Safety and Loss Prevention Manual

College Campuses:

320 Devalcourt Street
Lafayette, LA 70506
(337) 521-8896 voice
(337) 262-2101 fax

908 Ember Drive
New Iberia, LA 70560
(337) 373-0185 voice
(337) 373-0187 fax

908 Ember Drive
New Iberia, LA 70560
(337) 373-0185 voice
(337) 373-0187 fax

908 Ember Drive
New Iberia, LA 70560
(337) 373-0185 voice
(337) 373-0187 fax

Lafayette Ardoin Building
1101 Bertrand Drive
Lafayette, LA 70506
(337) 262-5962 ext. 124 voice
(337) 262-0243 fax

Teche Area Campus
609 Ember Street
New Iberia, LA 70562
(337) 373-0011 voice
(337) 373-0039 fax

Gulf Area Campus
1115 Clover Street
Abbeville, LA 70510
(337) 893-4984 or (337) 893-4985 voice
(337) 893-4991 fax

T. H. Harris Campus
332 East South Street
Opelousas, LA 70570
(337) 948-0239 voice
(337) 948-0243 fax

Evangeline Campus
600 South MLK, Jr. Drive
St. Martinville, LA 70582
(337) 394-8466 voice
(337) 394-3965 fax

Acadian Campus
1933 West Hutchinson Ave.
Crowley, LA 70526
(337) 788-7521 voice
(337) 788-7842 fax

C. B. Coreil Campus
1124 Vocational Drive
Ville Platte, LA 70586
(337) 363-2197 voice
(337) 363-7984 fax

SOUTH LOUISIANA COMMUNITY COLLEGE

July 1, 2012
Organized by: Chief of Police Dwight N. Faul
Louisiana State Police Commission #U1506

Revised 01 July 2012
South Louisiana Community College is a two-year college approved by the actions of the Louisiana State Legislature and the Board of Supervisors for the Louisiana Community and Technical College System. South Louisiana Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 for questions about the accreditation status of South Louisiana Community College. South Louisiana Community College is committed to providing the safest and healthiest possible environment to our students, faculty, staff and the public we serve. Each employee must help to accomplish this purpose through safe and efficient work practices. Employees must work collaboratively to accomplish this purpose, which can only be achieved through safe and efficient work practices. Student, faculty, and staff safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy working conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, in addition to established policies, and maintain safe and healthy conditions in offices, classrooms, general facilities, and grounds.

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

Each individual is collectively responsible for helping to reach the loss prevention goal of preventing personal injury and loss of property because of accidents. By accepting shared responsibility for safety, everyone contributes to the protection of property while maintaining a productive and safe work and learning environment. Individual employees and students must accept personal responsibility for their own safety and well-being.

Administrators, coordinators, department heads, supervisors, and instructors will be held accountable for the actions of those individuals they are assigned to supervise. They are also responsible for ensuring that all current and amended loss prevention rules, policies, procedures of this agency, and accepted industry practices are followed by those supervised. It is the intent of South Louisiana Community College to provide adequate supervision, effective training, safe equipment, and a safe environment to students and employees. The success of our loss prevention program will be based on a joint commitment to minimize and eliminate all potential hazards to students, employees, our campus community, and property.

Revised 01 July 2012
MANAGEMENT SAFETY POLICY STATEMENT

As Chancellor of South Louisiana Community College, one of my primary responsibilities is to ensure a safe and accident-free environment for all students and employees. The administration of safety policies is a vitally important function of management and its entire supervisory force. The safety of our students and employees is essential to our success and is therefore one of our top priorities.

Our objective is to implement a comprehensive safety plan that meets all federal, state and local safety codes that will ensure safe and healthy conditions in our offices, classrooms, facilities and grounds. This objective can be reached if all employees accept personal responsibility for their own safety and well-being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for helping us reach our loss prevention goal of avoiding personal injury and loss of property because of accidents.

It is our intention to provide good supervision, effective training and safe equipment on the job. The success of our safety and loss prevention program depends upon the collective efforts of each of us to minimize and eliminate all potential hazards. It is my sincere request that you devote daily attention to making safety an integral part of your day-to-day operations.

Signed by:  

Natalie J. Harder, PhD  
Dr. Natalie Harder  
Chancellor SLCC  

9/20/12  
Date

Revised 01 July 2012

ii
# TABLE OF CONTENTS

**MANAGEMENT SAFETY POLICY STATEMENT**

**GENERAL SAFETY**

Definitions ................................................................................................................................. 1  
Safety Program ............................................................................................................................ 2  
  GENERAL SAFETY ................................................................................................................... 2  
PROGRAM PLANNING .............................................................................................................. 4  
DUTIES OF SAFETY COORDINATORS .................................................................................. 4  
DUTIES OF SAFETY COORDINATOR AND MONITORS ...................................................... 4  
RULES FOR SAFETY (employee accountability) ................................................................. 5  
  ASSIGNMENT OF SAFETY RESPONSIBILITY ..................................................................... 7  
  SAFETY MEETINGS .............................................................................................................. 11  
  Safety Rules and Regulations ............................................................................................... 12  
  EMERGENCY EVACUATION PLAN ..................................................................................... 12  
SLCC New Iberia Map ............................................................................................................ 13  
  SLCC Lafayette Map ............................................................................................................ 14  
  SLCC Franklin Map .............................................................................................................. 17  
SLCC Maps Technical Divisions ............................................................................................. 17(a), 17(b), 17(c), 17(d), 17(e), 17(f), 17(g)  
OTHER EMERGENCY SITUATIONS ..................................................................................... 18  
  FIRE SAFETY ....................................................................................................................... 19  
  BOMB THREAT .................................................................................................................... 20  
  NATURAL DISASTERS ......................................................................................................... 23  
  EMPLOYEE SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE POLICY ....................... 26  
SLCC & LCTCS HARRASSMENT POLICY ............................................................................ 32  
  SAFETY IN WELDING AND CUTTING OPERATIONS ........................................................ 33  
  GENERAL ................................................................................................................................ 33  
  PROTECTIVE CLOTHING AND EQUIPMENT .................................................................... 33  
  EYE PROTECTION ................................................................................................................ 34  
VENTILATION ........................................................................................................................... 34  
  FIRE PREVENTION ............................................................................................................... 34  
  GAS WELDING AND CUTTING ........................................................................................... 35  
  STORAGE, HANDLING, AND USE OF CYLINDERS ......................................................... 35  
  HOSE LINES AND CONNECTIONS ....................................................................................... 36  
  TORCHES ............................................................................................................................ 37  
  ELECTRIC ARCH WELDING .............................................................................................. 37  
  EQUIPMENT AND CABLES .................................................................................................. 37  
  SPOT WELDING ................................................................................................................... 37  
  FILTER LENS SHADE NUMBERS ....................................................................................... 39  
  GAS WELDING OPERATION SHADE NUMBER .................................................................. 39  
  ELECTRIC ARC WELDING OPERATION SHADE NUMBER ............................................... 39  
PROCEDURES FOR INSPECTION ............................................................................................ 39  
  PROCEDURES FOR INCIDENT/ACCIDENT INVESTIGATIONS .............................................. 40  
  INCIDENT/ACCIDENT REPORTING FORM (DA2000-WC ONLY; DA3000-GL ONLY) ....... 40  
  JOB SAFETY ANALYSIS ....................................................................................................... 41  
  JOB SAFETY ANALYSIS PROCEDURES ............................................................................ 41
TABLE OF CONTENTS

RECORD KEEPING.................................................................................................................................43
SAFETY MEETING REPORT.......................................................................................................................43
TRAINING DOCUMENTATION....................................................................................................................44
INSPECTION CHECKLIST............................................................................................................................44
HAZARD CONTROL LOG (OR OTHER SIMILAR REPORTING FORMS)........................................................44
INCIDENT/ACCIDENT REPORTING FORM................................................................................................44
JOB SAFETY ANALYSIS.............................................................................................................................44

BLOOD BORNE PATHOGENS.........................................................................................................................44
BLOOD BORNE DISEASES..............................................................................................................................45
HEPATITIS B (HBV) AND C (HCV)..............................................................................................................45
DECONTAMINATION PROCEDURES..........................................................................................................45
DISPOSAL....................................................................................................................................................45
MEDICAL PROVISIONS...............................................................................................................................46
TRAINING.....................................................................................................................................................46

SUMMARY..................................................................................................................................................47

FIRST AID....................................................................................................................................................47
REQUIREMENTS FOR FIRST AID.................................................................................................................47
PRIMARY CONSIDERATIONS.......................................................................................................................47
SECONDARY CONSIDERATIONS..................................................................................................................48
MEDICAL EMERGENCY PROCEDURES......................................................................................................48
FIRST AID – TRAINING...............................................................................................................................48
FIRST AID KIT AND INVENTORY................................................................................................................48
POSED INFORMATION..................................................................................................................................49
EMERGENCY EYE WASH............................................................................................................................49

EMERGENCY PREPAREDNESS PROGRAM..................................................................................................49
SLCC EMERGENCY CONTACT INFORMATION Lafayette Campus ...............................................................50
SLCC EMERGENCY CONTACT INFORMATION New Iberia Campus ............................................................51
SLCC EMERGENCY CONTACT INFORMATION Franklin ........................................................................52
SLCC – Acadian Campus .............................................................................................................................53
Acadian Campus Emergency Control Committee ........................................................................................54
SLCC – CB Coreil Campus Emergency Contact Information ....................................................................55
SLCC-CB Coreil Campus Emergency Control Committee .........................................................................56
SLCC Evangeline Campus Emergency Contact Information .......................................................................57
SLCC-Evangeline Campus Emergency Control Committee ..........................................................................58
SLCC-Gulf Area Campus Emergency Contact Information .......................................................................59
SLCC-Gulf Area Campus Emergency Control Committee ........................................................................60
SLCC-Lafayette Area Campus Emergency Contact Information .................................................................61
SLCC-Lafayette Campus Emergency Control Committee ..........................................................................62
SLCC-Teche Area Campus Emergency Contact Information ......................................................................63
SLCC-Teche Area Campus Emergency Control Committee ........................................................................64
SLCC-TH Harris Campus Emergency Contact Information ........................................................................65
SLCC-TH Harris Campus Emergency Control Committee ..........................................................................66
Responsibilities during an Emergency..........................................................................................................67
Administration and Custodial Staff...............................................................................................................67
Instructional Staff.........................................................................................................................................67
Emergency Control Committee.....................................................................................................................67
Campus administrator or designee ................................................................................................................67
Campus Safety Contact or designee...............................................................................................................67
Maintenance Foreman or designee ................................................................................................................68
Local Police Officers & Staff or Designee.....................................................................................................68
Communication/Notification.........................................................................................................................69
Emergency Alarms........................................................................................................................................70
Emergency Alarm Testing............................................................................................................................70
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Evacuation Signals</td>
<td>70</td>
</tr>
<tr>
<td>Recall Signal</td>
<td>70</td>
</tr>
<tr>
<td>Evacuation and Drill Reports</td>
<td>70</td>
</tr>
<tr>
<td>For Fire</td>
<td>71</td>
</tr>
<tr>
<td>For Bomb Threat and Civil Disorders</td>
<td>71</td>
</tr>
<tr>
<td>For Fighting and Riots</td>
<td>71</td>
</tr>
<tr>
<td>Lockdown Procedures</td>
<td>71</td>
</tr>
<tr>
<td>Lockdown with Warning Procedures</td>
<td>72</td>
</tr>
<tr>
<td>Lockdown with Intruder Procedures</td>
<td>72</td>
</tr>
<tr>
<td>All Threats</td>
<td>73</td>
</tr>
<tr>
<td>Influenza and Contagious Disease Prevention</td>
<td>73</td>
</tr>
<tr>
<td>Bond Threats</td>
<td>74</td>
</tr>
<tr>
<td>Suspicious Object</td>
<td>75</td>
</tr>
<tr>
<td>Violent or Criminal Behavior (General)</td>
<td>76</td>
</tr>
<tr>
<td>Hostage Situation</td>
<td>77</td>
</tr>
<tr>
<td>Other Threats</td>
<td>77</td>
</tr>
<tr>
<td>Explosions</td>
<td>77</td>
</tr>
<tr>
<td>Chemical Spills</td>
<td>77</td>
</tr>
<tr>
<td>Proximity Threats</td>
<td>77</td>
</tr>
<tr>
<td>Violence in the Workplace Plan</td>
<td>78</td>
</tr>
<tr>
<td>Policies at SLCC</td>
<td>79</td>
</tr>
<tr>
<td>Work place analysis</td>
<td>80</td>
</tr>
<tr>
<td>Post Incident Response and Evaluation</td>
<td>81</td>
</tr>
<tr>
<td>Records, Evaluation and Communication</td>
<td>82</td>
</tr>
<tr>
<td>Training, Education, Fire Protection &amp; Training Drills</td>
<td>83</td>
</tr>
<tr>
<td>Prevention, Control &amp; Fire Escape Plan</td>
<td>84</td>
</tr>
<tr>
<td>Fire Extinguisher Equipment Inspection and Maintenance</td>
<td>85</td>
</tr>
<tr>
<td>Fire Extinguisher Overview</td>
<td>86</td>
</tr>
<tr>
<td>How to use a Fire Extinguisher</td>
<td>87</td>
</tr>
<tr>
<td>Natural Disasters</td>
<td>89</td>
</tr>
<tr>
<td>Homeland Security</td>
<td>90</td>
</tr>
<tr>
<td>Natural Gas Safety</td>
<td>91</td>
</tr>
<tr>
<td>Dig Safely</td>
<td>93</td>
</tr>
<tr>
<td><strong>PROPERTY CONTROL POLICIES &amp; PROCEDURES</strong></td>
<td>94</td>
</tr>
<tr>
<td>Purpose of Procedures</td>
<td>94</td>
</tr>
<tr>
<td>Physical Inventory</td>
<td>95</td>
</tr>
<tr>
<td>Disposition of Equipment</td>
<td>96</td>
</tr>
<tr>
<td>Procedures for Inventorying Moveable Property I</td>
<td>97</td>
</tr>
<tr>
<td>Procedures for Inventorying Moveable Property II</td>
<td>98</td>
</tr>
<tr>
<td>Driver Safety</td>
<td>99</td>
</tr>
<tr>
<td>Program Coordinator, employees, supervisors &amp; faculty</td>
<td>101</td>
</tr>
<tr>
<td>Authorizing Drivers &amp; Training</td>
<td>102</td>
</tr>
<tr>
<td>Accident Reporting &amp; Glossary</td>
<td>103</td>
</tr>
<tr>
<td>Glossary continued</td>
<td>104</td>
</tr>
<tr>
<td>Parking, Permits, Faculty/Staff, Students, Affiliates/Visitors &amp; Unauthorized Visitors</td>
<td>106</td>
</tr>
<tr>
<td>Policies &amp; Procedures for Property Control</td>
<td>107</td>
</tr>
<tr>
<td><strong>Bonds &amp; Crime</strong></td>
<td>108</td>
</tr>
<tr>
<td><strong>Bonds &amp; Crime Coverage</strong></td>
<td>109</td>
</tr>
<tr>
<td>Notary, Postal, Public &amp; Crime Bonds</td>
<td>110</td>
</tr>
<tr>
<td>Policies &amp; Procedures for Financial Management</td>
<td>111</td>
</tr>
<tr>
<td>Cash Receipts Procedure</td>
<td>112</td>
</tr>
<tr>
<td>Tuition Refunds</td>
<td>113</td>
</tr>
<tr>
<td>Procedures for Collecting &amp; Verifying Tuition &amp; Fees</td>
<td>114</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Purchasing</td>
<td>115</td>
</tr>
<tr>
<td>Payroll, Depreciation, Security &amp; Key Control</td>
<td>116</td>
</tr>
<tr>
<td>Identification Cards, Faculty/Staff &amp; Students</td>
<td>117</td>
</tr>
<tr>
<td>Affiliates/Visitors</td>
<td>117</td>
</tr>
<tr>
<td>Americans with Disabilities Act (ADA)</td>
<td>118</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>120</td>
</tr>
<tr>
<td>Maintenance Program</td>
<td>123</td>
</tr>
<tr>
<td>Plan for Operation, Maintenance, &amp; Improvement of the Physical Plants</td>
<td>123</td>
</tr>
<tr>
<td>Facilities Administration &amp; Staff</td>
<td>124</td>
</tr>
<tr>
<td>Preventive Maintenance Guide for Equipment</td>
<td>125</td>
</tr>
<tr>
<td>Preventive Maintenance Schedule</td>
<td>125</td>
</tr>
<tr>
<td>Custodial Care &amp; Custodial Care of Facilities</td>
<td>127</td>
</tr>
<tr>
<td>Miscellaneous Custodial Duties, Grounds &amp; Exterior Care</td>
<td>128</td>
</tr>
<tr>
<td>Driveways, Parking Areas, Fences, Building Exterior &amp; Roof Drains</td>
<td>129</td>
</tr>
<tr>
<td>Floors, Restrooms, Water Fountains, Chalk Trays, Dusting, Trash Removal, Glass &amp; Door Cleaning</td>
<td>130</td>
</tr>
<tr>
<td>Maintenance &amp; Custodial Supplies</td>
<td>131</td>
</tr>
<tr>
<td>Relevant State Laws</td>
<td>132</td>
</tr>
<tr>
<td>Procedures for repairs &amp; request for maintenance of property</td>
<td>133</td>
</tr>
<tr>
<td>Equipment Management</td>
<td>134</td>
</tr>
<tr>
<td>Department Heads/Faculty</td>
<td>135</td>
</tr>
<tr>
<td>Preventive Maintenance Schedule</td>
<td>136</td>
</tr>
<tr>
<td>AC Generators (High or Extreme Usage)</td>
<td>136</td>
</tr>
<tr>
<td>AC Generators Normal Usage Emergency Stand-by Only</td>
<td>138</td>
</tr>
<tr>
<td>AC Units (Chillers, Window Units &amp; Heat Pumps)</td>
<td>140</td>
</tr>
<tr>
<td>Heat Pumps, Base Mounted Couplings &amp; Clutches &amp; Boilers</td>
<td>140</td>
</tr>
<tr>
<td>Boilers (small heating), Centrifugal &amp; Axial Pumps</td>
<td>141</td>
</tr>
<tr>
<td>Centrifugal Compressor Pumps Compressors</td>
<td>142</td>
</tr>
<tr>
<td>Condensers &amp; Cooling Towers</td>
<td>143</td>
</tr>
<tr>
<td>Electric Panels, Evaporators, Fans &amp; Blowers</td>
<td>145</td>
</tr>
<tr>
<td>Fly Wheels, Pulleys, Gear Sets &amp; Hot Water Boilers</td>
<td>146</td>
</tr>
<tr>
<td>Steam Boilers &amp; Hot Water Boilers</td>
<td>147</td>
</tr>
<tr>
<td>Internal Combustion Engines (non-automobiles) &amp; Large Air Conditioning Units</td>
<td>148</td>
</tr>
<tr>
<td>Lighting, Surge Protection Equipment &amp; Motors</td>
<td>149</td>
</tr>
<tr>
<td>Oil Circuit Breakers, Piping &amp; Positive Displacement Pumps</td>
<td>150</td>
</tr>
<tr>
<td>Pressure Vessels &amp; Reciprocating Compressor</td>
<td>151</td>
</tr>
<tr>
<td>Rectifiers (Power Semi-Conductor Equipment), Roof Inspection, Shaft Mounted Couplings &amp; Steam Heated Boilers</td>
<td>152</td>
</tr>
<tr>
<td>Steam Turbines</td>
<td>153</td>
</tr>
<tr>
<td>Transformers</td>
<td>154</td>
</tr>
<tr>
<td>Fuses, Uninterruptible Power Supplies &amp; Water Heaters</td>
<td>155</td>
</tr>
<tr>
<td>Testing Procedures, Ultrasonic &amp; Radiography</td>
<td>156</td>
</tr>
<tr>
<td>Liquid Penetrant, Magnetic Particle, Eddy Current &amp; Thermal or Infrared</td>
<td>157</td>
</tr>
<tr>
<td>Over-potential, insulation-Resistance, Dielectric Absorption &amp; Power Factor</td>
<td>157</td>
</tr>
<tr>
<td>Gas Chromatograph (GC), Documentation &amp; Training</td>
<td>159</td>
</tr>
<tr>
<td>Communication/Organization, Audits, Record Keeping &amp; Personal Protective Equipment</td>
<td>160</td>
</tr>
<tr>
<td>PPE Accessibility, PPE Cleaning, Laundering, Disposal, Personal Protective Equipment, Equipment Specifications, Requirements, Eye, &amp; Face Protection</td>
<td>160</td>
</tr>
</tbody>
</table>
Safety Forms

