
THREAT of VIOLENCE					
Campus Violence	Low	Low	Low	Low	NA
Weapons	Low	Moderate	Low	Low	TRHS Rooftop
Bomb Threat	Low	High	High	High	TRHS, Max Charter, Lafourche Schools
Vandalism	Low	Low	Low	Low	NA
Hostage Situation	Low	Moderate	Low	Moderate	NA

TERRORISM					
National/State Level Terrorism	Low	High	Low	High	NA
Local Level Terrorism	Low	High	Low	High	NA
INTERPERSONAL EMERGENCIES					
Stalking	Low	Low	Low	Low	NA
Relationship Violence	Low	High	Low	Low	NA
Sexual Assault	Low	High	Low	Low	NA
Missing Student/Staff	Low	Low	Low	Low	NA

Control of Hazardous Materials

While control of hazardous materials, per se, is not monitored by nor a responsibility if the Office of Risk Management, it is considered part of Nicholls' Loss Prevention Program and has been included in the General Safety Plan. The Louisiana Emergency Response Commission, appointed by the Governor, within the Department of Public Safety and Corrections is responsible for implementing Louisiana's Right-to-Know laws. Hazardous materials used and stored at Nicholls State University are normally below the reportable quantities as prescribed by the Environmental Protection Agency and the Louisiana Department of Environmental Quality, however, in keeping with the intent of Right-to-Know legislation, Nicholls has established Hazardous Communication Programs (per 29 CFR - Code of Federal Regulations 1910.1200), and OSHA's Laboratory Standard (29 CFR 1910.1450 - Chemical Hygiene Plan). These programs are implemented to provide appropriate knowledge to students, faculty, staff, visitors and all other employees of the proper safety practices when working in areas where exposure to hazardous chemicals is a safety consideration. Details of these programs are available from the University Safety Officer and workplaces where hazardous chemicals are handled, stored and used.

Management Instructions
Subject:
Control of Hazardous Materials
Purpose:
To establish a program for controlling all hazardous materials used by or housed in any facility of Nicholls State University.
Scope and Applicability:
This issuance applies to all employees and operating units of Nicholls State University.
Policy:

a. All employees responsible for hazardous materials at Nicholls will rigorously enforce safety regulations governing the handling and storage of this material.
b. Up-to-date inventories of hazardous materials on campus will be maintained. Safety inspections will be conducted monthly to ensure compliance with safety regulations for these hazardous materials.

Background:
Nicholls State University's hazardous materials management program is a component of the General Safety Program. It is designed to achieve closer control over all hazardous materials used and stored on Nicholls' 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 SDS information is available to all employees and students using them. Because of the volatile and dangerous nature of chemical fires, a record of the location and amount of every hazardous substance at Nicholls State University must be available to the fire department. This reason underscores the importance of maintaining up to date data on the types, amounts and locations of all hazardous materials on campus.

General Information:

Responsibilities:

1. The supervisor of each operating unit will:
    a. 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, the University Safety Officer should be contacted for assistance in identifying the material for handling and disposition instructions.
    b. Ensure all hazardous materials are properly labeled.
    c. Inventory and maintain an up-to-date list of all hazardous materials in his area of responsibility.
    d. Identification of the types and amounts of hazardous materials on hand is required for the intended purpose and operation.
    e. Provide safety instructions to employees and students covering proper handling, health considerations, storage, emergency response and disposition of hazardous materials.
    f. Ensure appropriate MSDS information is readily available to personnel in the area where hazardous material is used or stored.
2. Chairmen of Safety Committees in areas where hazardous materials are managed will:
    a. Maintain a complete list of all hazardous materials currently used or stored by location.
    b. Provide, as required, safety instructions and procedures for handling and disposing of hazardous materials.
    c. Provide MSDS information, as required, for hazardous materials used or stored in their area.
    d. Conduct unscheduled inspections to ensure hazardous materials are used and stored in accordance with prescribed safety regulations.
3. University Safety Officer will:
    a. Maintain a complete listing of all hazardous materials on campus by location.
    b. Provide overall direction to the Campus Safety Committees in administering the Hazardous Materials Management Program at Nicholls State University.

Chemical Procurement:

All purchasing of hazardous materials are to be in conformance with the University Procurement Standards.

a. Ordering of chemicals is the direct responsibility of the University Department.
b. All storage facilities must be adequate for the chemicals ordered.
c. Personal Protective equipment (P.P.E.) shall be available for use prior to receipt of materials.
d. All shipment of chemicals shall be received at the Central Receiving Warehouse.
e. All chemical shipments are to be accompanied by the current Safety Data Sheets.

f. All chemical shipments received in the Central Warehouse are to be delivered to the ordering department in its original shipping container.

Chemical Storage:

a. Chemicals received at Central Receiving shall be immediately delivered and stored at the designated departmental storage site.
b. Chemicals are to be kept in the original shipping package.
c. Chemicals stored at site shall be stored according to their classification and compatibility.
d. Do not mix storage of dry and wet chemicals. This will prevent to accidental reactions.
e. Chemicals are to be stored in approved cabinets according to their classification.
f. A Hazardous Waste General Inventory file is kept on file in the ES&H Department.

Chemical Handling and Safe Working Practices:

a. Handling and exposure to chemicals are to be kept to a minimum. (See Chemical Hygiene Plan for detailed information)
b. When transferring chemicals from storage to laboratory use, they shall be handled with care.
c. Utilize a secondary container or bucket to provide an extra barrier when transporting.
d. Do not move containers unless the lids are properly secured to prevent leakage.
e. Avoid skin contact with chemicals at all times.
f. Appropriate P.P.E. shall be utilized at all times when handling chemicals. (see section 10.0 CHP)
g. Faculty and Students shall wash hands and any other exposed skin with soap and water prior to leaving the laboratory area.
h. All laboratory refrigerators shall be utilized for chemical products and shall never be permitted to hold food or drink.
i. All unknown chemicals shall be treated as toxic and dangerous.

Chemical Identification and Labeling:

Chemical manufacturers and importers are required to provide a label that includes the Global Harmonized System. It shall include a signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements will also be provided. Labels must contain the following:

- **Pictogram:** symbols plus graphic elements. There are nine pictograms under the GHS. Only eight pictograms are required under the HCS.
- **Signal Words:** a single word used to indicate the relative level of severity of the hazards, as well as to alert the user to read the hazard label. The two words are "Danger" and "Warning". Danger for more severe, while Warning is for less severe.
- **Hazard Statement:** This statement describes the nature of the hazard of a chemical as well as the degree of hazard.

- **Precautionary Statement:** Describes the recommended measures to take to minimize or prevent adverse effects resulting from exposure.
- **Supplier Information:** Provides the name, address, and phone number of the chemical manufacturer.
- **Chemical Labeling:** The primary chemical containers shall be appropriately marked with a informative label. The labels must:
    - Identify the chemicals source and any indication of hazard caused by exposure.
    - Any secondary container shall be labeled by the individual using the container.
    - Existing labels on chemicals shall not be removed, defaced or altered unless another appropriate label is affixed.

Hazardous Materials Spill Prevention and Countermeasure Plan:
For all Hazardous Materials Emergencies dial 448-4746 (Police Dispatcher) or dial 911. University Police are available 24/7. When calling please provide the dispatcher with your location, and the nature of your call. Also include if any medical emergencies are present.

