

**New Employee Safety and Environmental Orientation
5-30-08**

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Name: _____ Employee # _____ Date: _____
(Print- Last, First, Middle Initial)

Department: _____ work phone: _____

Work Address: _____, _____, e-mail _____
(Room) (Building)

Welcome to L.S.U. Your safety is a personal resource that is developed and maintained by cooperative efforts with other employees through training, hazard prevention and recognition, and safe work procedures.

Discuss with your Supervisor department-specific procedures as listed below, and return the completed form to the Occupational and Environmental Safety Department.

1. Reporting hazards.
2. Reporting injuries.
3. Driving on state business.
4. How to respond to different types of emergencies.
 - Fire
 - Medical
 - Threatening behavior
5. Personnel Protective equipment required on the job.
6. Review any Hazardous materials used or handled in the workplace.
7. Review methods of obtaining Material Safety Data Sheets for hazardous materials.
8. General Safety Rules for the University.
9. General Safety rules for the Department.
10. LSU Policy Statements: <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>
 - Employee Assistance plan- P.S. 59
 - Substance abuse Awareness program-P.S. 67
 - Americans with Disabilities policy- P.S. 26
 - Violence in the workplace program P.S. 102
11. Access to rooms and building security

The L.S.U. Safety and Environmental manual can be accessed by www.oes.lsu.edu.

Reviewed with: _____/_____
(Supervisor name [Print/Signature]) (Date)

I have reviewed, understand and agree to follow the above Safety policies, and will ask questions of my Supervisor if I have any concerns for the safety of others or myself.

Employee signature: _____/Date: _____

Upon completion of the new employee orientation, ask if there are any questions. Have employee complete and sign the orientation form and return it to: **Occupational and Environmental Safety (O.E.S.) Room 126 Public Safety Building (578-5640)**

5-30-08

Discussion:

1. Reporting hazards

The new employee should understand how to report hazards that he/she may come across during their day's work. In reporting hazards, the employee should provide their supervisor with details of the location and description of hazard, and any thoughts they may have to reduce or eliminate the hazard. The employee should understand the need to isolate or barricade hazards that have immediate safety consequences (immediately dangerous). The employee should understand their responsibility for their personal safety along with the safety of their fellow employees and the campus population. It is important that they **not create** any situations, which create a hazard for others in the area.

How to report hazards:

- a) Report to Supervisor, or,
- b) Report to building coordinator, or
- c) Contact Facility Services- (work control) 8-3186, or,
- d) Write a work order-web address:

<http://appl002.lsu.edu/facserv/workc3.nsf/work+control+four?openform>

2. Reporting injuries

The new employee should know that injuries should be reported immediately to the supervisor. Treatment of injuries can be through the Student Health Center or a local hospital depending on the severity. In major life threatening injuries, call 911. This call is directed to the Campus Police Switchboard and communications center. They will dispatch emergency medical personnel.

A discussion of blood borne diseases should be conducted with all new employees to ensure understanding. The O.S.H.A. blood borne disease standard requires that "only trained personnel clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to bloody body fluids, wash with soap and water immediately, report to the supervisor, and the employee should be referred to the Student Health Unit for evaluation. In all cases, treat spilled body fluids as if they were a hazardous material and refrain from touching or spreading the material until proper personnel arrive to decontaminate and remove.

3. Driving on state business

Employees will not be allowed to routinely drive on state business unless they receive authorization from their department head or supervisor. If an employee will drive on state business, an Authorization form must be completed annually for the employee (**Form 2054-LSU**). After the form is completed, it is sent to Property Management (419 Thomas Boyd Hall), where a driver's record check will be conducted. According to State requirements, if serious citations on their driving record occur, the employee may not be authorized to drive. Safe Driver's training must be completed to drive on state business. This training is conducted through Office of Occupational and Environmental Safety (O.E.S). Training dates are listed on website: www.oes.lsu.edu. Employees are to know and obey all traffic laws and understand that vehicle accidents require immediate reporting to the supervisor.

4. **How to respond to different types of emergencies**

- a. Fire
- b. Medical
- c. Threatening behavior

“911”- Dialed from University telephones goes to the central dispatch office of the L.S.U. Police Department which is operated 24 hours, seven days a week. LSU Police can dispatch fire, ambulance and police personnel to the location. All fires and emergency situations should be reported to the L.S.U. police department immediately. In the event of a fire, all personnel should evacuate the building and remain outside until the Campus Police issue an “All Clear”.

Following evacuation, all personnel should respond to an assembly area for accounting purposes. This ensures that there are no personnel remaining in the building.

5. **Personnel Protective equipment required on the job.**

Typically, in an office environment, no special personnel protective equipment required. If the job requirements or procedures dictate, use safety glasses, goggles, gloves, or respirators as specified. The supervisor should review the uses and limitations of personal protective equipment. Using personal protective equipment can provide protection when the unexpected happens. Personnel should inspect personnel protective equipment before each use.

6. **Review any Hazardous materials used or handled in the workplace.**

If there are hazardous materials used, review locations of the material and how to find the MSDS (Material Safety Data Sheet) for the material. Proper labeling, handling and disposal methods should also be discussed. Hazardous wastes should be disposed of according to University regulations which are found on the OES website.

7. **Review methods of obtaining Material Safety Data Sheets for hazardous materials.**

- a. All containers should be labeled with the name of the contents
- b. Review the material safety data sheets for the materials used by the employees
- c. To ensure understanding, employees should be knowledgeable in the signs and symptoms of exposure to the Hazardous material.
- d. The employee should know how to access all material safety data sheets if he/she has any further questions.

8. **General Safety Rules for the University.**

General Safety Rules for L.S.U. are found in the Safety Manual found on: www.oes.lsu.edu

9. **General Safety rules for the Department.**

Discuss with the employee any specific safety rules within the department, along with how the employee will receive training. A general tour of the department is essential for the new employee. The employee should be shown the locations of:

- a. **Fire extinguishers** and the P-A-S-S method of use.
P-pull the pin, A-aim the nozzle at the base of the flame, S-squeeze the handle at the top of the extinguisher, S-sweep the flame from side-to-side
- b. **First aid kits**
- c. **Fire alarms and emergency pull stations**
- d. **Proper exits** from the building during an emergency, and assembly location
- e. **Designated smoking areas** (no smoking unless in designated area)

10. Other applicable Policy Statements available at:

<http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

- a. Employee Assistance plan- P.S. 59**
- b. Substance abuse Awareness program-P.S. 67**
- c. Americans with Disabilities policy- P.S. 26**
- d. Violence in the workplace program P.S. 102**

11. Access to rooms and building security

Discuss with employee how they will access the building along with standard opening and closing times. In addition, discuss how employee will gain access to the building (if it is allowed) during the off-hours. Issue keys, access codes and identification cards. Re-enforce with employee the need to maintain and not compromise security systems by duplicating or “loaning” their personal keys and codes, and to notify Campus Police (**911**) for any emergency situation including theft, fire and medical emergency.