- BLOODBORNE PATHOGENS STANDARD
- DESCRIPTION OF DRIVING SAFETY
- DRIVING HISTORY FORM
- DRIVING RECORDS, REQUEST FOR
- DRIVING SAFETY
- DRUG / ALCOHOL REASONABLE CAUSE OBSERVATION CHECKLIST
- HAZARD CONTROL LOG
- HEPATITIS B VACCINATION DECLINATION
- HIV AND HBV TESTING POST-EXPOSURE CONSENT & AGREEMENT
- INCIDENT / ACCIDENT INVESTIGATION
- JOB SAFETY ANALYSIS
- KEY USE AUTHORIZATION AND ACCEPTANCE FORM
- NEW HIRE CHECKLIST
- POLICIES RECEIVED (VERIFICATION)
- SAFETY INSPECTION CHECKLIST
- SAFETY MEETINGS
- VIOLENCE / INCIDENT STATEMENT
- WORKPLACE VIOLENCE CHECKLIST

Charts

- SLCC SAFETY ORGANIZATION & ADMINISTRATION PILLAR
DEFINITIONS

**SLCC:** South Louisiana Community College

**Agency Head:** SLCC Chancellor.

**Designee:** Individual(s) specifically designated by the Agency Head to authorize employees to operate a State vehicle.

**Operator Driver Record (ODR):** Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

**State Vehicle:** Any licensed vehicle owned, leased and/or rented by the State of Louisiana; it also includes any privately-owned vehicle used in the course and scope of employment.

**High Risk Driver:** Individuals 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 plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one year period.

**Current Driver’s License:** A current license issued by the State authority authorizing the designated person to drive a vehicle.

**Accident:** Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred, or who was responsible.

**Supervisor:** Safety Coordinator and/or Transportation Officer and/or employee’s supervisor.

**Regular Driver:** An individual whose normal job duty requires him/her to drive in the course and scope of his/her employment on a frequent basis (such as once a week).

**An Occasional Driver:** An individual whose normal job duty does not require him/her to drive in the course and scope of his/her employment but who may drive on an infrequent basis.

**Non-Driver:** An individual whose normal job duty does not require him/her to drive in the course and scope of his/her employment and does not drive even on an irregular or infrequent basis. (May be allowed drive in an emergency situation.)

**CDL:** Commercial Driver’s License as defined by the Federal Department of Transportation.

*Revised 01 July 2012*
Legislation establishing the Office of Risk Management and the Bureau of Risk Analysis and Loss Prevention (R.S. 39:1543-1544) requires the development of a comprehensive loss prevention program. It requires South Louisiana Community College to establish a safety program with input from the employees by adopting rules and regulations governing safety practices unique to each campus.

Under the authority of this legislation, SLCC has prepared and will continue to evaluate, revise, adopt and enforce such rules, regulations, and practices as are deemed necessary for the safety, protection, and well-being of both the employees of SLCC and the general public when in contact with SLCC.

**GENERAL SAFETY**

The regulatory and enforcement body of the safety program for South Louisiana Community College and its functional parts shall be the Safety Committee. The Safety Committee shall be composed of the following:

- SLCC Chancellor
- Vice Chancellor of Administration and Finance
- Safety / Security Coordinator
- Human Resource Manager or designee
- Community College Safety Representative (Instructor)

The Chancellor of SLCC has administrative responsibility for the safety program. Specifically, she/he will:

- Establish a policy statement regarding accident prevention, a statement that will set out the need for accident prevention and local policy regarding the prevention program;
- Assign responsibility for accident prevention, including describing the duties and responsibilities of all employees;
- Appoint a safety coordinator;
- Establish realistic goals and periodically revise them to insure continuous and maximum effort; and
- Evaluate the results of the program annually.

The Safety Coordinator has responsibility for:

- Stimulating interest in safety;
- Establishing procedures for accident reporting;
- Preparing periodic reports indicating the status of accident prevention efforts;
- Developing safety education programs;
- Providing leadership in safety related matters on each campus;
- Reviewing the accident reports and providing assistance with investigations as needed;
- Assisting with safety inspections.

Revised 01 July 2012
The Chancellor must accept the responsibility for the accident record for her/his campus. Since the Chancellor is generally a supervisor of other supervisors, she/he must influence employee safety through intermediaries and provide the stimulus necessary to assure that supervisors are active in their accident prevention efforts.

The duties of the Safety Coordinator are given in the context of accident prevention but will be applied to all areas of administrative responsibility as follows:

- Communicate the Safety Coordinator’s goal to other supervisors;
- Observe, evaluate, and counsel with supervisors and retrain where indicated;
- Select and train new supervisors;
- Review all accident reports and investigate where necessary;
- Conduct regularly scheduled safety inspections;
- Correct unsafe conditions;
- Establish Campus safety training programs; and
- Communicate Campus safety problems to management.

No one can influence employee behavior quite as completely as the supervisors. It is pertinent that this level of supervision respects the proposition that the supervisor is responsible for the elimination of accidents among workers. These persons will be expected to:

- Stimulate interest in safe work habits through personal example;
- Supervise and evaluate employee performance related to safety;
- Observe and correct unsafe employee acts through training and, if necessary, disciplinary measures;
- Inspect work sites for unsafe conditions and see that they are corrected;
- Report and investigate all employee injuries; and
- Implement a safety training program, including new employee orientation and retraining of workers with tenure, if necessary.

With special reference to safety, employees will be required to:

- Perform their jobs in accordance with established safe procedures, recognizing their responsibility for their own safety and that of fellow employees;
- Report all injuries;
- Report all observed hazards; and
- Actively participate in the safety program.

The Safety Coordinator will function in a staff capacity under the Chancellor. Her/his duties will be clearly defined so as not to conflict with the Chancellor’s responsibility for safety. The Safety Coordinator will fulfill a useful staff function by:

- Recommending the adoption of overall safety policies to the Chancellor;
- Participating in the development of safety training programs;
- Reviewing accident statistics and injury reports in order to identify accident trends and to make recommendations for correction; and
- Reviewing specific injury case histories where warranted.

**OBJECTIVES**

- The objectives of the safety program for SLCC are as follows:
  - To protect the health, safety, and well-being of employees and students at SLCC through an awareness of safety: How the safety program can benefit the employees and students; and
  - To lower the total cost to the State of Louisiana and SLCC by reducing Workmen’s Compensation payments, leave pay to injured employees, lost productivity, etc.

*Revised 01 July 2012*
PROGRAM PLANNING

The Safety Program for SLCC is divided into two phases: General and Specific.

The General Phase is aimed at the elimination of accidents that occur with significant frequency and that are assignable to a particular operation, process, or activity due to unsafe acts and/or conditions. Accidents and injuries concentrated in any particular area or section will be handled in this phase.

Program activities designed to reduce these types of accidents will include:

- Safety meetings;
- Inspections aimed at the correction of unsafe conditions and practices;
- Employee training programs;
- General use of educational materials; and
- Accident investigations to identify cause.

The Specific Phase will be aimed at finding and correcting hazards within specific operations. Safety engineering and administrative procedures will be used to eliminate or reduce these hazards to the greatest extent possible.

DUTIES OF SAFETY COORDINATORS

The Safety Coordinator is in overall charge of all fire drills, reports of bomb threats, or other activities during an emergency. When the existence of an emergency has been established, the Safety Coordinator will immediately proceed to his predetermined emergency command post. The command post will be designated by the Chancellor and disseminated to all employees. She/he will then give specific instructions on evacuation of disabled personnel and other pertinent details. The Safety Coordinator will appoint monitors of each campus.

DUTIES OF SAFETY COORDINATOR AND MONITORS

The duties of the safety coordinator and monitors shall be as detailed below.

- The monitors are authorized to ensure that the procedures of the Emergency Evacuation Plan are adhered to by all personnel.
- The safety coordinator will be the last to leave the building after he/she has checked all area, including the restrooms.
- The safety coordinator will assign one assistant to remain with disabled personnel.
- Monitors will attend all meetings called by the Safety Coordinator concerning emergency evacuation.
- All monitors will evacuate at least 300 feet away from the building and will ascertain that all streets and driveways are clear.
- All monitors will ensure that aisles, corridors, and exit doors remain free from obstructions at all times. Any obstructions should be reported to the Coordinator and the campus maintenance personnel.
- All monitors will ensure that fire extinguishers, hoses, and other safety appliances remain free from obstruction.
- Monitors will check all conference rooms to see that visitors exit the building.
- The business officer will be responsible for the safety of valuable documents.
- All monitors will inform new employees of the emergency safety program and organization and give them necessary instruction as to their duties during an emergency.
- Periodic emergency evacuation updates or drills shall be conducted to familiarize all personnel with procedures and conduct during drills. Emphasis shall be placed upon orderly evacuation, proper discipline, and action not speed. No running or horseplay will be permitted. Monitors shall make sure that building personnel participate in the updates or drill. Fire alarm facilities shall be tested.

Revised 01 July 2012
SAFETY RULES AND REGULATIONS

RULES FOR SAFETY

The establishment of a set of safety rules does not, by itself, guarantee a low accident rate. Safety rules will help to identify the more serious hazards, assist in focusing the attention of employees and supervisors on these hazards, and provide guidelines for avoiding injury. Safety rules will neither eliminate the need for continuous safety training nor reduce the importance of the supervisor’s role in accident prevention.

The following safety rules shall apply to all employees of SLCC:

- Smoke only in approved areas.
- If you smoke, be sure that all cigarettes and matches are extinguished before you leave. Never empty ashtrays in trash cans before checking to see that all cigarettes and matches are out. Dispose of cigarettes in appropriate containers.
- Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect the work station for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
- Immediately report any recognized potentially unsafe condition or act to your supervisor.
- If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
- Immediately report accidents, potential hazards, and property damage to a supervisor, regardless of the severity.
- Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
- Follow recommended work procedures outlined for the job, including safe work methods.
- Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
- Report any smoke, fire, or unusual odors to your supervisor.
- Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
- Never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
- Fasten restraint belts before starting any motor vehicle.
- Obey all driver safety instructions.
- Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
- Know all rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to rules and procedures specific to Campus operations.

Revised 01 July 2012

5.
◆ Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
◆ Walk, do not run! Refrain from horseplay. Horseplay is hazardous and has no place in the workplace. Injuries determined to be a result of workplace horseplay are not covered under liability or workmen compensation insurance.
◆ Electrical cords present hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp plug, not cord.
◆ Check all electrical cords to ensure that the wires are not frayed and that plugs are secure.
◆ A good worker is a safe worker. Be sure you know the safe way to perform any job given to you. If there is any doubt, ask your supervisor.

General Safety Procedures for all office employees at South Louisiana Community College are listed below:

*Before leaving for the day, be sure that all electrical appliances, typewriters, calculators, etc. are turned off.

*Where stoves, hot plates, and microwaves are used, be sure to check that all units are turned off after usage.

*Never stand on a chair or stool equipped with coasters to reach objects on high shelves or bookcases. Step stools and ladders are available for this purpose.

*When using file cabinets, do not open more than one drawer at a time; the added weight can overturn the cabinet. Do not walk away and leave file drawers or desk drawers open where someone can walk into them.

*Keep your work area clear of objects or debris that could cause someone to trip or fall.

*When operating copiers or other machines with automatic feeds, be careful of ties, scarves, or other apparel that might become entangled in the machine or appliance. Do not attempt to clear copiers unless you are qualified to do so.

Revised 01 July 2012
**Assignment of Safety Responsibility:** A written operational loss prevention and safety plan is available at SLCC for the protection of its faculty, staff, and students. In addition to a copy of this plan being available via the SLCC Web site, a hard copy is ready for viewing in the Administration areas of each campus. Although the ultimate responsibility for safety and health programs lies with the administration, employees are a key to daily implementation of safety and assuring that safety planning is coordinated in day-to-day learning and work activities. If employees do not make safety and health an integral part of every activity, the agency will not maintain an effective safety and health program. Oversight for safety and health measures also extend to regional management and/or the Louisiana Community and Technical College System. Students and the public are likewise charged with personal responsibilities for safety. Each has a role to play in developing and implementing acceptable attitudes and desirable behavioral patterns. However, final assignment of safety responsibility ultimately rests with the individual.

**Administrative and Operating Management:** The ultimate responsibility for preventing accidents and controlling hazards rests with the administration of this agency. This administration directs the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. Effective safety performance is managed by procedures that fix accountability.