Large Spills:

a. A spill or release of a hazardous material which can not be contained within 1 room or which poses immediate threat to the safety of humans and property is considered a large spill.
b. All large spills on campus shall be reported to University Police which in turn will be reported to the ES&H Department.
c. If the spill can not be contained and is poses a serious threat to any building occupants, pull the fire alarm and evacuate to the building and proceed to a safe location. In the event that evacuation point is down wind from the hazard, occupants shall use the alternate sites. (See the Emergency Evacuation guide for a list of evacuation sites.)
d. Anyone having knowledge of the spill should evacuate the building, but identify yourself with arriving first responders.
e. The local fire department will be notified of the situation and take control of the situation upon response. The Fire Department will notify the ES&H Director of the ongoing situation.

Small Spills:

a. A spill or release of a hazardous material which can be contained within one room and poses no immediate threat to the safety of humans and property is considered a small spill.
b. Those spills should be contained immediately to prevent the spread of hazardous materials or waste.
c. All material used to clean a small spill will be considered as hazardous waste and must by disposed of properly. Contact the ES&H Director for instructions for disposal.

Hazardous Material Disposal:

All material should be checked to determine if it is hazardous waste and a determination of waste stream disposal is made. Contact the ES&H Department for instructions and or assistance.

a. Material for disposal should be properly labeled as hazardous waste.
b. Labels should include the exact contents, percentages of materials and amount.
c. Waste should always be in the proper containers.
d. Inventory waste generated, including the start date.
e. Coordinate all waste pickup through the ES&H Department.

Arrangements for waste disposal will be coordinated with an approved licensed vendor contracted through the University.

Chemical Hygiene Plan:

The Department of Physical Sciences has on file a departmental Chemical Hygiene Plan (CHP) which is located within Physical Science with a copy located on file at the ES&H Department. This plan is in accordance with CFR 1910.1450.

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 states 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. The University Safety Officer has been delegated authority to manage the program and to issue Nicholls Driver Authorizations to qualified university employees.

A. Driver Authorization
Nicholls State University employees using University vehicles or privately owned vehicles for university business are required to obtain a Nicholls Driver Authorization each year. An Authorization and Driver History Form (Form DA2054) must be completed with the employee's signature and the safety officer's signature before authorization to drive vehicles on university business can be issued.

B. Driver Training
All authorized drivers shall successfully complete an ORM recognized defensive driving course within ninety (90) days of entering the program and shall complete a refresher course at least once every three years unless their class of license requires other additional training or testing. Drivers who have convictions on their motor vehicle records shall be required to retake a recognized driving course within ninety (90) days of notification of a conviction. The University Safety Officer and other certified University personnel have been authorized to conduct driver training courses for Nicholls State University employees.

C. Accident Reports
Each employee using a university vehicle is furnished a Louisiana State Driver Program Accident Report, (Form DA2041), 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.

D. Audit of Driver Safety Program
Contained in this section is a copy of the form used by the Office of Risk Management in conducting the Driver Safety Audit.

E. Definitions:
Accident – defined as any incident in which the vehicle comes into 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 plea or *nolo contendere* 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.

University Vehicle – means any vehicle owned, leased and/or rented by Nicholls State University. It also includes any privately owned vehicle used in the course and scope of employment.
Regular Driver – is an individual whose normal job duty requires him to drive in the course and scope of his employment on a regular basis (once a week).
Occasional Driver – is an individual whose normal duties do not require him to drive in the course and scope of his employment (may drive only on an infrequent basis).
Non-Driver – is an individual whose normal duties does not require him to drive in the course and scope of his employment and does not normally drive even in an irregular or infrequent basis. (may drive in an emergency situation only).
Unauthorized ("NOT authorized") Driver - A driver shall be considered "NOT" authorized if any of the following occur:
1. Meets the high-risk driver definition
2. Does not complete/pass the ORM-recognized driver course within the allowed time period.
3. He/she does not hold a valid driver's license.
4. The ODR isn't cleared of all flags.
5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.

State Business - Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana, on behalf of and benefiting the state in the course and scope of their duties.

F. Background

The high cost of insurance has forced that 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.
Nicholls' Driver Safety Program is designed to limit potential for vehicular accidents by:
1. Increasing supervisory involvement in the management of vehicular operations.
2. Ensuring Nicholls drivers meet established criteria for granting driver authorization.
3. Providing required defensive driver training.
4. Investigating all accidents to determine the cause and taking necessary action to prevent recurrences.

G. General Provisions

1. 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.
2. Employees designated as regular drivers will complete a defensive driving course within 90 days of authorization and every three years thereafter unless their driving record dictates need for additional training.
3. Employees need for operating university vehicles will be reviewed annually. Those no longer having a need to drive, or who are high risks drivers will lose their driving privilege.
4. An employee may be subject to disciplinary action if he:

a. Knowingly and intentionally operates a University vehicle without a current driving authorization.
b. Fails to report an accident involving a University vehicle; or
c. While driving a University vehicle is convicted for reckless operation of a motor vehicle, driving while intoxicated, or in such a manner as to cause negligent injury and/or similar violations.

H. Criteria for Driver Authorization

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

1. Valid organizational need
2. Individual's physical and attitudinal suitability to operate the specific type vehicle.
3. Individual's training and qualifications to operate the specific type vehicle.
4. Individual's Motor Vehicle Record (MVR).
5. Valid motor vehicle operator's license.

I. Class of Vehicles

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

Class A Commercial Driver's License - Combination Vehicles - Permits the operation of all vehicles within Classes B, C, D, and E, with any appropriate endorsements and any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, provided that the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10, 000 pounds.

Class B Commercial Driver's License - Heavy Straight Vehicle - Permits the operation of any vehicle within Classes C, D, and E, with any appropriate endorsement(s) plus any single vehicle with a gross vehicle weight rating of twenty-six thousand and one or more pounds. A "straight vehicle" is defined for the purpose of this class as being one that does not bend or have a moveable joint in its frame between the driver seat and the cargo or passenger compartment.

Class C Commercial Driver's License - Light Vehicle - Permits the operation of any vehicle within Classes D and E, with any appropriate endorsement(s), plus any single vehicle less than 26,001 pounds GVWR. This group includes vehicles designed to transport 16 or more passengers, including the driver, and which are not within the definition of a Group A or B vehicle, and vehicles used in the transportation of placarded amounts of hazardous materials.

Class D Chauffeurs Driver's License - Permits the operation of all vehicles included in Class E plus any single motor vehicle used in commerce to transport passengers or property if the motor vehicle has a gross vehicle weight rating of 10,001 or more pounds but less than 26,001 pounds, or any combination of vehicles used in commerce to transport passengers or property if the vehicle has a combined vehicle weight rating of 10,001 or more pounds but less than 26,001 pounds (inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds); or any vehicle designed or utilized for the transportation of passengers for hire or fee; and not utilized in the transportation of materials found to be hazardous under the provisions

of the Hazardous Materials Transportation Act which requires the vehicle to bear a placard under the provision of Hazardous Materials Regulations.

Class E Driver's License - Personal Vehicle - Permits the operation of any single motor vehicle under 10,000 pounds gross vehicle weight, any personal use recreational vehicle and farm vehicles controlled and operated by a farmer to transport agricultural products, farm machinery, or farm supplies to and from a farm within 150 air miles of the owner's or operator's farm (not used in operation of a Common or Contract Carrier, and not used to transport passengers or property for hire) or any other vehicle which is not used in the transportation of hazardous materials which is required to be placarded. No first-time application for a Louisiana Class E license shall be received from any person seventeen (17) years of age or older unless there is also submitted with the application written evidence of the successful completion by the applicant of a full thirty-eight (38) hour driver's education course or of an approved six (6) hour "pre-licensing" training course which was approved by the Louisiana Department of Public Safety & Corrections.

J. Accident Reports

If an employee driving a University vehicle is involved in an accident, he will immediately complete a Louisiana State Driver Program Accident Report, Form DA2041. 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 (225) 342-8466.

The timetable for completing accident reports is as follows:

1. **Within 24 Hours:** An employee having an 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.
2. **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 the employee and report completed and/or corrected as required. Supervisor will then:
    a. On complex accidents, contact the University Safety Officer and/or Office of Risk Management for investigation assistance.
    b. Complete his portion of the report.
    c. 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.
    d. Submit carbon copy of section I, page 1, to Office of Risk Management, P.O. Box 94095 Baton Rouge, LA 70804.
3. **Within 5 Work Days of Receipt:** the safety officer will review the accident report, the police report, (Motor Vehicle Traffic Accident Report), if one was completed, and employee’s application for driving authorization, and will:
    a. Investigate the accident, if required, before completing his section of the accident report.
    b. Recommend corrective disciplinary action if there was improper use of vehicle.
    c. Attach to accident report a copy of the police report, if one was completed, and

employee's application for Driving Authorization with Motor Vehicle Record attached.

d. Submit completed accident report with attachments to the Office of Risk Management.

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

K. Responsibilities

1. Nicholls employees using University vehicles will:
   a. Request driver authorization using Form DA2054.
   b. Operate only those type vehicles for which licensed and authorized and within restrictions on operator's license.
   c. Enroll in a Defensive Driving Training Course as required.
   d. Operate University vehicles in a safe and responsible manner, using good defensive driving techniques.
   e. Prior to use, ensure vehicle has been inspected and all installed safety equipment is functional.
   f. Use seat belts in accordance with state law.
   g. Report any traffic violation or accident to supervisor as soon as possible after such incident.
   h. Complete Section I, 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.
   i. Employees shall immediately report any revocation of their driver's license or any moving violations received to their supervisor, but no later than their next scheduled workday. Said reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle.
2. Supervisors of drivers will:
   a. Recommend for driver authorization only employees who have a genuine need to operate University vehicles and who are responsible drivers with acceptable driving histories as compared with the Safe Driver Profile.
   b. Allow only authorized drivers to operate University vehicles.
   c. Review all accident reports, ensuring Section I, Pages 1 and 2 are filled out completely and accurately. Within 24 hours of accident, submit report to the University Safety Officer; carbon of Section I, Page 1, to Office of Risk Management, Claims Department.
3. Director of Maintenance will ensure University vehicles are in good mechanical condition with functional safety equipment. Vehicles not in good condition should be restricted from use until repairs are made.

4. Disciplinary Action:
   Those employees designated as a high-risk driver shall not be authorized to drive vehicles on state business from the date of discovery for a minimum of twelve (12) months. If an employee is not authorized to drive, that employee and his/her supervisor shall be notified

in writing that they shall not drive on state business. The immediate supervisor and the fleet control officer shall be notified that this employee shall not be given authority to drive on state business.

Failure to self-report violations may result in additional suspension not to exceed six (6) months.

Personal Protective Equipment

A. Introduction:
Three basic controls for protecting Nicholls State University personnel and students from hazards include engineering, education, and enforcement. Effective engineering controls can eliminate most employee/student hazards and should be the first attempt to eliminate a hazard.

Where engineering controls alone cannot eliminate hazards, appropriate personal protective equipment shall be provided and properly selected, utilized and maintained.

B. Standards:
OSHA 29 CFR 1910 – General Industry, Subpart I – Personal Protective Equipment

- *.95* – Hearing Protection
- .132 – General Requirements
- .133 – Eye and Face Protection
- .134 – Respiratory Protection
- .135 – Head Protection
- .136 – Foot Protection
- .138 – Hand Protection

State of Louisiana
Loss Prevention Unit, Office of Risk Management
Equipment Management Program
Personal Protective Equipment (PPE)

C. Purpose:
The Person Protective Equipment (PPE) section is provided to ensure that needed PPE is properly selected, maintained, provided and used to protect Nicholls State University employees and students from recognized hazards.

D. Hearing Protection:
Hearing protection shall be worn in all areas designated "Hearing Protection Required". These areas have been determined to have a noise rating above 90 decibels as measured on the A-Scale of a standard sound level meter.

Personal protective equipment in the form of disposable type ear plugs (sponge/self-molding) is commonly used at Nicholls State University. These ear plugs are disposable and shall not be shared, and must remain in a sanitary condition. For cases requiring a permanent type of hearing protection (ear muffs or permanent ear plugs), approval must be obtained by the University Environmental Health and Safety Department. All forms of hearing protection shall conform to ANSI 53.19 standard.

E. General Requirements:
Personal Protective Equipment (PPE) for eyes, face, head, and extremities, as well as PPE for protective clothing and respiratory devices shall be provided, used, and maintained in a sanitary and reliable condition. Nicholls State University employees and students are responsible to maintain equipment assigned to them. It is the responsibility of the Supervisor or Instructor to perform necessary checks to insure that equipment has been properly maintained and insure that damaged equipment is properly replaced.

Personal Protective Equipment shall be provided by the department whenever it is necessary by reason of hazards of operations or environment, chemical hazard, radiological hazard, medical hazard, biohazards, or mechanical irritants encountered in a manner of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

F. Eye and Face Protection:
Personal Protective Equipment for the eyes and face is required where there is a reasonable probability of injury which can be prevented by utilization of the equipment. All eye and face protection shall meet the requirements of ANSI standard Z87.1 – Eye and Face Protection

The following are situations where eye or face protection is required, but not limited to, machine operations involving flying objects and particles, corrosive liquids, chemicals (lab use), compressed air, welding/gas cutting operations, or areas of potential contamination of medical biohazards.

Eye and Face Protection must meet the following requirements:

- Provide adequate protection, including side protection
- Reasonably comfortable
- Easily disinfected and cleaned
- Maintained in accordance with manufacture specifications
- Clearly identifiable as ANSI Z87.1 approved

G. Respiratory Protection:
Engineering controls, for example laboratory fume hoods, are provided to eliminate or reduce exposure to safe levels. It is the responsibility of supervisors and faculty to utilize these engineering controls as well as administrative controls to keep air contaminant exposure below the permissible exposure limit (PEL), if it exists. Where existing engineering controls are not adequate, it is their responsibility to determine the feasibility if installing additional controls, including substitution of less toxic materials, necessary to maintain exposures below the PEL. Respirators shall only be used to achieve compliance with a PEL when it is not feasible to do so with engineering or administrative controls. When respirators are used by employees or students at Nicholls State University their use is subject to the requirements of OSHA standard 1910.134, and each request will be reviewed by the University Environmental Health and Safety Department.

If the recommendation to wear a respirator is to provide comfort or added protection, it is considered “voluntary” protection. Voluntary use applies only if the employee or student is not

exposed to hazards above the permissible exposure limit. Employees and students wearing dust mask or medical mask for the prevention of biohazard exposure do not need a medical evaluation.

H. Head Protection:
Safety hardhats shall be provided as necessary for the protection from impact and penetration from falling and flying objects. All head protection must meet ANSI Z89.1
standard.

Head protection may be necessary in construction work sites. Contact the Office of Safety for information and assistance concerning specific hard hat requirements.

I. Foot Protection:
Safety-toe footwear is currently not required for Nicholls State University employees. If conditions change, a hazard assessment shall be conducted with changes to foot protection requirements made. In the event Nicholls State University employees are required to work in construction work sites, construction PPE required shall be followed. All specific footwear shall meet ANSI Z41.1 standard.

J. Hand Protection:
Hand protection is required for Nicholls State University employees and students who are exposed to hazards such as those from skin absorption, severe cuts or lacerations, severe abrasions, punctures, or chemical burns. Contact the Office of Safety for assistance in selecting the proper hand protection. Additional information can be found in the Chemistry/Biology lab procedures.