Duties include but are not limited to:

- Has full responsibility for safety.
- He / She Authorizes necessary expenditures to provide safe work conditions.
- He / She Approves safety policies as formulated by the safety officer.
- Participates in the safety program as recommended by the safety officer or committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).
- Ensures compliance with all prescribed emergency response procedures.
- Authorizes necessary expenditures to provide a safe learning and working environment.
- Aids employees and students in order to maintain a safe learning and working environment.
- Set a good example through proper attitude, discussions and observance of safety rules and regulations.
- **SLCC Safety Officer / Security Coordinator**
  - The SLCC, Safety Officer / Security Coordinator are responsible for assisting in the overall safety program of each campus. This includes help and support in the development of safety programs and policies. Duties include but are not limited to:
    - Reviews and updates the overall General Safety Program.
    - Coordinates the safety operations of SLCC.
    - Assists in the investigation of safety accidents.
    - Assists Campus Safety Contacts in maintaining and analyzing accident records.
    - Reports to the Chancellor / Regional Director/Associate Dean/Assistant Dean on the status of the safety program.
    - Furnish information on losses as requested by the State Office of Risk Management.
    - Ensures execution of all work orders identified as safety related.
    - Checks for compliance with applicable safety laws and codes.
    - Set a good example through proper attitude, discussions and observance of safety rules and regulations.
    - Assumes other duties and responsibilities as assigned by the Regional Director and/or Associate Dean of the division assigned.

Revised 01 July 2012
Department Heads

Each supervising department head is accountable for safety within his or her area of responsibility. Delegation of authority to department heads is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections, etc. Duties include but are not limited to:

1) Assure new employees are indoctrinated on job safety requirements and procedures.
2) Enforce safety rules and work regulations within their area of responsibility.
3) Report to the Safety Coordinator or designee any unsafe condition and practices and make suggestions for improved safety.
4) Aids employees and students in order to maintain a safe learning and working environment.
5) Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Maintenance Department

Each Campus’s Maintenance Department is responsible for minor building and equipment maintenance. When deemed necessary, the Chief of Facilities at the Division of Facilities, Safety and Property Management will assign maintenance personnel to accommodate needed maintenance. Duties include but are not limited to:

1) Works to ensure safe work and learning conditions.
2) Executes work orders promptly.
3) Cooperates in devising safety equipment, guards, and appliances.
4) Maintains regular maintenance schedules and inspections on all designated equipment and keeps appropriate records.
5) Maintains regular maintenance schedules and inspections on all designated fire, safety, and emergency management equipment and keeps appropriate records.
6) Maintains regular maintenance schedules and inspections on all designated campus vehicles and keeps appropriate records.
7) Makes regularly scheduled and unscheduled safety inspections, makes reports, and maintains appropriate records.
8) Ensures designated equipment and work area(s) are in safe functioning condition.
9) Monitors work procedures and practices within designated area(s) of responsibility to ensure performance of respective duties in a safe manner at all times.
10) Executes acceptable housekeeping procedures.
11) Maintains required safety documentation, records, and reports.
12) Reports and corrects unsafe conditions and practices.
13) Makes safety suggestions.
14) Asks for assistance, further explanation, or training when needed.
15) Aids employees and students in order to maintain a safe learning and working environment.

Revised 01 July 2012
Faculty/Staff
The faculty is responsible for individual assigned work stations, program areas, and/or those areas designated by the administration. Faculty is also responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions or in the handling, use, storing, and disposal of hazardous materials. Duties include but are not limited to:
1) Is responsible for safety, training, compliance, and enforcement in the designated program area(s) or course including regular inspection for safety, quarterly safety inspections, and maintenance of equipment, housekeeping, and safety record retention.
2) Maintains regular maintenance schedules and inspections on designated equipment and keeps appropriate records.
3) Holds periodic safety meetings appropriate to the industry of the designated program area or course for students.
4) Obtains first aid for injured person promptly.
5) Maintains recommended and approved first aid supplies and/or equipment, and requisitions those items as needed.
6) Reports and investigates accidents, unsafe conditions or practices and works with the Campus Safety Contact to determine cause and initiate corrective action.
7) Assigns emergency management procedures for retrieving a physically handicapped student out of the building/program area in an emergency.
8) Monitors work procedures and practices within designated area(s) of responsibility to ensure performance of respective duties in a safe manner at all times.
9) Executes acceptable housekeeping procedures.
10) Maintains required safety documentation, records, and reports.
11) Makes safety suggestions.
12) Asks for assistance, further explanation, or training when needed.
13) Aids employees and students in order to maintain a safe learning and working environment.
14) Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Student Body
The student body is responsible for individual assigned work stations and/or those areas designated by the faculty/instructor. Duties include but are not limited to:
1) Takes personal responsibility for his/her own safety.
2) Learns and observes all safety rules, regulations, and policies of the college, the program area and/or the course.
3) Signs for and follows safety regulations appropriate to the program, course, or assigned task.
4) Passes all applicable safety tests appropriate to the program, course, or assigned task.
5) Works in accordance with accepted safety practices.
6) Reports unsafe conditions and practices to instructor.
7) Asks instructor for assistance, further explanation, or training when needed.
8) Executes acceptable housekeeping procedures.

Revised
9) Attends safety meetings and safety training as required.
10) Makes safety suggestions.
11) Asks for assistance, further explanation, or training when needed.
12) Encourages and aids others to be safe.
13) Sets a good example through proper attitude, discussions and observance of safety rules and regulations.

Revised 01 July 2012
Other Specified Responsibilities
Other specific responsibilities assigned by the Louisiana Community and Technical College System Board are indicated below:

Campus Administrator
The Campus Administrator in charge of the college shall:
1) Ensure that all college employees thoroughly understand the operation of each evacuation plan and their duties connected with such plans and understand proper notification procedures in the event of emergency evacuation.
2) Appoint a person to carry out the Campus Administrator's duties with respect to actual evacuation and drills at times when the Campus Administrator is absent.
3) Determine daily that all exit facilities and equipment are kept operable to facilitate rapid escape from the building.
4) Be acquainted with the use of the fire alarm, fire department notification, exit facilities, and fire extinguishers.

Faculty
The faculty shall:
1) Assist and cooperate with the Campus Administrator in the development and use of fire exit or emergency evacuation drills.
2) Effect and lead a prompt and orderly evacuation of the class by having full control of all students.
3) Account for all students upon reaching termination point of evacuation or drill and report any discrepancy to the official in charge.
4) Supervise and assist in the evacuation of any physically handicapped students.
5) Be acquainted with the use of the fire alarm, fire department notification, exit facilities, and fire extinguishers.
6) Acquaint each student with procedures to be followed in the event egress routes are not usable, the proper use of the fire alarm and the subsequent procedures of notifying the administration.
7) When absence from a room is necessary, notify the teacher in the adjoining room of departure and return to provide evacuation supervision at all times.

Maintenance
The maintenance staff shall:
1) Turn off the gas supply, all motors, ventilating fans and other power driven equipment, the continued operation of which would tend to spread fire or hinder the firefighting operations, if time permits.
2) Stand by to inform the fire department as to the best means of access to the fire and to render assistance as required.

Revised 01 July 2012
SAFETY MEETINGS: Safety Meetings are held with employees to facilitate communication of safety problem ideas and provide general information, as well as to stimulate interest and motivation. Safety meetings have many uses. Their purpose may be to discuss the safety program so that employees will better understand what is going on or they may be held to provide information about accident causes and accident types. They may be purely motivational, to create an awareness of hazards and a desire to prevent accidents. Each employee must attend safety meetings quarterly. Meetings are usually conducted by the Supervisors or the Safety Coordinator. Supervisors may receive assistance in planning, as well as visual aids from the Safety Coordinator or the Office of Risk Management. Safety Meetings throughout SLCC provides an opportunity to point out in a forceful manner the dangers of certain unsafe practices. At the conclusion of Safety meetings, the supervisor is required to prepare written reports identifying the topics discussed, date held and names of persons attending. Good Safety Meetings require planning and effort. Making the Safety Meetings interesting is of utmost importance. Talks should be definitely limited in time and they should start and end on time. The subject matter of a talk should be considered in advance to make sure that it is pertinent and does not repeat other talks recently presented.

Large occasional meetings require even more careful planning and timing than small meetings. People who are to speak should review what they intend to say with the person planning the meeting to assure that their remarks will serve the desired purpose. Films and other Visual Aids should be checked in advance. Persons responsible for employee meetings should observe them critically to see whether or not they are accomplishing the purpose for which they were intended. When meetings are held periodically, there is always danger that they will become dull and routine. Only continual effort and planning will prevent this from happening.

A good plan of action to conduct successful safety meetings should include the following:

1. **Prepare for Meeting**
   1. Conduct frequent inspections of the various areas and work practices and note any unsafe activities that need to be eliminated.
   2. Select an unsafe behavior or activity to be used as a Safety Meeting topic for the benefit of all. A Safety Meeting can help identify and eliminate hazards before accidents occur.
   3. Determine what can be done to overcome each reason.

2. **Conduct the Meeting**
   1. Discuss only one topic per meeting.
   2. Allow employees to discuss why the situation occurs.
   3. Reach an agreement with employees on how to eliminate or control the situation.

Keep a Record of the Meeting Copies of the monthly safety meeting report forms should be sent to the Safety Office. Originals should be kept in the area by the Supervisor.
## EMERGENCY EVACUATION PLAN

This Emergency Evacuation Plan is for the benefit of all personnel, who should study and follow the plan in case of an emergency. Evacuation routes are posted throughout the building. In addition, an ADA assist evacuation device is located on the third floor of the Lafayette Campus Building. Instructors will direct, enforce, and have full charge of the evacuation of all students in their classrooms during the period of emergency.

There is a fire alarm switch which should be activated in case of fire. There are fire extinguishers on each floor. All employees should know where these are located. Employees should learn the floor plan of the College; this procedure will be necessary in case of a smoke-filled building.

Disabled persons should always advise their instructors of their conditions. To wait until there is an emergency could cause problems.

When an alarm sounds, everyone will evacuate the building; there will be no exceptions. THIS IS STATE LAW. Instructors will submit their written reports about persons who fail to comply. Instructors will see that the Emergency Procedures are adhered to in case of an emergency evacuation. Any accidents/incidents should be reported to the Safety Coordinator or his designee.

Revised 01 July 2012

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>TELEPHONE NUMBER</th>
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<tbody>
<tr>
<td>Safety / Security Coordinator</td>
<td></td>
</tr>
<tr>
<td>Chief of Police Dwight N. Faul</td>
<td>(337) 257-4781</td>
</tr>
<tr>
<td>LWIN AGENCY HQ 1 SLCC RNC CP1</td>
<td></td>
</tr>
<tr>
<td>Iberia Parish Sheriff’s Department</td>
<td>(337) 369-3714</td>
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<tr>
<td>Lafayette Police Department</td>
<td>(337) 291-8600</td>
</tr>
<tr>
<td>LWIN AGENCY LPD R1, R2, R3 DISPATCH</td>
<td>(337) 232-9211</td>
</tr>
<tr>
<td>Lafayette Parish Sheriff’s Department</td>
<td>(337) 828-1960</td>
</tr>
<tr>
<td>LWIN AGENCY LSO R1, R2, R3 DISPATCH</td>
<td>(337) 828-1716</td>
</tr>
<tr>
<td>St. Mary Parish Sheriff’s Department</td>
<td>(337) 828-1960</td>
</tr>
<tr>
<td>Franklin Police Department</td>
<td>(337) 828-1716</td>
</tr>
<tr>
<td>New Iberia Fire Department</td>
<td>911 or 369-2370</td>
</tr>
<tr>
<td>Lafayette Fire Department</td>
<td>(337) 291-8700</td>
</tr>
<tr>
<td>Franklin Fire Department</td>
<td>(337) 828-6328</td>
</tr>
</tbody>
</table>
Lafayette Floor 1

Lafayette Martial Point: Last Oak Tree on east side of building

Revised 01 July 2012
Lafayette Floor 2

Revised 01 July 2012
OTHER EMERGENCY SITUATIONS

When conditions arise which may require evacuation or shelter in place at South Louisiana Community College Campuses due to circumstances not already addressed in this manual, the following steps shall be followed by appropriate personnel and supplemented by the SLCC Emergency Plan (located on the SLCC website) (Note: any the SLCC Emergency Plan takes precedent over this safety plan). Shelter in place is a situation where employees must remain in the building until conditions are such that they may depart from the building.

Upon receiving notification, or updates concerning an emergency situation, the Chancellor shall inform the SLCC Safety Coordinator who shall inform the LCTCS System President or his designee.

The Safety Coordinator shall make and remain in contact with the Governor's Office and/or the Emergency Preparedness Command Center for status reports regarding the situation, e.g., chemical leak.

The instructors and staff will be notified by the Chancellor of such developments as they occur in order that they may inform their respective offices. Campus personnel are requested not to call the Safety Coordinator or the Chancellor. The Safety Coordinator and instructors shall be used for information dissemination.

Campus employees not on leave shall remain in the building until the Chancellor or his designee has made an official determination regarding evacuation or shelter in place.

Once the LCTCS System President has received official notice regarding an evacuation or shelter in place from the Governor’s Office, or if the Chancellor decides to evacuate on his own authority, all campus staff will be notified by the Chancellor or his designee. The instructors will then assist in disseminating such information.

Employees with physical or special health conditions may use annual leave if, in their judgment, their health is in danger; provided, a shelter in place has not been ordered.

**WHEN AN EVACUATION HAS BEEN DECLARED, ALL EMPLOYEES ARE TO LEAVE THE BUILDING IN A SAFE AND ORDERLY MANNER. NO ONE WILL BE ALLOWED TO STAY WITHIN THE BUILDING FOR ANY REASON.**

_Revised 01 July 2012_
FIRE SAFETY

Evacuating a Burning Building

- The last one out of the room should not lock the door, just close it. Locking the door hinders the fire department's search and rescue efforts.
- Proceed to the exit as outlined in the Emergency Action Plan.
- Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if necessary.
- If possible, cover your mouth and nose with a damp cloth to help you breathe.
- Don't panic; descend stairs slowly and carefully. If available and trained in use, use provided aid to assist physically impaired/handicapped persons to descend stairwells.
- Once in the stairwell, proceed down to the first floor. Never go up.
- Once outside the building, report to a predetermined area so that a head count can be taken.
- Once everyone has arrived at the designated area, floor monitors must ensure all persons are present.

If Trapped in a Burning Building

- If you're trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.
- If in a rest room, use wet towels to seal the space under the door and prevent the entry of smoke. Cracks around the door can be sealed with masking tape if necessary.
- If trapped, look for a nearby phone and call the fire department, giving them your exact location.
- If breathing is difficult, try to ventilate the room, but don't wait for an emergency to discover that window can't be opened.
- If on an upper floor and your window is of a type that CANNOT be opened, DON'T break it out- you'll be raining glass down on rescuers and people exiting the building. If you can't contact the fire department by phone, wave for attention at the window. Don't panic.

If Someone Catches on Fire

- If you should catch on fire: STOP - where you are DROP - to the floor ROLL - around on the floor. This will smother the flames, possibly saving your life. Just remember to STOP, DROP and ROLL. If a co-worker catches on fire, smother flames by grabbing a blanket or rug and wrapping them up in it. That could save them from serious burns or even death.

Please review the Fire Exit Diagram to determine the exit route that should be used from your office

Revised 01 July 2012
BOMB THREAT

ALL BOMB THREATS SHALL BE REPORTED TO THE SAFETY COORDINATOR IMMEDIATELY!

South Louisiana Community College recognizes the possibility of telephone, written, or oral threat of personal injury or damage to the facility through the placement of a bomb or detonating device on the facility premises. This policy establishes procedures to be followed in the event of a bomb threat, the discovery of a suspicious looking object, or a bomb explosion. It will be the policy of South Louisiana Community College to provide maximum protection for its personnel and property while maintaining order, avoiding panic, and continuing the normal functioning of the office.

**Definition of Bomb:** A bomb, for the purpose of this policy, is an explosive or flammable device which, if detonated or otherwise triggered, may cause fire, injury, destruction, or panic.

**Procedures**

Any employee of South Louisiana Community College who answers a telephone may receive a bomb threat call and should be prepared to react immediately. Campus Safety Coordinators should brief their employees with this policy and procedure.

**Receipt of Warning**

- The employee receiving the call should try to prolong the conversation as long as possible in an effort to gather more information and write notes of the following:
  - how the notification was receive
  - the date of the call
  - the time the call was received
  - the exact message
  - where the bomb is located at that time
  - when the bomb is scheduled to explode
  - what kind of bomb it is
  - what the bomb looks like
  - why the bomb was placed in the building
  - distinguishing voice characteristics such as accent, pronunciation, etc.,
  - the caller’s state of excitement and/or his/her attitude; and
  - the caller's familiarity with the facility as indicated by his/her descriptions of locations
- The employee receiving the call will notify his/her supervisor, who in turn will notify the Safety Coordinator.