Hand protection to prevent electrical shock shall be rubber insulated and leather glove protectors. Gloves shall be properly rated for the voltage. Rubber insulated sleeves, mats and tools may be necessary to prevent electrical shock from contact with energized conductors. Only in limited circumstances and when personnel are authorized, would work be performed on or near energized conductors.

K. Hazard Assessment:
Each Nicholls State University Department must assess the workplace it operates in and determine the hazards present, which require the use of PPE. Supervisors and faculty, with the assistance of the Environmental Health and Safety Department, must then select the proper PPE, communicate the selections to the affected employee or student in training, an assure the selection fits. A completed workplace hazard assessment form (Appendix A) must be completed with copies forwarded to the Environmental Health and Safety Department.
Annual PPE Hazard Assessments will be conducted by the ES&H Director and kept on file in the ES&H Department.

Appendix B (Job Safety Analysis) is an excellent tool for determining which type of PPE is required for a job task. The Environmental Health and Safety Department can provide training on Job Safety Analysis upon request.

L. Training:

Nicholls State University supervisors and faculty shall ensure that proper PPE training is provided. Minimum training shall include the following:

- What PPE is required when performing job task
- When PPE is required when performing a job task
- How to obtain the required PPE
- Proper use of PPE (to include proper donning/removing and fit testing the PPE)
- Limitations of the PPE
- Proper maintenance and disposal of PPE
- How to request assistance
- Enforcement of proper PPE usage
- Identifying how and when to evaluate the PPE program

All training will be documented in areas related to the program and forwarded to the University Environmental Health and Safety Department.

Lockout/Tagout Program

A. Purpose and Scope

Effective hazardous energy control procedures will protect employees during machine and equipment servicing and maintenance where the unexpected energizing, start up or release of stored energy could occur and cause injury. Hazards being guard against include being caught in, being crushed by, being struck by, being thrown from, or contacting live electrical circuits/parts. The procedure herein established (II - VIII) will insure that machines and equipment are properly isolated from hazardous or potentially hazardous energy sources during servicing and maintenance and properly protect against energizing as required by 29 CFR 1910.147. While any employee is exposed to contact with parts of fixed electrical equipment or circuits that have been de-energized, the circuits energizing the parts shall be locked out and tagged in accordance with the requirements of 29 CFR 1910.333 (b) (2). SEE THIS OSHA STANDARD. Only when disconnecting means or other devices are incapable of being locked out, and until lockout capability is provided, will a tagout procedure (without lockout), be utilized. (SEE TAGOUT PROCEDURES)

Exception: The Lockout/Tagout program shall not allow employees of Nicholls State University or any persons other than those who are qualified elevator inspectors or technicians to enter into an elevator pit or on top of an elevator car unless accompanied by the qualified person. Only in an emergency, shall the elevator door be opened utilizing the emergency key. (I.e. rescue of trapped persons, fire personnel) See section D Rules.

B. Definitions

Authorized employee - a person who locks out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance that exposes him/her to potentially hazardous energy.

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

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

Other employee - an employee whose work operations are or may be in an area where energy control procedures may be utilized.

For additional definitions see 29 CFR 1910.147 (b).

C. Authorization / Responsibility

Department Head or Qualified Designee

1. Provide training to authorized/affected employees on lockout/tagout procedures.
2. Inspect energy control procedures and practices at least annually to ensure that general and specific lockout/tagout procedures are being followed.
    - Inspections must be carried out by persons other than those employees directly utilizing energy control procedures.
    - Inspections will include a review of each authorized employee's responsibilities.
    - Certify that periodic inspections have been performed

(See: LOCKOUT/TAGOUT INSPECTION FORM)

3. Maintain a record of equipment, machinery, and operations that require the use of lockout/tagout procedures. The record will include the location, description, power source, and primary hazards of equipment/machinery, a list of the primary operators/maintenance personnel, and a list of lockout/tagout equipment that is used and maintained on site.

Department Head or Qualified Designee: Ensures that each supervisor adheres to procedures.

D. Rules

1. Locks, chains, wedges, or other hardware which meet the requirements defined in 1910.147 (c) (5) (ii) shall be provided by the company.

2. Lockout devices shall be singularly identified. They shall be the only devices used for controlling energy and shall not be used for other purposes.

3. The lockout devices shall indicate the identity of the employee applying the devices.

4. All machines/equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Lockout will also apply when working on or near exposed de-energized electrical circuits / parts.

5. No employee shall attempt to operate any switch, valve, or other energy - isolating device which is locked out.

6. Each lockout device shall only be removed by the employee who applied the device. *(Exception: see VI. B)*

7. No employee of Nicholls State University, or any person other than those who are qualified elevator inspectors or technicians or who may be authorized, shall enter into an elevator pit or ride on top of an elevator car unless accompanied by a qualified or authorized person.

E. Lockout Procedures and Techniques

Preparation for Shutdown

1. In preparation for lockout, an initial survey must be made to locate and identify all energy isolating devices to be certain which switch, valve, or other energy isolating devices apply to the machine / equipment to be locked out. More than one energy source (electrical, hydraulic, pneumatic, chemical, thermal, or others) may be involved.

2. Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee must have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy

Note: If work to be performed involves employees working on or near exposed de-energized electrical parts. *(See 29 CFR 1910.333).*

Machine or Equipment Shutdown

1. All affected employees shall be notified that a lockout system is to be utilized and the reason for it, before the controls are applied.

2. If the machine or equipment is operating, shut it down by normal stopping procedure (Depress stop button, open toggle switch, etc.)

Machine or Equipment Isolation

Physically locate and operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources and apply adequate hardware.

Lockout Device Application

1. Authorized employees shall lockout the energy isolating devices with assigned individual locks.

2. Lockout devices shall be applied so that they will hold the energy isolating devices in a "Neutral" or "Off" position.

Stored Energy

All stored or residual energy in rams, flywheels, springs, pneumatic, or hydraulic systems, etc. shall be blocked or dissipated. If there is a possibility of accumulation of stored energy, verification of isolation must be continued until servicing or maintenance is completed.

Verification of Isolation

Prior to starting work on machines or equipment that have been locked and after ensuring that no personnel are exposed, the authorized employee shall operate the push button or normal operating controls to verify that the appropriate equipment or machine has been de-energized and make certain it will not operate.

CAUTION: Return Operating Controls to the "Neutral" or "Off" Position after the Test.

The machine / equipment is now locked out. Servicing or maintenance may now occur.

F. Removal of Lockout Devices

1. After the servicing and / or maintenance is completed and before the lockout devices are removed and energy is restored, the sequence of activities in Appendix F shall be completed by the authorized employee(s).

2. If the authorized employee who applied the lock is not available, the supervisor shall take the following steps:

    - Clear the machine or equipment of tools and materials.
    - Remove employees from the machine or equipment.
    - Remove the lockout device.
    - Energize and proceed with testing or positioning.
    - De-energize all systems and reapply energy control measures in accordance with procedures set forth under SECTION V.

G. Additional Requirements

In the proceeding steps, if more than one individual is required to lockout machines / equipment (group lockout); the following procedures shall be implemented to provide protection to all employees.

1. A primary authorized employee will be designated and responsible for the number of people working under the protection of the group lockout device. The primary authorized employee will ascertain the exposure status of the individual member participating in the group lockout to ensure continuity of protection for each individual. In addition, this primary authorized employee will be responsible for notifying affected employees before and after lockout procedures are performed.

2. Each authorized employee will place his/her own personal lockout device on the energy isolating device(s).

3. When an energy- isolating device cannot accept multiple locks, a multiple lockout system must be used.

Shift or Personnel Changes - If a lockout procedure will extend into the following shift, the authorized employee who originally placed the lock will remove it and it will immediately be replaced with the lock of the authorized employee who is to continue the repair or maintenance on that equipment or machine for the following shift.

Cord and Plug Connected Equipment - If servicing or maintenance is performed on cord and plug connected equipment the following procedure shall be performed to protect employees.

1. Unplug equipment from its electrical socket.

2. Place a lockable cover over the plug and a lock on the plug cover during machine or equipment servicing or maintenance.

Outside Contractors - If outside contractors perform servicing or maintenance that requires lockout, the Safety Director shall take the following steps.

1. Inform the outside contractor of our company's lockout procedures and supply them with a copy.

2. Obtain and review a copy of the outside contractor's lockout procedures.

3. Ensure that our employees understand and comply with the responsibilities and prohibitions of the outside contractor's lockout procedure.

Training

1. Authorized employees shall receive training covering:

- Recognition of hazardous energy sources.
- Types and magnitude of hazardous energy in the workplace.
- Methods, devices, and procedures used to lockout, verify lockout, and otherwise control hazardous energy on all pieces or types of equipment (including cord and plug connected equipment).
- Procedures for removing locks and returning a machine or piece of equipment to operation.
- Transfer of lockout responsibilities.
- Group lockout procedures.

2. Affected and all "other" employees shall receive training so that they are able to:

- Recognize when energy control procedures are being implemented, and
- Understanding the purpose of the procedures and the importance of not attempting to start up or use the machine / equipment that have been locked out.

Retraining - Authorized and affected employees shall receive retraining in proper application of lockout procedures when there is a change in:

- Job assignment(s) that expose an authorized employee to new hazards or lockout procedures.
- Machines, equipment, or processes that present a new hazard or require modified lockout procedures.

- Energy control procedures for a piece or type of equipment.
- Or when it becomes known that an employee incorrectly performs lockout procedures.

Retraining will re-establish employee proficiency in lockout, and ensure that employees are knowledgeable of new or revised procedures. All retraining will be certified.

Periodic Inspections

1. An inspection of the energy control procedures will be conducted annually.
2. Energy control procedures for each machine or type of machine must be inspected.
3. The inspection shall include a review of lockout responsibilities with each individual authorized to lockout the machine / equipment.
4. The person who performs the inspection must be authorized to perform the lockout procedures being inspected. The inspector cannot, however, review his/her own use of lockout procedures.
5. Any deviations or inadequacies identified shall be immediately addressed.

TAGOUT PROCEDURES

1 When a disconnecting means or other energy isolating device is incapable of being locked out, a tagout system shall be utilized. A tag used without a lock, shall be supplemented by at least on additional safety measure that provides a level of safety equivalent to that obtained by use of a lock such as opening an additional disconnecting device, removal of an isolating circuit element, blocking of a controlling switch or the removal of a valve handle to reduce the likelihood of inadvertent energizing.

2. Only tags furnished by the company that meet the requirements of 1910.147 (c) (5) (ii) and (iii) shall be used.

3. All employees shall be trained in the use and limitations of tags as described in 1910.147 (c) (7) (ii) and (d) (4) (iii).

4. All employees must be able to understand the hazard warning written on the tags such as: **DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, or DO NOT OPERATE.**

5. On machines and equipment where tagout is used in lieu of lockout, the Periodic Inspection required by 1910.147 (c) (6) shall include the affected as well as the authorized employee(s). The periodic inspection shall be certified.

6. If tagout is used all other lockout rules and procedures apply.

NOTE: Should the machine / equipment required upgrade or modification, it will have lockable switches, fittings, valves, etc. added so that it becomes possible to lockout.

H. Recordkeeping

Inspection Records
The maintenance department supervisor will maintain inspection records, as well as all LOCKOUT/TAGOUT INSPECTION FORMS

Training Records
Training records will be maintained and include an outline of topics covered and a sign in sheet of those employees attending.

LOCKOUT/TAGOUT INSPECTION FORM

1. Inspection Date: _____

2. Inspector (Printed

Name/Signature):_____/_____
3. Employee(s) Inspected

(Printed/Signature):_____/_____
_____/_____
_____/_____
_____/_____

4. Machine/equipment on which the energy control procedure was being utilized:
_____
_____
_____

Item	Yes	No
Does employee have access to adequate lockout/tagout devices?		
Has employee tested the effectiveness of his/her lockout/tagout devices?		
Has employee received lockout/tagout training in the last year?		
If this is an outside contractor, has a supervisor informed him/her of the necessity for adhering to these procedures?		
Have all procedures been followed?		
Were tagouts legible and clearly displayed?		

Boiler and Machinery Loss Control and Maintenance Program

A. Components of Boiler/Machinery Loss Control and Maintenance Programs:

1. **Agency Maintenance Policies and Procedures –** Nicholls State University is responsible for implementing a viable Boiler/Machinery Maintenance Program. This program shall include designating personnel who are responsible for specific maintenance areas. Policies must outline the roles and responsibilities of managers, supervisors and employees within the maintenance department. These policies should be made available to all maintenance personnel. The Bureau of Risk Analysis and Loss Prevention will provide guidance and direction to agencies in developing an effective Boiler and Machinery Loss Control and Maintenance Program.
2. **Communication/Organization –** The Bureau of Risk Analysis and Loss Prevention will work with Nicholls in setting up the program within Nicholls. The Bureau will also assist Nicholls in identifying systems and objects to be incorporated into the maintenance program. The commercial insurance carrier will observe the maintenance program during inspections at Nicholls State University. These observations, along with recommendations for corrective action, will be reported in writing to the Office of Risk Management. All correspondence will then be forwarded to Nicholls for compliance with recommendations.
3. **Maintenance Contracts –** If Nicholls has commercial maintenance/service contracts in force it will notify it's State Loss Prevention Officer during his periodic visits.

B. Audits and Recordkeeping:

The Bureau of Risk Analysis and Loss Prevention will assist Nicholls in reviewing and analyzing boiler/machinery maintenance programs to determine that they are properly designed. Records of all equipment should include, but not limited to, preventive maintenance schedules, testing results, repair documents, replacement documents and all completed service documents. Annual audits will be conducted upon request from the Superintendent of Maintenance.

C. Responsibility:

1. The Bureau of Risk Analysis and Loss Prevention will assist Nicholls in organizing and implementing a maintenance program that minimizes the adverse impact of boiler/machinery failure.
2. Nicholls is responsible for the implementation of a boiler/machinery program for particular types of equipment used. This program will include, as minimum responsibilities, what equipment is to be maintained, how maintenance is to be performed and how records will be maintained.

3. Commercial Insurance Carriers will perform on-site inspections to insure that Nicholls is operating within the prescribed boiler/machinery code/law. They will forward a copy of this report to the Office of Risk Management.

D. Additional Information for Compliance Contact:
Bureau of Risk Analysis and Loss Prevention (504) 925-6818

Detailed Information of the Boiler/Machinery Loss Control and Maintenance Program will be on file with:
Superintendent of Maintenance
Nicholls State University
Thibodaux, LA 70310
(985) 447-4786.

Confined Spaces Entry Program

A. Purpose:
The purpose of the confined space entry program is to ensure safe entry methods are utilized prior to and during all work activities in confined spaces. The program covers any Nicholls State University employee or student whose duties require entry and work within confined spaces at the University. All contractors and subcontractors entering confined spaces at the University must abide by the procedure established or submit their respective confined space entry program for approval. The University Director of Environmental Health and Safety is responsible for approving Confined Space Entry Programs.