*Revised 01 July 2012*
Response to Warning

- When the Safety Coordinator has received the basic details of the bomb threat, he/she will notify the police (911).
- The Safety Coordinator and the police will gather the facts, assess the situation, and make a decision concerning the search procedure.

Search

- If a specific location was mentioned by the person making the threat, the Chancellor and the police will designate where and how the search will be conducted. DO NOT ALLOW searchers to continue looking once the actual explosion is imminent. Clear the area which the caller indicated at least fifteen minutes before and until fifteen minutes after the time he/she said the bomb would detonate.
- If no specific location is mentioned, the police will not have sufficient manpower to conduct an adequate search within a reasonable period of time. In that event, Supervisors will be notified and made responsible for the initial search in each assigned area.

Basic Safety Rules for Bomb Search Operations

- Never have more searchers than absolutely necessary.
- Use a maximum of two searchers per room, or for an area up to 250 square feet.
- Never assume that only one device has been planted. Continue searching operations until the whole area has been cleared.
- Clearly mark and report areas searched and cleared. Tag cleared area with appropriate signs in green ink.
- Clearly mark and report areas found hazardous. Tag hazardous areas with appropriate signs in red ink.
- Basic principle: Trust nothing and assume nothing is safe. Searchers should remain alert. A bomb can be concealed in almost any innocent looking article. When members of the police department are searching an area, the Supervisors familiar with the area will accompany the police.
- If a suspected bomb is located:
  - DO NOT MOVE IT OR TOUCH IT;
  - Clear the area 200 feet in all directions immediately above and below;
  - Open windows;
  - Close fire doors
  - Seal off areas and gather both water and Carbon Dioxide fire extinguishers, located on each floor.
Evacuation

* If the Safety Coordinator has determined it to be advisable, partial evacuation of visitors and non-essential personnel may be directed.

* Partial or total evacuation will be made only by the joint decision of the Safety Coordinator and the police.

* The same area used for fire will be used as a staging area in event of a partial or total evacuation.

* Walk out of the building in a quiet manner. Do not cause other people to panic by running.

* Leave drapes, doors, and windows open.

Reports

* After a thorough search of all areas has been completed, a report will be submitted to the Chancellor indicating the results of the search.

* The Safety Coordinator will prepare a comprehensive report outlining any difficulties encountered during the incident.

* The Safety Coordinator will alert other agencies as needed:

  *EMS
  *State Police
  *Lafayette Police Department
  *Sheriff’s Department
  *Fire Department
  *Other State Agencies

* The Safety Coordinator will ensure that the Bomb Search Report has been completed.

Revisions

Any changes or additions to these policies and procedures will be issued from the Chancellor

Revised 01 July 2012
NATURAL DISASTERS

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

* DO NOT enter disaster areas, unless it is absolutely essential.

* Do not take lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged. There is always the possibility of leaking gas lines or flammable materials.

* Do not touch fallen or damaged electric wires.

* Upon discovering a leaking gas line, immediately leave the area.

* Formulate plans to isolate people from potential hazards.

* Identify the disconnecting switch or master control valves for utility services and make them accessible.

* 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 an underground shelter or ditch or a steel-framed or reinforced-concrete building. If no shelter is available, go to an area designated by the Safety Coordinator or the lowest floor in the building.

* Avoid glassed-in areas.
SEVERE THUNDERSTORM SAFETY
When a thunderstorm warning is issued, everyone should take shelter indoors immediately and do not venture outside, unless absolutely necessary:

Upon receipt of a tornado warning, employees should:

◆ Take shelter in buildings.
◆ Stay away from doors and windows, radiators, stoves, metal pipes, sinks and plug-in electrical appliances.
◆ Do not use electrical equipment.
◆ Restrict the use of the telephone during the storm.
◆ Do not handle flammable materials in open containers.
◆ Where there is no shelter, avoid the highest object in the area. If only isolated trees are nearby, the best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high.
◆ When you feel an electrical charge, such as your hair standing on end or your skin tingling, lightning may be about to strike. Drop to the ground immediately.
◆ Keep posted on weather conditions with battery-powered radios.

If struck by lightning:

◆ A person struck by lightning will receive a severe electrical shock and may be burned, but will carry no electrical charge and can be handled safely. If a victim is not breathing and has no pulse, begin cardiopulmonary resuscitation, (CPR) and call for Emergency Medical Assistance immediately. Call 911.
TORNADO SAFETY

When a tornado warning is issued, everyone should take shelter immediately. The warning indicates that a tornado has been sighted in the area.

Upon receipt of a tornado warning, employees should:

◆ Protect yourself from falling objects and flying debris.
◆ DO NOT panic; descend stairs slowly and carefully to lowest level.
◆ The best protection is the use of the inner hallway(s) of the lowest floor of the building.
◆ Sit on the floor, on the lowest level, with head tucked between both knees.
◆ If there is no time to descend, go to a closet, a small room with strong walls, or an inside hallway. Wrap yourself in overcoats or blankets to protect you from flying debris.
◆ DO NOT enter disaster areas, unless it is absolutely necessary.
◆ DO NOT take lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged. There is always the possibility of leaking gas lines or flammable materials.
◆ DO NOT touch fallen or damaged electrical wires.
◆ Upon discovering a leaking gas line, immediately leave the area.

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EMPLOYEE SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE POLICY

Louisiana Community & Technical College System District 4 (LCTCS) is committed to maintaining a drug free workplace. The illegal use of drugs or alcohol for consumption within the system office and colleges of the LCTCS interferes with the accomplishment of this mission. It is understood that alcohol may be used in laboratory situations and should not be misused for other purposes. Various federal and state laws and regulations apply to employees of the LCTCS including Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101-226), and Revised Statutes of the State of Louisiana.

Employees are the State of Louisiana’s most valuable resource and their health and safety is a serious concern. The State of Louisiana will not tolerate any substance abuse or use which imperils the health and well-being of its employees or threatens its services to the public. The use of illegal drugs and abuse of alcohol or other controlled substances, on or off duty, is inconsistent with law abiding behavior expected of all citizens. Employees, who use illegal drugs or abuse alcohol or other controlled substances on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in providing services. Ultimately, they threaten the State’s ability to serve the public.

Furthermore, employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug and alcohol abuse. Employees who abuse drugs or alcohol are a danger to themselves and to other employees. In addition, substance abuse inflicts a terrible toll on the State’s productive resources and the health and well-being of Louisiana workers and their families. The State of Louisiana is committed to maintaining a safe and healthy workforce free from the influence of substance abuse. In addition, the State of Louisiana will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

Purpose

Employees are the State of Louisiana’s most valuable resource, and their health and safety is a serious concern. The State of Louisiana will not tolerate any substance abuse or use which imperils the health and well-being of its employees or threatens its service to the public.

The use of illegal drugs and abuse of alcohol or other controlled substances, on or off campus, is inconsistent with law abiding behavior expected of all citizens. Employees, who use illegal drugs or abuse alcohol or other controlled substances on or off campus, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in providing services. Ultimately, they threaten the college’s ability to serve the community.

Furthermore, employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Employees who abuse drugs or alcohol are a danger to themselves and to other individuals. In addition, substance abuse inflicts a terrible toll on the State’s productive resources and the health and well-being of Louisiana workers and their families.

The State of Louisiana is committed to maintaining a safe and healthy educational facility free from the influence of substance abuse. In addition, the State of Louisiana will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988.
Definitions

**Drug-free workplace** - a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug-Free Workplace Act of 1988.


**Criminal drug statute** - a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

**Conviction** - a finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Policy

It shall be the policy of the State of Louisiana to maintain a drug-free facility and student body free of other substance abuse.

Reporting to work or performing work for the State while under the influence of and impaired by illegal drugs or alcohol is prohibited.

The illegal use, possession, dispensation, distribution, manufacture, or use of controlled substances by employees at the work site, and while the employee is on official state business, on duty or on call for duty is prohibited.

Violation of such prohibitions by State employees is considered conduct detrimental to State service and may result in discipline and/or a directive to participate in a rehabilitation program.

Employees are required by federal law to notify the employing state agency head or designee within five (5) days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, or during work hours or when on call for duty.

An employee who is convicted of violating any criminal drug statute in such situations as stated above may be subject to discipline and/or a directive to participate in a rehabilitation program.

Agencies who receive federal grants or contracts must report any such criminal drug statute convictions of their employees to the federal agency from which grants or contracts are received within then (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

Employees will be given a copy of the employee substance abuse and drug free workplace policy. Employees will be informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy. Notification of this policy should be required as part of new employee orientation.

Assistance Program

Employers shall encourage and support their employees in seeking rehabilitation services and should assist them in utilizing any available state-supported services. Use of sick, annual, and compensatory leave and leave without pay for purposes of bona fide rehabilitation efforts is encouraged.
Awareness Program

The State of Louisiana will have established a Substance Abuse Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The State will use that program in an ongoing educational effort to prevent and eliminate abuse that may affect the state workforce. The Substance Abuse Awareness Program will contain provisions to inform employees about the following: Dangers and recognition of alcohol and drug abuse.

Employee Substance Abuse and Drug-Free Workplace Policy.

Availability of treatment and counseling for employees who voluntarily seek such assistance.

Sanctions the State will impose for violations of its Substance Abuse and Drug-Free

Applicability

This Employee Substance Abuse and Drug-Free Workplace Policy applies to all employees. Employees, as used in this Policy, means all classified and unclassified employees. The employee will review and sign the following statement. This statement will be a part of his personnel file. 

I hereby certify that I have received a copy of the Employee Substance Abuse and Drug Free Workplace Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances is prohibited when I am on official state business, whether on duty or call for duty, on or off the work site. I understand that violation of this policy may result in disciplinary action up to and including termination. I acknowledge my responsibility to notify my employer within five (5) days if I am convicted of violating any criminal drug statute at the workplace, while on official business, or while on call for duty. I further realize that my employer is required by law to give notice of such conviction to any federal agency from which it receives grants or contracts, and I hereby waive any and all claims that may arise from conveying this information to such federal agency.

STUDENT SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE POLICY

Purpose

Students are the most valuable resource of SLCC and their health and safety is a serious concern. The college will not tolerate any substance abuse or use which imperils the health and well-being of its students or threatens its service to the community.

The use of illegal drugs and abuse of alcohol or other controlled substances, on or off campus, is inconsistent with law abiding behavior expected of all citizens. Students, who use illegal drugs or abuse alcohol or other controlled substances on or off campus, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in acquiring the skills necessary for productive employment. Ultimately, they threaten the college’s ability to serve the community.

Furthermore, individuals have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Students who abuse drugs or alcohol are a danger to themselves and to other individuals. In addition, substance abuse inflicts a terrible toll on the community--its workers and their families.

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SLCC is committed to maintaining a safe and healthy educational facility free from the influence of substance abuse. In addition, SLCC will vigorously comply with the requirements of the federal Drug-Free Workplace Act of 1988.

Definitions

**Drug-Free Workplace** - a site for the performance of work/studies at which students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug-Free Workplace Act of 1988.

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

**Conviction** - a finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Policy

It shall be the policy of SLCC to maintain a drug-free facility and student body free of other substance abuse.

1) Reporting to classes or performing tasks for the college while under the influence of and impaired by illegal drugs or alcohol is prohibited.

2) The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances by students at the educational facility is prohibited.

3) Violation of such prohibitions by students is considered conduct detrimental to the college's service and may result in discipline and/or a directive to participate in a rehabilitation program.

4) Students are required to notify the SLCC Administrator or designee within five (5) days of conviction under any criminal drug statute.
   a. A student who is convicted of violating any criminal drug statute in such situations as stated above may be subject to discipline and/or a directive to participate in a rehabilitation program.

5) Agencies who receive federal grants or contracts must report any such criminal drug statute convictions of their students to the federal agency from which grants or contracts are received within ten (10) days after receiving notice from the student or otherwise receiving actual notice of such conviction.

6) Students will be given a copy of the student substance abuse and drug-free workplace policy as a condition of enrollment and of the consequences of any violation of such policy. Notification of this policy should be required as part of new enrollee orientation.

Assistance Program

Administrators and instructors shall encourage and support the students in seeking rehabilitation services and should assist them in utilizing any available state-supported services. A list of available agencies may be obtained from Student Services Officer.

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Revised 01 July 2012
5) Rights of the Employee
a. Any employee, confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.
b. SLCC & LCTCS may, but is not required to, afford an employee whose drug test is certified positive by the medical review officer the opportunity to undergo rehabilitation without termination of employment.

6) Procurement of Drug Testing Services: Employee drug testing services shall be procured through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws.

7) Expectation of Privacy: Employees are hereby notified that SLCC & LCTCS offices and work sites are the property of the SLCC & LCTCS and there is no expectation of privacy with regard to SLCC & LCTCS offices and work sites. Under appropriate circumstances and in accordance with the law, the SLCC & LCTCS, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspection of SLCC & LCTCS facilities and properties, including state-owned vehicles.

8) Employer Notification Requirements: The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervision within five (5) days of conviction of any criminal drug statutes when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that SLCC & LCTCS report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.
a. Employees, whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate SLCC & LCTCS vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed in leave without shall be required to provide proof of restoration of driving privileges.

9) Employee Notification: The SLCC & LCTCS will notify all employees at least once each year of its policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs.
a. All new employees will receive a copy of this policy and will be required to sign that the policy has been received. As a condition of employment, all SLCC & LCTCS employees must comply with this policy. This signed form will be retained in the employee’s personnel file.

10) Posting Requirement: In accordance with provisions of Act 1027 (1990 Regular Session) drug free zone posters will be posted on a bulletin board and/or other prominent location(s) in each campus of each of the SLCC & LCTCS institutions.

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SLCC & LCTCS HARASSMENT POLICY

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of SLCC & LCTCS that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

SLCC & LCTCS applies this definition to the areas of academic advancement, academic standing or academic performance.

Workplace harassment infringes on employees’ right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee – male or female – should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically or electronically transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited include:

- Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversations
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names or slurs that in any way relate to an individual’s race, color, sex, sexual orientation, age, religion, national origin or disability
- Any other offensive or abusive physical, visual or verbal conduct

This policy applies to all members of the SLCC & LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with SLCC & LCTCS. It is the policy of SLCC & LCTCS that no member of the SLCC & LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, SLCC & LCTCS may take action to protect its employees and students from harassment, on SLCC & LCTCS property or at SLCC & LCTCS-sponsored events, by individuals who are not students or employees of SLCC & LCTCS.
A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution’s human resource department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the institution Chancellor’s office and in the office of the system president for the SLCC & LCTCS system office staff. Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to student affairs personnel. He/she also may submit a complaint to the institution’s Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the SLCC & LCTCS Director of Human Resources (225-219-8700), Louisiana Community and Technical College System, 822 Neosho Avenue, Baton Rouge, Louisiana 70802. Each campus is required to provide to employees and students a copy of this policy and post a poster with contact list identifying individual names, titles, physical location and telephone number where complaints may be filed. Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. SLCC & LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action. Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution’s policies in place governing students.

**FAILURE TO INVESTIGATE PROMPTLY AND TAKE PROMPT REMEDIAL ACTION MAY SUBJECT EMPLOYER TO LIABILITY**

Safety in Welding and Cutting Operations

**General**
Before starting welding operations outside shop areas, complete a Hot Work Cutting/Welding Permit.

**Protective Clothing and Equipment**

- Protective clothing and equipment shall be suitable for the type of work to be performed, kept in good repair, and kept free of oil and grease.
- Sleeves shall be kept buttoned at the wrist.
- Collars shall be kept buttoned.
- Fire resistant gauntlet gloves, aprons of leather or asbestos, and leggings shall be used as protection against radiated heat or sparks.
- Only 100% cotton underwear. No synthetic thermal underwear is allowed.
- Front pockets on overalls and aprons, and cuffs on pants shall be eliminated.
- Capes or shoulder covers made of leather or other flame and heat-resistant material shall be worn during overhead welding or cutting operations. Leather skull caps worn under helmet provide protection against head burns. When working in a confined space or an overhead location, ear plugs shall be worn or the ears covered with wire screen protectors.
- Hard hats or other types of head protectors shall be used where there is exposure to falling objects.
- Low cut shoes shall not be worn unless the ankles are covered with protective leggings.
- Employees required to wear respirators shall keep them clean and sterilized. When not in use, such equipment shall be stored in closed containers.