B. Program:
Nicholls State University Confined Space Entry Program is designed to meet compliance with OSHA standard 29 CFR 1910.146. The program is based on the current hazard assessment and is subject to a space specific plan if additional confined spaces are determined. The program consists of the following elements:

1. Recognition
2. Hazard Assessment
3. Training

C. Recognition of Confined Space:
Definition (OSHA) - "confined space" means a fully or partially enclosed space.

1. That is not both designed and constructed for continuous human occupancy.
2. In which atmospheric hazards may occur because of its construction, location or contents, or because of work that is done in it.

A space is only considered a confined space when it meets the following condition:

1. It is not designed and constructed for continuous human occupancy.
2. It is possible to have an atmospheric hazard.

D. Hazard Assessment:
Confined space must be assessed for all hazards. Hazard assessments are critical to identifying existing or potential hazards associated with each confined space.

E. Atmospheric Hazards:
"Atmospheric Hazards" means;

1. Accumulation of flammable, combustible or explosive agents,
2. An oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or
3. The accumulation of atmospheric contaminants, including gases, vapors, fumes, dust or mists that could:
    a. result in acute health effects that pose an immediate threat to life, or
    b. interfere with a person's ability to escape unguided from a

confined space.

F. Associated Hazards:
Hazards to be aware of include, but are not limited to:

- Oxygen deficiency/enrichment
- Flammable, combustible, or explosive agents
- Toxic air contaminants, smoke, fumes, and dust
- Ignition hazards
- Electrical
- Engulfment
- Access/Egress

G. Site Assessment:
Nicholls State University has only one Non-Permit confined space as defined by OSHA

Location	Permit Required	Description	Potential Hazard	Contaminant /Gases
Electrical Pit, Galliano Hall	NO	High Voltage Electrical Access Pit	Potential air contaminants CO, O2 deficient atmosphere	O2, CO

H. Safe Non-Permit Space Entry Operation:
All entries into Non-Permit confined spaces will be performed according to the procedures found on the checklist in Appendix A.

I. Training:
All Nicholls State University employees or students that enter a confined space must complete Nicholls State University General Confined Space Awareness training. This training is conducted by the University Safety Department. Please contact the Environmental Health and Safety Department to schedule training.

Appendix A – Confined Space Checklist

Date: _____

Department: _____

Expiration Date: _____

Job Description: _____

Location: _____

Precautions taken: (place check mark in blank as precautions taken)

_____Notify the Environmental Health and Safety Department.
_____Ventilation/blower used before entering.
_____All employees entering have been properly trained.
_____Ventilation/blower used continuously while personnel is space.
_____Oxygen monitoring performed.
_____Continuous oxygen monitoring while personnel in space.
_____Emergency procedures reviewed.

Supervisor Signature: _____

Water Vessel Safety Program

In accordance with the provision of R.S.39:1543.IF the Office of Risk Management (ORM) has decided to institute a self-insurance program for its water vessels. In an attempt to control the risk and reduce loss, ORM developed the Water Vessel Operator (WVO) safety program, which governs the use of state owned and operated water vessels. The EH&S Director has the responsibility of implementing the program at Nicholls State University.

A. Purpose

This program is established to increase safety awareness, reduce exposure and loss expense, while achieving accountability and meeting state requirements for operators and crewmembers, which operate and use state- owned or leased water vessels. This program is to provide a general policy outline regarding safety procedures, which are to be followed by all Nicholls State University personnel.

B. Applicability

This safety program applies to all Nicholls State University personnel assigned to, or those that use water vessels owned or leased by Nicholls State University.

C. Components of Nicholls State University Water Vessel Program

1. **Responsibilities**

   Each agency owning/operating a water vessel is responsible for implementing a Water Vessel Program. The program shall include rules concerning who shall be permitted to operate vessels under the agency's control. Policies shall outline the roles and responsibilities of department/agency heads, or program designee, and employees in water vessel safety. These policies shall be issued to all applicable employees and form the basis for an agency's Water Vessel Program.

   Department/Agency Heads are responsible for implementation of the Water Vessel Program and shall stress the importance of the department's Water Vessel Program to all affected employees. Department/Agency heads or their designees are responsible for reviewing operator records and identifying employees (e.g., via an annually signed and dated list) who shall be authorized to operate state vessels.

   Department/Agency Heads should ensure that **only** state-owned/leased/hired vessels are used on state business.

2. **Water Vessel Operation Authorization**

   Nicholls State University employees using University water vessels, those leased or privately owned water vessels for University business are required to complete a Water Vessel Authorization/Operator History Form (Form DA 2066) before authorization to operate a water vessel is granted. Form DA 2066 is an annually renewable form. It must be completed with the employee's signature, supervisor's signature, and the ES&H Director's signature before authorization to operate water vessels on University business is issued.

Employees who use vehicles owned or operated by the University to tow water vessels covered within this safety program must attend and complete a Defensive Driver Training. Also, they must have documentation of proper training in the operation of a boat trailer (this training can be performed by the Program Supervisor or his designee). This documentation must be on file for the duration of employment of the employee.

Authorization Process

The authorization process shall include:

- A review of the employee's or prospective employee's water vessel operating record obtained from the LDWF and/or The Coast Guard. Verifying completion of a "Boat Louisiana" training course or other ORM recognized course.
- Determining when operator responsibility shall be taken away from an employee because of reckless operation of a vessel or being cited for boating violations.

Procedures for Enrolling Operators

Upon recognizing the need for an employee to operate a state owned/leased/hired vessel by their supervisor, the employee shall complete the Authorization History Form (DA 2066). The information on this form shall be used to acquire the Water Operator Record (from the department of Wildlife and Fisheries or U.S. Coast Guard). The Authorization History Form and the WOR is then submitted to the agency head or designee who shall review the operator record and sign the Authorization History Form. When employees are authorized to operate water vessels, they shall be enrolled in the "Boat Louisiana" course or other ORM authorized course. A copy of the certificate of completion shall be retained on file.

D. High Risk Operators

High risk operators are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving vessel violations, or having a single conviction, guilty plea, or nolo contendere pleas for operating a vessel while intoxicated, careless operation, reckless operation, negligent homicide, or similar violation including any civil case for which negligence has been proven within the previous twelve (12) month period.

Individuals designated to be High Risk Operators shall be notified in writing that they are not authorized to operate state-owned/leased/hired water vessels from the date of discovery for a minimum of twelve (12) months and that they shall be required to retake a "Boat Louisiana" course within ninety (90) days of discovery.

The High Risk Operator's immediate supervisor and the individual in charge of water vessels shall also be notified in writing that the unauthorized employee shall not be given authority or access to operate a vessel on state business.

E. Operator Training

In order to operate a water vessel on University business, each applicant must successfully complete a Boater Safety Course. The Boater Safety Course is sponsored by the Nicholls' Office of Environmental Health and Safety, and conducted by the Louisiana Department of Wildlife and Fisheries. Employees shall attend the required training within the first ninety (90) days of hire (or upon entering the program) and at least once every three (3) years thereafter. Any employee who has had a conviction or negligence on their boating record shall be required to retake the "Boat Louisiana" or other ORM recognized course within ninety (90) days of conviction.

F. Accident Reports

Each employee using a University owned or leased water vessel will be furnished with a Louisiana State Water Vessel Accident Form (Form DWF-BIR 005). All information concerning a water vessel accident must be obtained at the scene of the accident, if conditions allow. Prompt medical attention for injured individuals must be pursued immediately. Passenger injury report DOTD-03-18-3024 shall be filled out if an injury occurs to a passenger. All accidents shall be reported to the next level of supervision by the water vessel operator having the accident on the day of the accident or as soon thereafter as possible in the appropriate format. As provided for in R.S. 34:851.10, all accidents involving a vessel and resulting in death or injury to a person must be reported to DWLF within 48 hours and those with property damage in excess of $200 must be reported within five (5) days to: 1-800-442-2511. A wildlife agent will respond to investigate the accident.