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• The air-line to supplied air respirators shall be provided with a filter which will remove pipe scale, water, oil, mist, and noxious vapors. It shall also be equipped with a pressure reducing valve to prevent the supplied-air pressure from exceeding 25Psi.
• Insulating mats of sufficient size shall be used when sitting on the same metal which is being welded. Rubber gloves shall be worn under welding gloves when welding in wet or damp locations.
• After a welding job is completed, the material shall be chalk marked "HOT," or a warning sign shall be posted to caution other employees.

Eye Protection

• Goggles, helmets, hand shields, or other suitable eye protection having the proper lens shade for the work being done shall be worn during all welding or cutting operations. (See attached tables.)
• Goggles, helmets, and hand shields shall be checked frequently. Equipment with light leaks shall not be worn, as radiation burns will result. Cracked, broken, or loose filter plates must be replaced immediately.
• Protective colored flash goggles with side shields shall be worn under a hood for protection against harmful rays, flying chips, and sparks when an arc is struck prematurely before the helmet is lowered. The lenses shall be No. 1 or No. 3 shade. Inert gas metal-arc welding by nearby welders requires goggles under the helmet with lens shade as per table.

NOTE: Momentary observation of an arc without protective lenses can cause a retinal burn, which, in turn, may result in a permanent dark area in the field of vision.
When arc welding operations are performed in an area that is not enclosed or isolated, workers or other persons near the welding area (generally within 75’ of the arc) shall wear appropriate goggles.
Flash shields shall be used when necessary.

Ventilation

• Mechanical ventilation shall be used as a precaution against breathing welding fumes and dust. When this is not provided, approved respiratory protection is required.
• When welding on brass, bronze, galvanized iron, or cadmium plated metals, adequate ventilation shall be provided to carry off welding fumes. Metals containing or coated with lead, cadmium, zinc, mercury, beryllium, and similar materials produce toxic fumes when welded or cut.
• For local exhaust suction devices to be effective, the exhaust hood entrance shall be within 9” of the weld or cut.

Fire Prevention

• When practicable, the object to be welded shall be moved to a safe location designated for welding. If the object to be welded cannot be moved to a safe location, all movable fire hazards in the vicinity shall be taken to a safe place.
• Welding and cutting operations shall not be done in rooms, compartments, or confined places containing flammable vapors or dusts, or on containers that have held flammable liquids or gases until all fire and explosion hazards have been eliminated. This is in accordance with recommendations of the American Welding Society, "Standard A6.0--Welding and Cutting Containers Which Have Held Combustibles." For petroleum storage tanks, the recommendations of the American Petroleum Institute contained in their Manual No. RP2015, “Cleaning Petroleum Storage Tanks,” shall be followed. Also see Section, "Recycling of Used Steel Drums and Containers."
• Welding and cutting operations shall be performed only in areas that are free of fire hazards.

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• Welding shall not be performed on the outside or inside of tanks that contain flammable liquids until all explosion or fire hazards have been removed.
• Before starting welding or cutting operations on tanks or similar surfaces, an inspection shall be made to see that no combustible material is present on either side of the surface.
• Approved fire extinguishing equipment in good operating condition shall be kept close to all welding or cutting operations.
• Sheet metal guards or other similar protection shall be used to prevent sparks (which can travel up to 35') from falling on wooden floors, partitions, or on flammable materials that cannot be moved. A fire watcher with fire extinguishing equipment shall be in attendance where combustible materials may be ignited by welding sparks. After the job is done careful inspection of these areas shall be made to ascertain that no sparks are left in flammable materials. The watcher shall be assigned to inspect the area for at least a half hour after work has been completed.
• To prevent explosions, welding or other burning torches shall not be taken into confined spaces until pressures have been regulated and unless they are to be used immediately. Remove torches as soon as the work is finished.
• When required, welding permits shall be made available for review by interested parties.

Gas Welding and Cutting

Storage, Handling, and Use of Cylinders:

• Special care shall be used in the identification and selection of cylinders to insure that the proper type of gas is used. Identification shall be made from the cylinder tag instead of depending on the cylinder color code.
• Cylinders shall be handled carefully. They shall not be dropped or jarred.
• The loading and storage platform shall be used for outdoor storage of cylinders so that they can be transferred between delivery trucks and the platform without being dropped or jarred. Full and empty cylinders of each type of gas shall be stored separately.
• Cylinders shall be stored so that they will not be knocked over or damaged by falling objects, passing vehicles, or persons.
• Cylinders shall not be stored near radiators, stoves, or any other sources of heat.
• O2 cylinders in shall be stored 20' away from fuel gas cylinders and combustible materials, or if closer, separated by a non-combustible barrier (at least 5' high) with a fire resistance rating of one-half hour.
• All cylinder storage rooms shall be well ventilated.
• Unless other suitable provisions have been made to prevent cylinders from upsetting during use, they shall be securely tied to a substantial stationary object.
• Cylinder valves shall be closed and valve protection caps replaced before cylinders are moved or placed into storage.
• Special cylinder carts shall be used for moving cylinders.
• All cylinders shall be placed in an upright position whether in use or in storage. This prevents fuel gas liquids in LP-Gas or MAPP Gas (Methylacetylene-Propadiene) cylinders or acetone liquid in acetylene cylinders from being discharged through the regulator.
• Cylinders shall be used in the order they are received from the supplier. When empty, their valves shall be closed, caps replaced, and the cylinders marked "MT Storage" to indicate that they are empty. Also see Section, "Handling, Using, and Storage of Compressed Gas Cylinders."
• Cylinders shall not be permitted to come in contact with electrical wires.
• Cylinders shall be placed in locations where they will not come in contact with sparks or flames from welding or cutting work.

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• When cylinders are to be hoisted or lowered by derrick, they shall be securely placed on a suitably designed carrier or platform and attached to the derrick hook by means of a choker sling. Cylinders shall not be lifted by their value or caps. Electric magnets shall never be used.
• Oxygen or acetylene cylinders shall be used only when equipped with proper regulators or reducing valves.
• Regulators or automatic reducing valves shall be used only with the gas for which they are intended and at pressures for which they are intended.
• While acetylene cylinders are in use, the valve key wrench shall be kept in place. It shall be removed after closing the valve.
• The fusible safety plug on acetylene cylinders shall not be tampered with.
• Warm water, never a flame or boiling water, shall be used to remove ice from around the outlet valve of an acetylene cylinder.
• Leaking acetylene cylinders shall not be placed in service. When uncontrollable leaks are present, the cylinder shall be moved to a well-ventilated open area, and the valve shall be opened slightly to permit the acetylene to escape slowly. Warning signs shall be displayed to keep persons with cigarettes or other sources of ignition at a safe distance.
• The tops of acetylene cylinders shall be kept free of tools or other objects.
• Fuel gas and acetylene cylinders shall be stored and used valve end up.
• Fuel gas cylinders shall not be used as a substitute for compressed air, as a source of pressure, nor used for ventilation or dusting operations.
• Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease, or near reserve stocks of carbide and acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire, or in an acetylene generator compartment.
• Acetylene shall not be used at a pressure >15psi.

Hose Lines and Connections

• Only hoses in good condition shall be used. At regular intervals, examine pressurized hose while it is immersed in water to detect leaks.
• Only hose designated to be used with a specific gas shall be used. In general, hoses can be identified by their color: red=fuel gas, green=oxygen and black=inert gas.
• Hose shall be protected from damage by trucks, falling objects, sharp edges, sparks, slag, and open flame.
• Hose shall be placed so that it will not create a tripping hazard. Excess hose shall be coiled to prevent kinks and tangles.
• Standard oxygen hose or regulator outlet connections have right-hand threads; fuel gas connections have left-hand threads with a grooved hex on the nut or shank. Connections shall never be forced.
• Oil or grease shall not be used in making up connections.
• Tape shall not be used to repair hose. Hose may be spliced using standard brass fittings (not copper tubing) and ferrules or hose clamps designed for this purpose.
• Welders shall not stand in front of the gauges on the regulator when opening the discharge valve of the tank. Sudden pressure may destroy the gauge, blowing out the glass and parts.
Torches

- Torches shall not be lighted by cigarette lighters, pilot lights, or matches. Torches shall not be relighted from hot work, especially when operating in a small confined space--if gases do not light instantly, ignition could be violent.
- Purge oxygen and fuel gas lines individually to remove air and other contaminants before using each day. Do not purge in a confined space.
- When torches are changed or welding is discontinued for longer than five minutes, all cylinder valves shall be closed.
- A clear, unobstructed space shall be maintained between the work and the cylinders so that pressure reducing regulators can be reached quickly in an emergency.
- If a flashback occurs because of combustible gas mixtures burning inside the tip, torch or hose, faulty equipment or misuse is generally the cause. In an oxy-fuel torch, when hissing or squealing is heard, flame has passed the mixer and the torch and cylinder valves shall be shut off and the area vacated for about five minutes. If the torch, regulator, and cylinder are cool, inspect the torch and regulator for inner damage. Discard the hose unless it will pass a pressure test--the greater of either 300 psi or twice the operating pressure.

Electric Arc Welding

Equipment and Cables

- Before starting operations, all electrical connections shall be checked to determine that they are securely made and firmly attached to the work.
- Work leads shall be kept as short as possible.
- Equipment shall be examined frequently to determine that all electrical connections and insulations on holders and cables are in good condition. Loose cable connections may overheat or arc and cause a fire.
- Safety devices such as circuit breakers and interlocks shall not be shunted or disconnected. Power sources or line fuses shall be locked out or removed when equipment is being installed, inspected, or serviced.
- Report any missing enclosures or defects in the motor or generator to your supervisor.
- Terminals of the welding generator shall not contact the frame of the welder. This produces an electrical ground.
- Only electrode holders designed to safely handle the maximum rated current required shall be used.
- Electrode holders that are not fully insulated shall be replaced. Holders with protruding screws shall not be used.
- Electrodes shall be removed from the holder when not in use.
- An arc shall not be struck on a gas cylinder or any pressure vessel as it may seriously weaken the vessel.
- Only welding cables that are completely insulated, flexible, and of proper size for the maximum current requirements of the work shall be used. Cables shall be regularly inspected for cracks, wear, or damage and repair or replace if necessary.
- Lengths of cable shall be connected by fully insulated lock-type connectors having a capacity equal to that of the cable.
- Cable lugs shall be soldered to the cable and shall be securely fastened to give full electrical contact.

Revised 01 July 2012
The exposed metal parts of lugs shall be completely covered with rubber tape and protected with friction tape. Exposed parts of electrical units shall have insulating covers in place before the power is turned on.

Proper electrical contact shall exist at all joints when a building structure or pipeline is used temporarily as a ground-return circuit.

When a structure or pipe is continuously used as a ground for the machine, all joints shall be electrically bonded to establish a good ground.

Pipe containing gases, flammable liquids, or conduits carrying electrical conductors shall not be used as a ground-return circuit.

Welders shall make every effort to keep welding cables dry, grease and oil-free, and protected from sparks or hot metal.

Cables shall be supported from overhead when practical.

Cables laid on the floor or ground shall be protected so they will not be damaged or cause a tripping hazard.

Welding cables shall not be located close to other power supply cables or other high-tension leads.

When discontinuing work, the power supply switch in the equipment shall be opened and the unit disconnected from the source of power.

Welding rods shall be stored in the container on the welding machine; not thrown on floors or staging.

Welding shall never take place in damp areas without insulation to protect workers against electrical shock. Dry duckboard or a mat shall be used if necessary.

Gas or diesel electric generators shall have the exhaust gases vented to the outside to avoid the toxic effects of carbon monoxide and other gaseous byproducts.

**NOTE:** The hazards connected with atomic hydrogen and heli-arc welding is essentially the same as described herein for arc welding.

**Spot Welding**

The use of this type of welding presents certain hazards inherent to the nature of spot welding equipment.

Prior to spot welding, the material is usually cleaned in a caustic or slightly acid bath. Employees performing these wash operations shall be protected from splashing liquid.

Under no circumstances shall the operator of a spot welding machine adjust the contactors. This shall be done by a trained electrician.

In hand spot welding installations, eye protection shall be required to protect the operator from the spattering metal.

Operators shall exercise extreme care when cleaning the tips of the contactors to prevent having their fingers crushed between tips.

Welding of materials such as stainless and high carbon steels causes excessive spattering of metal. Operators shall be cautioned to protect against the possible penetration of the metal into the tips of the fingers.

**Revised 01 July 2012**
Procedures for Inspection

1. The campus administrator divides the grounds and facilities under their direct control into specific housekeeping units. Housekeeping responsibility for each unit is assigned to a specific manager or their designee.

2. The campus administrator /designee meets with first-line supervisors/foremen and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards.

3. Managers/designees are responsible for conducting regularly scheduled (at least monthly in Class A agencies and quarterly for Class B agencies) inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

Some examples of hazardous conditions are as follows:
- Slip or trip hazards (e.g., cords or torn/broken floor covers)
- Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
- Holes or protrusions such as eroded, broken or sunken walking surfaces
- Temporary accumulation of flammable or combustible materials
- Storage and use of chemical products and other hazardous materials

4. The manager/designee completes the site-specific inspection checklist for the area. The completed checklist should be retained in the area it covers for at least three (3) years and shall be made available to the campus administrator and the Office of Risk Management Loss Prevention Unit upon request.

Revised 01 July 2012
5. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log or other similar reporting form, which shall be kept in each operating area. The first-line supervisor/foreman or campus safety contact is responsible for checking the Hazard Control Log (or other similar reporting forms) daily and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until corrective action is taken. If a supervisor or safety officer cannot correct the hazard, they shall immediately report it to the next level of management.

6. If a hazard exists for more than 30 days, the supervisor shall send copies of the Hazard Control Log or other similar reporting forms to the department and agency heads and to the Office of Risk Management's Loss Prevention Unit.

7. The Hazard Control Log or other similar reporting form is retained in the originating work area for at least three (3) years.

**Procedures for Incident/Accident Investigation**

An accident is defined as "an unplanned event(s) that caused personal injury or property damage." An incident is defined as “an unplanned event(s) that could have caused personal injury or property damage.” All incidents/accidents, including those occurring to non-employees, should be investigated by personnel responsible for the area in which the incident/accident occurred.

Incident/Accident Reporting Form (DA2000-WC Only; DA3000-GL Only)

Incidents/accidents do not just happen; they are caused. The Incident/Accident Reporting Forms are used to assist in determining the causes and procedures to prevent the recurrence of similar incidents. **All spaces on the forms shall be completed. Notations such as N/A (not applicable) are not acceptable.** These forms are available online in the Loss Prevention portion of the ORM website. They appear under the section called “Forms Available.” To access the Loss Prevention portion of the ORM website use the following address: [http://www.doa.la.gov/orm/lpforms.htm](http://www.doa.la.gov/orm/lpforms.htm)

If you do not have internet access, you can call your local Loss Prevention Officer to request one. **NOTE: When an accident involves an injury that results in employee medical expenses or workers’ compensation related loss the employer shall also complete the Employer’s Report of Injury/Illness, (LDOL-WC-1007) in a timely manner. This form is also known as the DA1973 (E1) and is available on-line at:** [http://doa.louisiana.gov/orm/formsCR.htm](http://doa.louisiana.gov/orm/formsCR.htm)

**AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS,** the supervisor should follow these steps in investigating the accident.

1) If possible, ask the person or persons involved to describe what happened. Do not assign blame or fault; just get the facts.
2) Survey the accident scene for information. If a camera is available, document the scene with photographs as necessary. Assemble and secure any objects that may have contributed to the incident/accident.
3) Determine if there were any witnesses to the incident/accident and get their written description of the incident/accident.
4) Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5) Complete the Incident/Accident Reporting Form (DA2000).

*In the event of a fatality, or near fatality, the ORM Loss Prevention Unit shall be contacted immediately*

Revised 01 July 2012
Job Safety Analysis

When to Perform a Job Safety Analysis- A job safety analysis shall be performed on all jobs that have resulted in an incident/accident trend, death, or a change in a job procedure/equipment.  

Job Safety Analysis Procedures

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) Occurrence of Injuries: Jobs that have produced an incident or accident trend, or death, or during the past three years shall be analyzed.

2) Frequency of Accidents: Jobs that repeatedly produce accidents (trends) are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.

3) Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity is, the greater its priority for a job safety analysis.

4) New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis shall be made on every new job with potential hazards. Analysis should not be delayed until an accident or incident occurs.

5) Death: Any accident that caused the death of an employee shall have a job safety analysis made as part of the investigation.

Step 2: Perform the Analysis- The supervisor/foreman or the agency loss prevention representative responsible for the task shall perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The supervisor or safety officer shall conduct the job safety analysis with the help of employees who regularly perform the task. The job being analyzed shall be broken down into a sequence of steps that describe the process in detail. Avoid two common errors:

1) Making the breakdown too detailed so that an unnecessarily large number of steps result; or
2) Making the job breakdown so general that the basic steps are not distinguishable.

As a rule, the job safety analysis should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks.

Job safety analysis involves the following steps:

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

Revised 01 July 2012
Select an experienced, capable, and cooperative person who is willing to share ideas. They 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 may help illustrate the terminology and procedure to be followed.

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

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

**Step 3: Identify Hazards** - Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

1) Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2) Can the employee be caught in, by, or between the objects?
3) Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4) Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
5) Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Using the Job Safety Analysis Form (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 may be developed through observation and discussion.

**Step 4: Develop Solutions** - The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

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

2) Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.

3) Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being 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. For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent the wrench from slipping. A good recommendation explains both "what" and "how." For example, "set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure." This recommendation reduces the possibility of a loss of balance if the wrench slips.

*Revised 01 July 2012*
For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent the wrench from slipping. A good recommendation explains both "what" and "how." For example, "set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure." This recommendation reduces the possibility of a loss of balance if the wrench slips.

If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job safety analysis and involve personnel in an effort to reduce job hazards.

**Step 5: Conduct a Follow-up Analysis** - No less than once per month; each supervisor/foreman 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.

**Step 6: Use of the Job Safety Analysis** - The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. New employees should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis, will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards. Finally, the job safety analysis is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

**Step 7: Record Keeping** - Job safety analysis forms should be maintained in the department creating the documents and should be readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised should be maintained.

**Record Keeping**

The following safety records shall be maintained by each agency for at least three (3) years. Copies of forms describing the specific procedures as noted are included with exhibits or are provided on the ORM website.

Safety Meeting Report

Completed monthly or quarterly in each unit following safety meeting occurrences and maintained in the operating area for three (3) years. Copies shall be sent to the department loss prevention coordinator or agency head.

Training Documentation - Sign in sheets shall be completed for all training sessions and maintained in the operating area for three (3) years. On line read receipts and online training is acceptable for training documentation.

*Revised 01 July 2012*
Inspection Checklist

Inspection forms shall be completed monthly (Class A) or quarterly (Class B) in each work unit following a general safety inspection. The completed form shall be kept in the area it covers for three (3) years and shall be made available to the department loss prevention coordinator or agency head and the Office of Risk Management’s Loss Prevention Unit upon request.

Hazard Control Log (or other similar reporting forms)

Shall be posted in a conspicuous location and made available as needed to identify potential hazards in each work unit. The original form stays in the area it covers or until the hazard has been corrected, and all completed forms will be kept on file until the next Loss Prevention audit. Copies are sent to the agency head or department loss prevention coordinator and the ORM Loss Prevention Unit if not corrected in 30 days. Copies shall be made available to the Office of Risk Management Loss Prevention Unit upon request. Hazard Control Logs (or other similar reporting forms) shall be reviewed on a regular basis, and signed/initialed and dated each time. If a hazard exists for more than 30 days, the supervisor or appropriate individual shall notify the department and agency heads and the Loss Prevention Unit of the Office of Risk Management.

Incident/Accident Reporting Form

Complete for each incident/accident that occurs whether or not it requires medical expense or lost time. A copy should be given to the loss prevention coordinator within the agency. (See Exhibit H, Sample Procedure for Incident/Accident Investigation.)

Job Safety Analysis

Completed by supervisors in each work unit or the agency loss prevention coordinator Job safety analyses shall be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms shall be maintained by the agency 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.

*Blood borne Pathogens, Drug Testing/Substance Abuse, and Sexual Harassment training records are kept for five (5) years

Blood Borne 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 the health industry. Health care facilities and health care professionals as well as other occupations with a higher risk for exposure shall comply with state and federal standards, regulations and laws.

Revised 01 July 2012
Blood Borne Diseases
HIV: Human Immunodeficiency Virus causes AIDS
Hepatitis B and C
Syphilis
Malaria
Hepatitis B (HBV) and C (HCV):
Inflammation of the liver – most common blood borne disease
Symptoms vary
Can be infectious or non-infectious
Hepatitis infects hundreds of thousands of people in the USA annually
An infected person may carry the virus for years before symptoms appear
No cure or vaccine at present
Means of Transmission – Must Enter Body through contact or injected (examples: Sexual contact, sharing needles, cutting yourself with a sharp object, body fluids, Infected blood or body fluid on skin with open cuts, sores, getting blood or body fluid in eyes, mouth )
HBV has a preventive vaccine available
HCV does not have a preventive vaccine available

Preventive Measures
Use universal precautions: **TREAT ALL BLOOD AND BODY FLUIDS AS POTENTIALLY INFECTIOUS.**
Unbroken skin provides some protection from blood borne pathogens
Wear personal protective equipment (PPE) (examples: latex gloves, safety glasses, goggles, face shields, aprons, boots) whenever blood or body fluids are present or expected
Utilize engineering techniques (examples: tongs, recognized work practices, specialized equipment) whenever possible

Decontamination Procedures
1) Call a professional for proper decontamination and disposal.
2) Obtain BBP Clean up Kits and either require employees to follow the manufacturer’s instructions that are provided with the kits or train employees on their use and disposal.

**The following are the general guidelines for decontamination:**

After an accident, the contaminated area must be cleaned with the proper recommended decontamination solution
Cleaning equipment must be properly decontaminated
Wear required PPE
Restrict access to the area
Use disposable supplies whenever possible and dispose of properly

Disposal

Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations. All waste with the possibility of contamination of BBP shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded prior to removal to prevent spillage or protrusion of contents during handling, storage, transportation or shipping.
Medical Provisions

Preventive Vaccine

If the HBV vaccine is offered to an employee and the employee accepts it, it will be provided to the employee free of charge. Training by a knowledgeable person will be provided to the employee. If an employee declines the offer of the HBV vaccine then the employee is required to sign a declination statement. If at any time the employee changes his/her decision and decides to accept the offer of the HBV vaccine then the series will be provided free of charge and training by a knowledgeable person will be provided to the employee.

Post-exposure Procedures

Wash hands with antibacterial soap after contact
Flush eyes and face with fresh water for several minutes after contact
Follow agency's notification/reporting procedures for an exposure
Follow agency's written procedures for seeking medical counseling

Other Exposure Hazards

Cleaning surfaces contaminated with blood, vomit, feces
ALWAYS wear gloves and protective apron or clothing
Be alert for sharp objects, broken glassware, used syringes in trash
Do not pick up broken glass – use brush or broom & dustpan
Dispose of glass, sharp objects safely
Laundry – bloody or contaminated linens or sharp objects

Training

The training schedule shall be contingent upon the level of exposure to BBP:

High Risk: Health Care Facilities/professionals, and other high risk occupations Workers with occupational exposure shall receive training when they are hired and at least once per year thereafter. The training must be given during working hours and at no cost to the employee and training records shall be maintained for five years.

Low Risk: General Office/Classroom personnel. All employees shall participate in a training program within 12 months of employment. If there are no BBP events, the training shall be required every five years thereafter. If an agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

Common Sense Rules

Wash hands & remove protective clothing before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics
Keep hands away from eyes, nose, and mouth while cleaning
Frequent hand washing is best defense against spreading infection

Revised 01 July 2012
Summary

Protect yourself on and off the job; know the facts
Practice good personal hygiene
Follow work rules, use gloves and protective clothing
Wash your hands often, after work or exposure
Keep areas clean – report problems immediately to supervisors

First Aid

Requirements for First Aid

All employees shall report any injury to appropriate personnel (immediate supervisor, safety officer, etc.) as soon as possible, at least before the end of the shift during which the accident occurred. If available, a first aid station attendant, or someone who has completed a certified first aid course, will treat minor injuries and the employee will be returned to work.
The employee shall be required to complete an Accident/Incident Report (DA2000). A description of the accident and names of witnesses (if any) are included on the form. If a physician is needed, the employee may be given an Employer's First Report of Injury Form for treatment to be given to the treating physician.
The employee will provide the agency with the treating physician's diagnosis of the injury and the length of time he or she is expected to be unable to work. In addition, agencies shall develop procedures to report and handle visitors and or nonemployee accidents and injuries.
All accidents must be reported to the injured student's instructor or the injured employee's supervisor. First aid supplies are available in each department, as well as in the main office. No medication will be dispensed.

An accident or a sickness of a more serious nature (an accident that requires treatment by a qualified medical person or a sickness that requires that the student/employee have bed rest) is reported to the Administrative Office immediately. If an injured person requires additional medical attention, employees should know how to send for an ambulance.
The Safety Campus Safety Contact and the instructor are notified of any injury.
If first aid treatment is required, it is administered by qualified personnel.
If further treatment is necessary, the injured student's parents/family member will be contacted to transport the person to his/her family physician or the nearest medical facility. If the parents/family member cannot be contacted, Law Enforcement, Fire Department, or ambulance service will be contacted to transport the injured person. School personnel will be allowed to transport the injured student only after all other transportation sources have been exhausted.

Primary Considerations

Primary considerations relate directly to the care and welfare of the injured person. The degree of care necessary would be determined by the seriousness of the injury. Certain basic steps are recommended in caring for an injured student.
Attempt to ascertain how seriously the person is injured. Trained college personnel will provide assistance in injury care and determination. If medical assistance is needed, aid will be sent for immediately. Due to the location of labs, the intercom, phone or other means may be used to alert the administrative office of an emergency. The administrative office will then place calls for assistance to the local ambulance/emergency medical services.
Apply only that first aid which is essential and nothing further.
If a person is seriously injured, request that the administrative office notify parents, guardians, or appropriate relation.
Report all injuries, both major and minor, to the Administrative Office and Greater Acadiana Region 4 Safety Coordinator.

Revised 01 July 2012
Secondary Considerations

After the immediate needs of the injured person are cared for, the employee has additional responsibilities which stem directly from the accident. These responsibilities are contained in the area designated as secondary considerations. Recommended steps and procedures would include the following:

- Stabilize and reassure the other members of the class or work area.
- Complete an accident report.
- Analyze the accident in view of known facts.
- Ascertain cause of the accident.
- Outline steps to eliminate the possibility of similar accident occurring.
- Perform a Job Safety Analysis.
- Review safety practices and procedures.
- Provide additional training as necessary.
- Check progress of the injured person.

Medical Emergency Procedures

If someone becomes ill or is injured and requires immediate assistance:

- Dial 911. Provide detailed information on the location of the ill or injured person.
- Unless trained, do not attempt to render any first aid before assistance arrives.
- Do not attempt to move a person who has fallen and appears to be in pain.

Attempt to obtain the following information from the ill or injured person:

- Name, if not known
- Description of symptoms
- Allergies
- Medications
- Major medical history (heart condition, asthma, diabetes, etc.)

Remain at the scene after emergency personnel have arrived to provide information.

Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

First Aid - Training

Only someone who has completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Refresher training is required according to certification requirements.

First Aid Kit and Inventory

A first aid supply kit shall be maintained and inventoried periodically. An inventory list may be included in each first aid kit. Expiration dates on kit contents must be checked as well.

A first aid kit with proper supplies will be maintained in each housekeeping area by designated supervisors or employees. A regular inventory will be maintained and restocking kept up-to-date for disposable items. Requests for additional or replacement supplies shall be made to the Campus Safety Contact or designee. Medicines/cleaners such as alcohol, methylate, first aid cream, etc., will not be kept to avoid misuse, expiration, or medical reactions. This rule also applies to distribution of aspirin and other common over-the-counter medicines.
A list with emergency telephone numbers should be posted or accessible in all work areas. The names of CPR/First Aid responders shall be posted in close proximity to the work area.

Emergency Eye Wash
In such situations where this is needed, typical protocol calls for a minimum of 15 minutes constant flushing time. This normally cannot be achieved via the use of small, portable, disposable containers of fluid found in many first aid kits. A fixed flushing station that uses an unlimited supply of uncontaminated fluid (e.g., potable water) is preferable.
Chief Dwight N. Faul LSP#U1506
Safety / Security Coordinator
320 Devalcourt
Lafayette, LA 70506
(337) 257-4781 Voice
(337) 262-2100 FAX

Ed Lopez
Facilities
320 Devalcourt
Lafayette, LA 70506
(337) 288-3035
(337) 262-2100 FAX

NOTE: To obtain an outside line, dial "9" then the number.

CALLS FOR EMERGENCY SERVICE 911

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Lafayette Police Department</td>
<td>(337) 291-8600</td>
</tr>
<tr>
<td>Lafayette Sheriff's Department</td>
<td>(337) 232-9211</td>
</tr>
<tr>
<td>Lafayette Fire Department</td>
<td>(337) 291-5501</td>
</tr>
<tr>
<td>Acadian Ambulance</td>
<td>(337) 291-1111</td>
</tr>
<tr>
<td>Louisiana State Police Troop I</td>
<td>(337) 262-5800</td>
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</tbody>
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CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>POISON CONTROL CENTER</td>
<td>800-256-9822</td>
</tr>
<tr>
<td>OFFICE OF EMERGENCY MANAGEMENT</td>
<td>337-783-4357</td>
</tr>
</tbody>
</table>

Louisiana State of, Public Health Office of, Lafayette Parish Health Unit
Street: 220 West Willow Street
Lafayette, la 70501-2837

(337) 262-5616
## Emergency Contact Information

<table>
<thead>
<tr>
<th><strong>Dean to Be Assigned</strong></th>
<th><strong>Captain Dwight N. Faul</strong></th>
</tr>
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<tbody>
<tr>
<td></td>
<td>LSP#U1506</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Dwight.Faul@southlouisiana.edu">Dwight.Faul@southlouisiana.edu</a></td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Dean of Student Services</strong></th>
<th><strong>Safety / Security Coordinator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>908 Ember Drive, New Iberia, LA 70560</td>
<td>320 Devalcourt, Lafayette, LA 70506</td>
</tr>
<tr>
<td>(337) 521-8909 Phone</td>
<td>(337) 257-4781 Voice</td>
</tr>
<tr>
<td>(337) 373-0172 Cell</td>
<td>(337) 257-2100 FAX</td>
</tr>
<tr>
<td>(337) 373-0187 FAX</td>
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</tbody>
</table>

### CALLS FOR EMERGENCY SERVICE 911

- **Iberia Parish Sheriff’s Office**
  - 300 Iberia Street, Suite 120, New Iberia, LA 70560
  - Administration: (337) 369-3714
  - Communications: (337) 369-3711

- **New Iberia Fire Dept.**
  - 224 Prairie Ave, New Iberia, LA 70560
  - (337) 369-2370

- **Acadian Ambulance Svc**
  - 571 E Saint Peter St, New Iberia, LA 70560
  - (337) 364-1611

- **Louisiana State Police Troop 1**
  - (337) 262-5800

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*Revised 01 July 2012*
South Louisiana Community College
Franklin Campus Site
Emergency Contact Information

CALLS FOR EMERGENCY SERVICE 911

1013 Perret Street
Franklin, LA 70538
(337) 413-8146
(337) 413-8145

Franklin Police Department  (337) 828-1716
Franklin Fire Department      (337)
ACADIAN CAMPUS EMERGENCY CONTACT INFORMATION

Pat Miers
Assistant Dean
Acadian Campus
1933 West Hutchinson Ave
Crowley, LA 70516
(337) 788-7521
337-788-7642 (Fax)

NOTE: To obtain an outside line, dial “9” then the number. AMBULANCE (Non-Emergency: Acadian:511 or Med Express: 800-256-9777)

CALLS FOR EMERGENCY SERVICE 911

FIRE DEPARTMENT (Crowley Non-Emergency: 337-788-4106)

CITY POLICE (Crowley Non-Emergency: 337-783-1234 or 337-788-4110)

SHERIFF (Acadia Parish Non-Emergency: 337-788-8700)

HOSPITAL (American Legion Non-Emergency: 337-783-3222)

LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)

CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY

POISON CONTROL CENTER

OFFICE OF EMERGENCY MANAGEMENT

LOUISIANA WATER COMPANY (LAWCO)

CLECO ELECTRIC COMPANY

CENTERPOINT ENERGY – ENTEX

MONITRONICS INTERNATIONAL ALARM SYSTEMS

State of Louisiana Office of Telecommunications Management Phone Equipment Management and Repair Services