A water vessel accident is defined as a collision, accident, or other casualty involving a state water vessel, other water vessel, or individual. A water vessel is considered to be involved in a boating accident whenever the occurrence results in damage by or to the water vessel or its equipment, results in injury or loss of life to any person, or results in the disappearance of any person from on board under circumstances that indicate the possibility of death or injury. A boating accident also includes, but is not limited to, capsizing, foundering, flooding, fire, explosion and the disappearance of a water vessel other than by theft.

Once the water vessel operator and crewmembers return to campus, they must contact the Director of the Office of Environmental Health and Safety to complete all required accident reports.

If the accident involves an automobile, the procedures for accident reporting must follow the guidelines of the Defensive Driver Safety Plan. Contact must be established with the Director of the Office of Environmental Health and Safety.

G. General Responsibility

This section outlines general responsibilities of program safety for the Water Vessel Safety Program. This outline is considered general and minimal. If and when additional requirements are needed to prevent accidents or reduce conditions that may contribute to accidents, all individuals will be responsible to ensure that action is taken to eliminate unsafe conditions.

1. The program administrator has overall responsibility for program safety and enforcement of this program for Nicholls State University.

2. All participating supervisors are responsible for enforcement of this safety program, and for taking the necessary steps to stop and prevent any unsafe acts involving program personnel. Supervisors will also ensure that personnel safely and properly operate equipment owned or leased by the University.
3. All program personnel are responsible for elimination of unsafe acts or conditions within their work area, to include program vessels, and to report such conditions or actions to their immediate supervisor. If the immediate supervisor is not available, an appropriate report will be made and forwarded to the program administrator. In all instances, a report will be sent to the Office of Environmental Health and Safety.
4. Supervisory and senior personnel of each crew working in or using equipment owned or leased by the University are responsible for the enforcement of this program, and for equipment safety guidelines while using or supervising personnel using such equipment.
5. Any and all program personnel have the responsibility to IMMEDIATELY STOP any observed unsafe acts and to eliminate any unsafe conditions.
6. The program administrator, program managers and water vessel captains are all responsible for furnishing appropriate safety equipment/materials for use by program personnel. If appropriate items are not on hand, no activity will be allowed to commence until such time safety equipment/materials are available for use.
7. All program personnel are responsible to adhere to safety guidelines for any equipment owned or leased by the University. This includes the use of personal protective equipment such as: hearing protection, personal flotation devices, hard hats, eye protection, gloves, cold weather equipment, etc.
8. All injuries to personnel are to be reported immediately. Telephone or personal contact, followed by a written report from the supervisor is mandatory in all cases where an injury occurs. Direct contact and written reports are to be sent to the Office of Personnel and the Office of Environmental Health and Safety.
9. Since Nicholls State University adheres to the firearm-free policy, no firearms are permitted on any water vessels owned or leased by the University.
10. All personnel not employed by Nicholls, who are passengers in vehicles or water vessels operated by this program, will sign the necessary release prior to riding in the vehicle or water vessel.
11. Water vessel captains are responsible to ensure visiting personnel that are riding in or on program equipment are briefed on the contents of this program.

H. Vehicle Safety (including trailers)

1. Prior to the operation and use of owned or leased vehicles, the operator of the vehicle shall conduct a walk-around inspection of the vehicle to identify any obvious problem(s) with the vehicle prior to its use. The walk-around inspection will include, but not limited to the following:
    a. Lights (including brake lights)
    b. Windshield wipers
    c. Horn
    d. Brakes, to include emergency brake
    e. Seat belts for all passengers

f. Tire inflation
g. Tire Wear
h. Emergency flashers
i. Turn signals

Note: The above noted items must be corrected prior to operation of the vehicle.

2. The driver and all passengers riding in the vehicle shall wear seat belts.
3. When using communication equipment, the following procedures will be followed:
    a. If operating the vehicle alone (no passengers), the vehicle will be pulled to the side of the road prior to the use of communication equipment.
    b. If operating the vehicle with a passenger, the passenger will operate the communication equipment.
4. No horseplay is permitted in or around the assigned vehicle.
5. Each program vehicle shall be equipped with an operable fire extinguisher, first aid kit, flashlight, road flares and reflectors (can be included in watertight Carry-On Box)
6. All vehicle safety items are to be inspected monthly, and repaired or replaced when it is determined the items are no longer serviceable. All unserviceable items are to be turned into the Program Supervisor for inspection prior to purchase of replacement item(s). All expiration dates will be checked monthly. Records of replacement safety equipment will be turned in to the Program Supervisor.
7. All operators of program vehicles must have a current operator's license in their possession when operating program vehicles.
8. When two or more persons are riding in a Nicholls State University assigned vehicle, the second crewmember shall remain awake while it is in operation. It is the second crewmember's responsibility to ensure the driver is awake and alert to driving conditions.
9. The use of alcohol or drugs – prescription or non-prescription – which may impair the driving ability or judgment of the operator is strictly prohibited.
10. The operator of the vehicle is responsible for obeying and following all traffic safety laws.
11. All Nicholls State University personnel are to display continued courtesy to other drivers regardless of what another driver may do.

I. Vessel Safety

1. All Nicholls State University personnel, especially senior and supervisory personnel, are directly responsible to ensure all safety measures, to include those which are not written, are followed at all times.
2. A FLOAT PLAN must be filed with Nicholls State University Police Department before a vessel is launched on Nicholls State University business.
3. Supervisors will provide all required equipment for the COB (Carry-On Box).
    a. Visual distress signals (minimum 3 for day, 3 for night, suggested 3 red flares (night/day), and 2 orange smoke (night/day)
    b. Coast Guard approved fire extinguisher (ABC type)
    c. Sound producing device (air horn). If the vessel is larger than 12 meters, a bell is required along with the air horn.
    d. Cell phone and VHF radio (they must be operational and tested the day of use)
    e. First aid kit

f. Watertight flashlight
g. Mirror
h. Tool kit
i. Charts and maps
j. Potable water
k. Spare batteries for radio, phone and flashlight

4. During the operation of any water vessel assigned to or operated by any Nicholls State University faculty/staff, all personnel in the water vessel will wear a Personal Flotation Device (PFD) – Class III. In areas of open water, such as the Gulf of Mexico, Terrebonne Bay, Timbalier Bay, Atchafalaya Bay, etc., all Nicholls State University personnel shall wear PFD's – Class I or II.
5. Nicholls State University vessels are not to go into areas of open water unless it is absolutely necessary. However, if they do, the supervisor will advise Nicholls of the destination and reasons for navigating into open waters.
6. All crews will be equipped with a Global Positioning System (GPS). Operation of the system will be in accordance with the instructions provided with the system.
7. All vessel crews will be equipped with a VHF radio, and a cellular phone as a necessary communication system. Operational testing of these communication tools is required before every vessel usage.
8. Supervisors will check the operational status of all safety equipment on a weekly basis and take appropriate corrective measures as required.
9. No water vessel is to be operated in inside or outside waters when a small craft weather advisory for the area of operation has been issued. If an advisory is issued while the water vessel is in operation, the vessel is to return to protected waters.
10. No water vessel is to be operated when gale warnings or tropical storm warnings have been issued for costal Louisiana, or in periods of serious visual impairment such as fog or heavy rain.
11. Personnel that do not know how to swim will not be allowed to use or ride in a water vessel except in emergency conditions.
12. Supervisors will ensure that an adequate amount of potable water (at least a one day supply) is on board the water vessel before it departs port.
13. Only those personnel who have completed an approved water vessel safety course will be allowed to operate a water vessel assigned to or owned by Nicholls State University.
14. Supervisors and crewmembers assigned to water vessels will verify the contents of the COB and make sure that it is onboard the vessel before it is under operation.
15. No horseplay of any type is to be allowed in or around any water vessel at any time.
16. If an individual refuses to wear a PFD, the individual WILL NOT be allowed to board any assigned water vessel.