Revised 01 July 2012
When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

<table>
<thead>
<tr>
<th>TEAM MEMBER</th>
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<th>WORK PHONE</th>
<th>EMERGENCY PHONE</th>
<th>ESTIMATED Travel Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Miers</td>
<td>Campus Administrator or designee</td>
<td>337-788-7521</td>
<td>337-788-0973</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Assistant Dean</td>
<td></td>
<td>Ext. 203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patrick Cormier</td>
<td>Campus Safety Contact or designee</td>
<td>337-788-7521</td>
<td>337-334-2261</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Campus Safety Contact</td>
<td></td>
<td>Ext. 206</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kenneth Hanks</td>
<td>Maintenance Foreman or designee</td>
<td>337-788-7521</td>
<td>None</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td>Ext. 240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. P. Gibson</td>
<td>Local Police Officers &amp; Staff or designee</td>
<td>337-788-1234</td>
<td>911</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Chief of Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 01 July 2012
Susan Fontenot
Assistant Dean
CB Coreil Campus
1124 Vocational Drive-Ward 1, Industrial Park
Ville Platte, LA 70586-0296
(337) 363-2197
Lafayette Exchange: (337) 262-5720
Fax: (337) 363-7984

AMBULANCE (Non-Emergency: Acadian:511 or Med Express: 800-256-9777)
FIRE DEPARTMENT 337-363-2121
CITY POLICE 337-363-1313
SHERIFF 337-363-2161
HOSPITAL 337-363-5684

LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY 800—424-8802

POISON CONTROL CENTER 800-256-9822 800-256-9822
WATER COMPANY 337-363-3763 337-363-3763
ELECTRIC COMPANY 800-622-6537 800-622-6537
GAS COMPANY 337-363-3763 337-363-3763
ALARM SYSTEMS 337-942-5522 337-942-5522

State of Louisiana Office of Telecommunications Management Phone Equipment Management and Repair Services (Helpdesk) 225-342-7777 (Helpdesk)

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</tr>
</thead>
<tbody>
<tr>
<td>Susan Fontenot</td>
<td>Assistant Dean</td>
<td>337-363-2197</td>
<td></td>
<td>10 min.</td>
</tr>
<tr>
<td>Donald Soileau</td>
<td>Welding Instructor</td>
<td>337-363-2197</td>
<td></td>
<td>20 min.</td>
</tr>
<tr>
<td>Jesse Whittington</td>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintenance Foreman</td>
<td>337-363-2197</td>
<td></td>
<td>10 min.</td>
</tr>
<tr>
<td>Neil Lartigue</td>
<td>Chief of Police</td>
<td>337-363-1313</td>
<td>911</td>
<td>3 min.</td>
</tr>
<tr>
<td></td>
<td>Ville Platte Police Officers &amp; Staff</td>
<td>337-363-1313</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Millie Filler Assistant Dean Evangeline
Campus P.O. Box 68 600 South Martin Luther King, Jr. Drive St. Martinville, LA 70582 (337) 394-6466 Fax: (337) 394-3965 AMBULANCE
(Non-Emergency: Acadian:511 or Med Express:
(800-256-9777)
FIRE DEPARTMENT (337) 394-6416
CITY POLICE (337) 394-3001
SHERIFF (337) 394-2112
HOSPITAL (337) 332-2178
LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY POISON CONTROL CENTER 800-526-9822
OFFICE OF EMERGENCY MANAGEMENT 225-925-7500
WATER COMPANY 337-394-2232
ELECTRIC COMPANY 337-394-2232
GAS COMPANY 800-477-0177
ALARM SYSTEMS 337-942-5522
State of Louisiana Office of Telecommunications Management Phone Equipment Management and Repair Services 225-342-7777 (Helpdesk)
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<tbody>
<tr>
<td>Millie Filer</td>
<td>Assistant Dean</td>
<td>337-394-6466</td>
<td>337-839-2663</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Samuel Savoy</td>
<td>Welding Instructor</td>
<td>337-394-6466</td>
<td>337-394-6189</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Allen Simon</td>
<td>Maintenance</td>
<td>337-394-6466</td>
<td>337-394-6661</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Nerry Smith</td>
<td>Police Representative</td>
<td>337-394-2226</td>
<td>911</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>
Kenneth Posey
Assistant Dean
Gulf Area Campus
1115 Clover Street
Abbeville, LA 70510
(337) 893-4984 or (337) 893-4985 Fax: (337) 893-4991

AMBUANLCE (Non-Emergency:
Acadian:511 or Med Express: 800-256-9777)
FIRE DEPARTMENT 337-898-4258
CITY POLICE 337-893-2511
SHERIFF 337-893-0871
HOSPITAL 337-893-5466
LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY
POISON CONTROL CENTER 800-424-8802
OFFICE OF EMERGENCY MANAGEMENT 337-898-4308
WATER COMPANY 337-893-8550
ELECTRIC COMPANY 337-893-8550
GAS COMPANY 337-893-8550
ALARM SYSTEMS N/A
State of Louisiana Office of
Telecommunications Management Phone Equipment Management and Repair Services
225-342-7777 (Helpdesk)

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</thead>
<tbody>
<tr>
<td>Kenneth Posey</td>
<td>Assistant Dean</td>
<td>337-893-4984</td>
<td>318-664-1237</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Keith Sherman</td>
<td>Campus Safety Contact</td>
<td>337-893-4984</td>
<td>337-898-1928</td>
<td>7 minutes</td>
</tr>
<tr>
<td>Quintien Cobb</td>
<td>Maintenance Foreman</td>
<td>337-893-4984</td>
<td>337-643-2884</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Rick Coleman</td>
<td>Chief of Police</td>
<td>337-893-2511</td>
<td>337-652-9474</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>

Revised 01 July 2012
LAFAYETTE CAMPUS EMERGENCY CONTACT INFORMATION

Desiree Huggins Assistant Dean - Lafayette Campus 1101 Bertrand Drive P.O. Box 4909 Lafayette, LA 70502-4909 (337) 262-5962 Fax: (337) 262-5122 AMBULANCE (Non-Emergency: Acadian:511 or Med Express: (800-256-9777)
FIRE DEPARTMENT 337-232-9211
CITY POLICE 337-291-8600
SHERIFF 337-232-9211
HOSPITAL 337-261-6142 or 337-289-4660
LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY 800-424-8802
POISON CONTROL CENTER 800-256-9822
OFFICE OF EMERGENCY MANAGEMENT 225-925-7500
WATER COMPANY 337-291-5746
ELECTRIC COMPANY 337-291-5700
GAS COMPANY 888-852-2424
ALARM SYSTEMS 337-234-0396
State of Louisiana Office of 225-342-7777 (Helpdesk Telecommunications Management Phone Equipment Management and Repair Services

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</tr>
</thead>
<tbody>
<tr>
<td>Desiree Huggins</td>
<td>Campus Administrator or Assistant Dean</td>
<td>337-262-5962</td>
<td>337-981-6626</td>
<td>10 min.</td>
</tr>
<tr>
<td>Clifton Weekley</td>
<td>Campus Safety Contact or designee</td>
<td>337-262-5962</td>
<td>337-261-0165</td>
<td>8 min.</td>
</tr>
<tr>
<td>Clifton Weekley</td>
<td>Maintenance Foreman or designee</td>
<td>337-262-5962</td>
<td>337-261-0165</td>
<td>5 min.</td>
</tr>
<tr>
<td>Chief of Police and Security</td>
<td>Local Police Officers &amp; Staff or designee</td>
<td>337-232-9211</td>
<td>911</td>
<td>3 min.</td>
</tr>
</tbody>
</table>

Revised 01 July 2012

62.
TECHE AREA CAMPUS EMERGENCY CONTACT INFORMATION

Annette Faulk Associate Dean - Teche Area Campus P.O. Box 11057 609 Ember Drive New Iberia, LA 70562-1057 (337) 373-0011 Fax: (337) 373-0039 AMBULANCE (Non-Emergency: Acadian:511 or Med Express: (800-256-9777)
FIRE DEPARTMENT 337-369-2370
CITY POLICE 337-373-0011
SHERIFF 337-369-3711
HOSPITAL Dauterive Hospital 337-365-3711 Iberia Medical Center 337-364-0441

LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY POISON CONTROL CENTER 800-256-9822
OFFICE OF EMERGENCY MANAGEMENT 337-369-4421
WATER COMPANY 337-365-0002 (Reg. hours) 337-364-3023 (After hours) 337-3694413 (Sewage)

ELECTRIC COMPANY 1-800-622-6537
GAS COMPANY 1-800-252-3323
ALARM SYSTEMS 337-289-9113
State of Louisiana Office of Telecommunications Management Phone Equipment Management and Repair Services 225-342-7777 (Helpdesk)

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<tbody>
<tr>
<td>Jamie Dugas</td>
<td>Campus Administrator or designee</td>
<td>337-373-0011</td>
<td>337-394-9781</td>
<td></td>
</tr>
<tr>
<td>Renee Covington</td>
<td>Campus Safety Contact or designee</td>
<td>337-373-0011</td>
<td>337-380-6218</td>
<td></td>
</tr>
<tr>
<td>Allen Badeaux</td>
<td>Maintenance Foreman or designee</td>
<td>337-373-0011</td>
<td>337-367-1548</td>
<td></td>
</tr>
<tr>
<td>Donnie Tornblom</td>
<td>Local Police Officers &amp; Staff or designee</td>
<td>337-373-0011</td>
<td>337-369-7643</td>
<td></td>
</tr>
</tbody>
</table>
Willie Smith
Associate Dean - TH Harris
Campus 332 East South Street Opelousas, LA
70570 (337) 948-0326 Fax: (337) 948-0243

AMBULANCE (Non-Emergency: Acadian:511
or Med Express: 800-256-9777)
FIRE DEPARTMENT 337-942-2601
CITY POLICE 337-948-2500
SHERIFF 337-948-6516
HOSPITAL 337-948-3011 (Opelousas General Hospital)
LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)

CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY
POISON CONTROL CENTER 800-256-9822
WATER COMPANY 337-948-2527
ELECTRIC COMPANY 888-275-3626
GAS COMPANY 800-622-6537
ALARM SYSTEMS N/A
State of Louisiana Office of 225-342-7777 (Helpdesk)
Telecommunications Management Phone
Equipment Management and Repair
Services

Revised 01 July 2012
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</tr>
</thead>
<tbody>
<tr>
<td>Willie Smith</td>
<td>Associate Dean</td>
<td>337-948-0326</td>
<td>337-258-7974</td>
<td>10 min.</td>
</tr>
<tr>
<td>Harold Schexsnayder</td>
<td>Campus Safety Contact or designee</td>
<td>337-948-0239</td>
<td>337-948-4295</td>
<td>8 min.</td>
</tr>
<tr>
<td>Arthur Henry</td>
<td>Maintenance Foreman or designee</td>
<td>337-948-0239</td>
<td>337-943-1053</td>
<td>10 min.</td>
</tr>
<tr>
<td>Perry Gallow</td>
<td>Chief of Police Opelousas Police Officers &amp; Staff or designee</td>
<td>337-948-2500</td>
<td>911</td>
<td>3 min.</td>
</tr>
</tbody>
</table>

*Revised 01 July 2012*
Responsibilities during an Emergency

Administration and Custodial Staff
After an alarm signal, the administration and the custodial staff will work with emergency officials upon their arrival to apprise them of the location of the hazard.

Instructional Staff
The department head and/or instructional staff will have absolute authority over all students assigned to their departments. There will be no exceptions.
Designated assistants should be assigned to each physically handicapped student.
Upon hearing an alarm signal, the instructional staff will oversee the orderly evacuation of all areas. Everyone should leave the building in an orderly manner by the designated routes found on the evacuation chart. Instructors will then make a check of their departments to be certain that they are empty. All doors will be closed as instructors leave. When all are safely away from the building, instructors must perform roll call and then inform the administration if anyone is not accounted for. Instructors should report any injuries that were sustained during the evacuation.

Emergency Control Committee
The emergency control 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 or shelter in place, utility control, first aid and rescue, damage control, and notification of police and fire departments and hospitals.
A list of the names and titles of personnel involved in the emergency preparedness plan are provided for each campus facility. Campus administrators are responsible for staffing and implementing the emergency control committee. The members' work and home phone numbers, as well as the estimated travel time from home to work, should be noted.
Members of the Emergency Control Committee will also review emergency preparedness procedures annually.
When an emergency or disaster is impending or first occurs, the campus administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

Campus Administrator or designee
1) Responsible for the overall direction of the campus emergency response.
2) Works with the emergency personnel and others in assessing the emergency and preparing the campus' specific response.
3) Declares and ends, when appropriate, the campus state of emergency.
4) Notifies and conducts liaison activities with regional administration, governmental agencies, Emergency Resource Team, employees, and others as necessary.
5) Establishes liaison with the news media for dissemination of information as needed.
6) Establishes liaison with local radio and TV services for public announcements.
7) Arranges for photographic and audio-visual services.
8) Advises the Regional Director or designee of all news concerning the extent of the disaster affecting the campus.
9) Prepares, releases, and distributes news releases concerning the emergency to the media.

Revised 01 July 2012
Campus Safety Contact or designee
1) Responsible for the overall coordination of the campus emergency response.
2) Determines the type and magnitude of the emergency and establishes the appropriate emergency command center.
3) Initiates immediate contact with appropriate administrative staff; begins assessment of the campus condition.
4) Notifies and utilizes police and emergency personnel in order to maintain safety and order.
5) Notifies the members of the Emergency Resource Team; advises them of the nature of the emergency.
6) Notifies and conducts liaison activities with appropriate outside organization such as the Fire Department, Police Department, Office of Emergency Management, etc.
7) Ensures that appropriate announcements are made to faculty, staff, and students, as well as the general public.
8) Performs other related duties as may be directed by virtue of the campus emergency.
9) Prepares and submits requested reports to the Campus Administrator appraising the final outcome of the emergency.

Maintenance Foreman or designee
1) Coordinates equipment and personnel to perform shutdown procedures, hazardous area control, barricade placement, damage assessment, debris clearance, emergency repairs, and equipment protection.
2) Coordinates vehicles, equipment, and operators for transportation of personnel and supplies; assigns vehicles to the Emergency Resource Team for emergency use.
3) Obtains the assistance of utility companies as required for emergency operations.
4) Furnishes emergency power and lighting systems as required.
5) Surveys habitable space and relocates essential services and functions.
6) Provides emergency generator fuel during actual emergency or disaster periods.
7) Provides for storage of vital records at an alternate site; coordinates with Administration for liaison and necessary support.
8) Provides technical and safety assistance to reduce hazards prior to and during emergency or disaster conditions.
9) Investigates and evaluates campus hazards for environmental health and industrial safety.
10) Prepares and submits requested reports to the Campus Administrator appraising the final outcome of the emergency.
11) Coordinates restoration of services/property for insurance purposes.

Local Police Officers & Staff or Designee
1) Coordinates campus state of emergency readiness.
2) Coordinates immediate and appropriate action to protect life, and property, as necessary.
3) Obtains assistance from the Parish, State, and Federal Government as required
4) Coordinates traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.
5) Establishes site for the emergency command center, if necessary.
6) Maintains liaison with campus for telecommunications support as necessary.

Revised 01 July 2012
Communication/Notification

**Equipment**

The telephone is the primary means of emergency notification. During an emergency/disaster, the phone system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus and MUST be restricted to campus business only.

In the event of a disabled telephone system, communication may be accommodated through the use of cellular telephones or other emergency service agencies.

**Chain of Notification**

In the case of an emergency/disaster, the Campus Administrator, or his/her designee, notifies:

1) Appropriate Emergency Agencies
   1. Police
   2. Fire
   3. Hospitals
   4. Utilities

2) Regional Administration
3) Employees and Staff
4) Greater Acadiana Region 4 Safety Coordinator
5) Local Media as necessary (only as directed by administration)

**Communication Failure**

In case of communication failure:

1) Contact your local telephone Equipment Repair Service.
2) Contact the Office of Telecommunications Management campus phone equipment repairs.
3) If you cannot locate a phone, go to a safe location, and try contacting the proper authorities.

**Report the following information:**

1) Type of damage (e.g., fire in main office).
2) Extent of outage.
3) Duration of outage.

Do not assume someone else has contacted the campus unless their vehicles are present. The administration will determine how long it will take to restore services. Alternative routing or communications will be considered at this time. Once the restoration time is determined, members of the Emergency Control Committee will decide whether alternative routing and/or other means of communication are needed.

*Revised 01 July 2012*
Emergency Alarms

Prompt communication of a fire is vital. Campus alarm systems are intended for rapid intervention in case of an emergency. The campus alarm system:
- is reliable and distinctive
- reaches those trained to respond
- compels immediate attention
- indicates the fire location is within the agency structure
- warns building occupants and area residents

General readiness and function tests of the campus emergency alarm systems are initiated by the Campus Safety Contact and overseen by maintenance personnel while periodic testing and maintenance are professionally provided.

CAUTION: The building emergency alarms may ring only INSIDE the building. The alarm system may not automatically notify an emergency dispatcher. Someone should report the emergency via telephone (911).