J. Fire Safety

1. All guidelines issued by the United States Coast Guard (USCG) concerning fire safety will be strictly adhered to at all times.
2. All fire extinguishers on motor vehicles and water vessels are to be inspected by the supervisor and crewmembers each week. Inoperable units will be replaced with fully charged and inspected units.

3. Fire extinguishers will be mounted in all motor vehicles and water vessels used in the Water Vessel Program.
4. Gasoline will not be used as a cleaning solvent at any time.
5. When refueling water vessels, motor vehicles and gasoline-powered equipment, the operator will ensure that the equipment is properly grounded. All precautions are to be taken to reduce the threat of static electricity.
6. Since water vessels will be used in corrosive environments, flammable liquids will be stored in galvanized safety containers that are either FM (factory mutual) approved or UL (underwriter's laboratory) listed.
7. Fueling of gasoline-powered equipment will not take place while equipment is hot.
8. Flammable liquids will be dispensed only in areas of adequate ventilation.
9. All electric equipment will be inspected prior to use for worn or broken wiring. Any discrepancies will be reported and necessary action taken to repair or replace unsafe or damaged equipment.
10. All electrical equipment is to be properly grounded prior to use.
11. All chemicals are to be stored in proper containers with regard to class and criteria of hazard. Mixing of non-compatible chemicals is strictly forbidden. Material Safety Data Sheets (MSDS) are to be kept onsite and within access of all personnel.
12. Dirty or soiled rags are not to be stored; they are to be disposed of as they are used.

K. Personal Safety

1. All Nicholls State University personnel that are part of the Water Vessel Operator's (WVO) Safety Program are to adhere to all safety rules, requirements and standards.
2. No Nicholls State University personnel will operate any equipment assigned to them while under the influence of alcoholic beverages, legal or illegal drugs, which impairs the judgment of the individuals or cause the individual to become drowsy. Supervisors will ensure that no one is under the influence of alcohol or legal or illegal drugs. Individuals under the influence are a danger to themselves and others.
3. Horseplay in and around any motor vehicles or water vessel is prohibited. Horseplay is also not allowed on the grounds or buildings in which Nicholls State University personnel may occupy.
4. Each individual is responsible for his and others safety. No individual is to assume safety is the responsibility of someone else. He/She is responsible for checking their personal safety equipment.
5. Personal safety equipment will be available and used per the manufactures recommendation. This includes ear protection, eye protection, hard hats, gloves, etc. If proper safety equipment is not available, written documentation is to be provided to the supervisor so that proper safety equipment may be obtained and issued.
6. If an unsafe act is witnessed, it is the responsibility of the individual to intervene, and take corrective action. If the unsafe act continues, the unsafe act and individual is to be reported to your supervisor and the Environmental Health and Safety Director.
7. All persons are to be aware of the symptoms and immediate first aid for Hypothermia and Heat Stress.
8. Trailer tongue jacks will be maintained in proper working order to assist in preventing back injuries.

9. To prevent injuries on water vessels, all Nicholls State University personnel should work in pairs.
10. When working in the boat yard, communication with supervisory personnel should be available at all times.
11. Upon returning to the dock or landing, Nicholls State University should be contacted and the status of the crew reported.
12. All accidents, near misses, incidents or unusual circumstances should be reported to the Environmental Health and Safety Director promptly.

Safety Rules

Vessel Safety

1. All Nicholls State University personnel operating water vessels, and those that are water vessel passengers, will ensure that all safety rules, regulations, standards, codes and laws are followed at all times.
2. During the operation of water vessel assigned to or operated by Nicholls State University personnel, all will wear an approved PFD, with a minimum being a Class III PFD. In areas where dangerous conditions exist such as high winds, a Class I or Class II PFD will be worn.
3. If a Nicholls State University water vessel is to venture into open water, a "Float Plan" stipulating origination point, destination, time of departure and arrival, a list of crew and passengers, duration of trip, reason for trip, type of water vessel used, registration number of water vessel, and other pertinent information will be submitted to the EH&S Director and department head of crew chief.
4. Fire extinguishers and first aid equipment will be a part of the Carry-On Box at all times.
5. Appropriate maps and charts will be part of the Carry-On Box.
6. No water vessel is to be operated in outside/unprotected waters or in open water when a small craft advisory has been issued for the area.
7. No water vessel is to be operated when gale force or tropical storm warnings have been issued for coastal Louisiana. Water vessels will not be operated during periods of serious visual impairment such as heavy rain or fog.
8. Personnel who do not know how to swim will not be permitted to use or ride in an assigned Nicholls State University water vessel, except in emergency conditions.
9. Only those individuals, who have completed a Water Vessel Safety Course, or its equivalent, will be permitted to operate a Nicholls State University assigned water vessel.
10. No one will be allowed to operate or ride in a Nicholls State University water vessel without wearing a PFD.

This is to certify that I have read and understand the above stated Water Vessel Operator Safety Rules, and will abide by them.

_____	_____
Operator	Date
_____	_____
Campus Address	Campus Phone Number
_____	_____
Supervisor's Signature Nicholls State University	Date

Monthly Boater Safety Inspection

Date:_____
Boat Registration Number:_____
Inspector:_____

Vessel	YES	NO
Fire Extinguisher		
Flares		
Personal Floatation Device		
Sound		
Communication		
Lighting		
First Aid Kit		
Vessel Damage		

Trailer	YES	NO
Lights/Brake Lights		
Tire Wear		
Tire Inflation		
Emergency Flashers		
Turn Signals		
Emergency Chain		

Comments/Recommendations:_____
_____
_____
_____
_____

Upon completion, Copy shall be forwarded to:
Director of Environmental Health and Safety

Safety Audits

A. Procedures for Audit

The Office of Risk Management, Loss Prevention Section is responsible for conducting safety audits to determine if Nicholls State University is in compliance with existing statues and the State Safety Program and eligible for the five percent credit in insurance premiums. Comprehensive audits will be conducted once every three years, with compliance reviews during non-audit years. When Nicholls receives a satisfactory audit score, it will be credited with a five percent (5%) reduction in premium the following fiscal year. Included in this section are copies of forms used by the Office of Risk Management in conducting its General Safety Audit. Nicholls supervisors should use these audit forms to obtain a self-profile of compliance with state safety statues and regulations before notifying the University Safety Officer that they are ready for the state audit. The University Safety Officer will submit electronically the University Self Audit to the Office of Risk Management prior to the audit or compliance review. Nicholls may request assistance in complying with the regulations by writing to: Office of Risk Management, Loss Prevention Section, P.O. Box 94095, Baton Rouge, LA 70804. Nicholls should conduct internal audits until such time as we believe we are in compliance and will meet the requirements of an audit by the Office of Risk Management. The Office of Risk Management will schedule a visit at Nicholls by a loss prevention officer to conduct the formal audit. The Office of Risk Management will conduct the audit in the following categories:

- General Safety
- Driver Safety
- Bonds, Crime, and Property
- Equipment Management
- Water Vessel
- Flight Operations (not applicable to Nicholls State University)

See Self Audit Forms

B. Appeal of Audit Findings

If Nicholls disagrees with the assessment of the State Loss Prevention Officer, the University may file, in writing, for appeal. Appeals must be received 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 Nicholls is not in compliance, the University will be notified in writing of this finding. Nicholls 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 Nicholls and the Loss Prevention Section. The director of the Office of Risk Management will submit a final written decision to Nicholls and the Loss Prevention Section by July 1.