Emergency Alarm Testing

1. The responsibility for testing the emergency alarm system in the college is vested in the Campus Safety Contact or designee.

2. Operational tests of the emergency alarms are conducted no less than one (1) time each semester and appropriately reported.

3. Additional scheduled and unscheduled operation tests are conducted by contracted professional services.

Emergency Evacuation Signals

1) Repeat audible signals until the building is evacuated.
2) Announce the evacuation over the public address system.
3) Alarm sounding devices shall be so distributed that they can be heard in every room above all other sounds.
4) Separate buildings may have an independent alarm system.
5) Alarm equipment shall be restored to service as promptly as possible after each test or alarm.

Recall Signal

Recall signals shall be sounded upon the decision of the Safety Coordinator or person in charge. The recall signal shall be distinct from any other signal so that mistaken re-entry into the buildings cannot occur. Verbal communication of the person in charge may also be used to indicate safe re-entry.

Evacuation and Drill Reports

A report of actual evacuations and all drills shall be made by the Campus Safety Contact or designee and maintained by the Campus Administrator or designee.

Revised 01 July 2012
For Fire

Upon the discovery of a fire, no matter how small, consideration for personal safety and the safety of others must remain the top priorities. These steps should be taken if a fire or other fire-related danger arises:

• The nearest fire alarm should be pulled immediately.
• When the alarm is sounded, everyone is required to leave the building immediately using the assigned exit route.
• All doors and windows must be closed.
• Everyone is to proceed to the exit point in an orderly and safe fashion walking at a steady pace.
• If heavy smoke or fire blocks an assigned route, the nearest alternative exit should be used.
• Once outside the building and in the department’s designated area, the roll must be called. Orderly conduct is required from all during this emergency.
• All should remain outside the building until the all-clear signal is given. Then all individuals may return to their departments.
• If the instructor is so trained, the instructor or the staff personnel should try to contain the fire by using the closest and correct type of fire extinguisher. All prescribed instructions for use should be followed.

For Bomb Threat and Civil Disorders

• It will be the responsibility of the Campus Administrator to determine the need to evacuate.
• Do not return to your work area until you receive the all-clear signal by the authorized person.

For Fighting and Riots

In the event of a fight or disturbance, the instructor or staff member will attempt to quiet or stop the disturbance without becoming physically involved. The Administrative Office will be notified immediately, and the police department will be contacted when necessary.

In case of a group disturbance or indication of a riot, attempts will be made by the instructor or staff member to quiet it if possible. If not, the Administrative Office will be notified immediately, and the police will be contacted.

Lockdown Procedures

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students and teachers from danger by instituting a school lockdown. A school lockdown can serve several functions during an emergency, including the following:

• Removing students and teachers from the threat;
• Isolating the dangerous situation from much of the school;
• Allowing for an accurate accounting of students within each room
• Depending on the situation, facilitating an organized evacuation away from the dangerous area

In general, there are two main lockdown situations:

Revised 01 July 2012
**Lockdown with warning:** The threat is outside the school building.

**Lockdown with intruder:** The threat or intruder is inside the school building.

**Lockdown with Warning Procedures**

The following procedures should be followed when the threat is outside of the school building:

- Building administrator or designee orders and announces "lockdown with warning" over the Phone system or Intercom System. This announcement should be repeated several times.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move all persons away from the windows.
- Instructors should take attendance of students in each classroom, prepare a list of missing and extra students in the room and keep the list once directed to leave the classroom.
- Once the threat has subsided, the building administrator announces “all clear” over the PA system.

**Lockdown with Intruder Procedures**

The following procedures should be followed when the threat or intruder is inside of the school building:

- Building administrator or designee orders and announces "lockdown with intruder" over the Phone system by using the All Call # 30. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room and take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear” over the PA system.
- Please note that some threats, such as a confirmed fire, intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

*Revised 01 July 2012*
All Threats

Influenza and Contagious Disease Prevention

The focus of this section will be to advise everyone about how to prevent the spread of contagious illnesses. Suggestions are all common sense and yet we often need to be reminded—get an ample amount of rest, eat nutritiously, stay home when ill, often and proper hand washing (hand sanitizing as a possible substitute), etc.

Additionally, SLCC will adhere to the following guidelines as prescribed by the CDC (Center for Disease Control):

1. If students/employees become ill while on campus, they will be asked to return home to recuperate in order to minimize the risk of infecting others.
2. Infected students/employees who need to leave the campus should do so without using public transportation.
3. Infected students/employees should stay in their homes until at least 24 hours after they no longer have a fever.
4. To minimize the spread of infection, classrooms, elevators, dining halls, and other high contact areas will be cleaned frequently and wiped down with disinfectant.
5. Alcohol based hand sanitizers will be available on campus.
6. Ill students will be provided options to complete classes. (Instructors should make arrangements with ill students to make up work and should not drop them from classes if they are ill with the flu).
7. A broad range of communication channels have been identified that will be used to reach students/employees to inform them of the situation at their college (First Call, Facebook, radio, TV, etc.).
8. Campus closures will be considered on a case by case basis.
9. Colleges will coordinate with the Department of Health and Human Services to provide vaccinations/immunizations as warranted.

The goal of these prevention measures will be to promote good health and hygiene habits for students, faculty, and staff.

H1N1 Flu Provisions

Note: SLCC will be using the following reporting process:

Any student that believes that they are experiencing symptoms of the flu (specifically fever or chills and cough or sore throat, runny nose, body aches, headache, tiredness, diarrhea, or vomiting) is asked to call 337-262-5962 Ext. 139 and report:
  o Student Name
  o Campus Name
  o Department

The line is ONLY to be used for persons exhibiting symptoms of flu. Since we don't know the strain, we do need all reports of any flu such as Type A, H1N1, etc.

ANY employee who calls in sick to work; administrators will follow up with the employee to determine if he/she has the flu. These numbers will be reported to the Region 4 Public Relations Officer on a daily basis.

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Bomb Threats

A specific campus plan for dealing with bomb threats is available at each campus. See the campus administrator for more information.

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 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, hoarse, or stutter. Try to notice any background noises. Ask why the bomb was placed there and whom the caller wishes to hurt. **DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL.** Report a bomb threat to a supervisor, who will contact the proper authorities. The phone number of local law enforcement shall be placed in conspicuous places throughout agencies.

It is important that each employee visually scans his/her work area before leaving to look for unusual packages or something out of the ordinary. Do NOT touch anything suspicious but report it immediately to law enforcement personnel as you arrive at your designated outside area. Local law enforcement has no way of knowing what belongs in a work area and what does not. It is necessary that employees identify suspicious objects/packages for the bomb squad. Only take your personal items with you.

- Do not use a cell phone in or near the building or during the evacuation as this could trigger the bomb.
- Do not return to your work area until you receive the all-clear signal by the authorized person.

In the event of a bomb threat, the person taking the call should do the following:
Get an accurate message. Try to write down each word.

- Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statements of the caller.
- Ask the caller where the bomb is located and when it is set to go off.
- Identify the caller’s voice—whether male or female.
- Try to detect an accent or dialect.
- Try to determine sobriety.
- Note the caller’s style of speech—erratic or firm or emphatic.
- Note any background noises or conversation
- Ask the name of the caller. Oddly enough, there have been cases where correct names and addresses have been given.
- Try to determine the length of the call.
- After taking the call, do not broadcast the matter and cause panic.
- When the call is completed, call the campus Administrator and advise that a bomb threat has been received. It will be the responsibility of the Campus Administrator to determine the need to evacuate.

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Suspicious Object

If you find a suspicious object:

1) Do not touch the object.
2) Move people away from the object.
3) Do not use portable radio equipment within 100 feet of the suspicious object.
4) Dial 911 immediately to notify Police.
5) Follow police instructions precisely.
6) Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.
7) If a search of the building is conducted, you and other staff may be asked to accompany Police officers since you are more likely to notice something out of the ordinary in your own area or facility.

Suspicious Mail or Package

- Some typical characteristics, which in combination may trigger suspicion, are:
- Restricted marking such as "Personal" or "Special Delivery"
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Unusual weight based on size
- Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string

If you receive a suspicious letter or package:

- Do not try to open it.
- Isolate it.
- Call police at 911.

If you open a parcel containing suspicious material or alleged to contain suspicious material:

- Set it down where you are. Do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash or rinse your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Call police at 911.
- Stay at the scene to answer questions from police and environmental health and safety personnel. If anyone enters the closed area in which the suspicious letter or package, that person should also stay at the scene.
Violent or Criminal Behavior (General)

Actions to Take

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Remember, however, to always avoid personal risk.

All violent/criminal behavior should be reported by calling 911 as soon as possible.

Rules

When a person has crossed from anger to rage do not attempt to control the person or the situation. He/she is in control.
The first 15 seconds in a violent situation are the most dangerous.
The passage of time increases the chance of a peaceful settlement.
The key to getting through the situation is to respond appropriately to the emotions you see.

Persons with Firearms or Weapons

Violence/Assault

There are numerous types of workplace violence. Acts of physical violence, threats, verbal abuse, intimidation or harassment which is committed against a person, or places them in fear for their safety during the course of employment, are common forms. This can also include stalking, continuing domestic violence situations, highly aggressive emotional behavior, sexual harassment and assault.
If a verbal altercation is reported to you, remain calm and maintain a professional and caring attitude. Take the time to listen regardless of whether or not you agree with the person. Allow “venting” and don’t interrupt. If you can provide a solution, do so, or refer the person to someone who can assist. Your attitude will many times determine the result of the conflict.
If a violent conflict occurs in your area, attempt to summon help. Do not become involved or attempt to handle the situation. Attempt to safely and calmly move yourself and others to a safe location. If given the opportunity to exit safely, do so quickly and quietly. Leave the building and area and move a safe distance away from the building. Once outside, call 911 immediately. If the action prevents you from exiting, hide in a closet, under a desk, or behind any barrier you can find between you and the conflict and remain quiet.
Police enforcement should be contacted immediately if workplace violence is suspected or threatened. If a violent act of any type occurs, call 911 immediately.

Persons with Firearms or Weapons

If you observe a person on campus with a firearm or other deadly weapon, contact Police Enforcement immediately. If a person is threatening someone, call 911 immediately.

State law forbids firearms on grounds of educational institutions even if the individual has a concealed weapons permit. State law provides for the college district to regulate deadly weapons, which includes firearms, on campuses. South Louisiana Community College does not allow firearms or any deadly weapon on its campuses. Peace officers do have exemptions from these laws. However, contact the administration to ascertain that the individual has authority to carry a firearm if you observe someone with one. If a person having a weapon appears dangerous, is acting suspicious or strange, is threatening, or is behaving irrationally, stay away from the individual and call 911 immediately.

Revised 01 July 2012
Hostage Situation

If you are involved in a hostage situation:
Dial 911, if possible, and supply as many details as possible including number of persons involved, description of hostage takers, weapons displayed, threats made, etc.
Do what you are told without argument.
Do not attempt to negotiate or argue with the hostage taker.
Try to get others to remain calm. Tell them to do what they are told.

Other Threats

Explosions

In the event of an explosion occurring on the premises of any SLCC Campus, the building will be evacuated immediately.

Chemical Spills

In the event of a spill or release, the following actions are to be taken:
The Campus Administrator or Safety Coordinator is to be notified immediately.
The Campus Administrator or Safety Coordinator will then notify all staff and instructional personnel so that appropriate safeguards can be taken to prevent exposure.
Both the Civil Defense and Fire Department will be notified.
If evacuation becomes necessary, the campus evacuation chart and evacuation procedures are to be followed.

Proximity Threats

These occur near location and can cause damage to life and property. May require need for evacuation.
Examples include:
**Railroad, interstate, and water vessel disasters**
1) Obtain emergency response procedures from local municipality.
2) Once notified, determine if voluntary or mandatory evacuation is required.
3) Use applicable emergency response procedures as per the local municipality.

**Local chemical or nuclear plant disasters** – by law, all plants must report what is produced and include all of the following emergency procedures:
1) Contact local/municipal government.
2) Once notified, determine if voluntary or mandatory evacuation is required.
3) Vertical, upwind, or downwind evacuation determined by type of incident.
4) Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place and the situation allows.

**Aircraft Disasters**

1) Federal, state, and local authorities will assist once notification is received.
2) Follow agency emergency action plan.
Violence in the Workplace Plan

Introduction

According to the National Institute for Occupational Safety and Health, approximately two million workers are physically assaulted each year in the workplace. Homicide is the second leading cause of worker death, claiming the lives of 1,071 workers in 1994, accounting for 16 percent of the 6,588 fatal workplace injuries. Unreported are the millions of incidents of workplace violence including harassment, intimidation, and threatening behavior. Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued Executive Order No. MJF 97-15, committing the Governor and the State of Louisiana to achieving a violence-free workplace for state employees. South Louisiana Community College fully supports this effort and is committed to a violence free workplace including a policy of zero tolerance to threats as well as to actual violence.

Purposes

The purposes of this policy include the following:
- to prohibit acts and threats of violence by and against state employees at the worksite or while conducting state business;
- to direct implementation of effective security measures and administrative work practices to minimize exposure to conditions that could result in harm to state workers;
- to require ongoing analysis of the workforce and each worksite for hazard prevention and control; and
- to provide for education and training to increase security, safety, and health awareness of state employees.

Definitions

**Assault**--Is any willful attempt to inflict injury upon the person of another when coupled with an apparent ability to do so; any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Creditable Threat**--A credible threat is a statement of action which has the apparent capability of inflicting harm and is directed in a manner that causes a person to know they are the target of the threat, and it places them in reasonable fear for their safety or the safety of their immediate family.

**Violence**--Violence is any unjust or unwarranted exertion of force or power. It is not limited to fatalities or injuries. It can refer to any intentional actions or words meant to embarrass, ridicule, degrade or provoke another that results in physical or emotional injury to that person. Violence is any verbal, physical, or psychological threat or assault on an individual that has the intention or results in physical and/or psychological damage.

**Workplace**--The workplace is any location the employee is at due to the requirements of completing job assignments.

**Workplace Violence**--Workplace violence is violence that takes place in the workplace.

**Zero Tolerance**--Zero tolerance is refusing to accept, excuse or justify workplace violence.

Obligations

South Louisiana Community College complies with federal and state statues, rules, regulations and/or guidelines by:

- using reasonable care in hiring, training, supervising and retaining employees;

Revised 01 July 2012
• ensuring independent contractors are competent, properly selected, and engage only in the activities for which employed;
• intervening in situations of harassment of employees by supervision and in the case of coworkers where the employer is aware of the harassment;
• ensuring employees are fit for duty, not intoxicated or otherwise a risk to others;
• using reasonable security precautions and other measures to minimize risk of foreseeable criminal intrusion based upon prior experience, location in a dangerous area or employee category victimization base rates;
• maintaining an adequate level of security in the face of financial pressure;
• establishing a written policy dealing with violence in the workplace as well as training of employees regarding those policies;
• providing training regarding the recognition of violent behavior, on warning signs of potentially violent behavior, and on precautions which may enhance the personal safety of the employee at work;
• warning an employee, spouse, or third party of a threat made by another to do bodily harm to that person;
• supporting the application of sanctions and/or prosecution of offenders;
• accommodating employees post incident for court appearance, medical appointments, counseling, etc.; and
• cooperating with law enforcement agencies.

Policies at SLCC

Employees are required to report all threats or incidents of violent behavior which they observe or are informed about to the Campus Administrator.

The following are examples of behavior considered inappropriate which shall be reported to the Campus Administrator.

1) Unwelcome name-calling, obscene language, or other abusive behavior
2) Intimidation through direct or veiled verbal threats
3) Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object
4) Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
5) Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking
6) Any verbal, physical, or psychological threat or assault on an individual that has the intention or results in physical and/or psychological damage.

An employee has an absolute right to perform his/her assigned duties in an atmosphere completely free of threats and assaults. There shall be zero tolerance for any behavior described in number 2 above.

Management Commitment and Employee Involvement

Management commitment and employee involvement are complementary and essential elements to an effective violence prevention program. To ensure an effective program, management and employees must work together. At SLCC, management commitment, including the

Revised 01 July 2012
• endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:
  • organizational concern for employee emotional and physical safety and health;
  • commitment to the safety and security of all persons at the workplace;
  • assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their obligations;
  • allocation of authority and resources to all responsible parties;
  • accountability for involved supervisors and employees;
  • comprehensive medical and psychological counseling and debriefing for employees experiencing or witnessing assaults and other violent incidents; and
  • support and implementation of appropriate recommendations from violence prevention committees.

Employee involvement and feedback enable workers to develop and express their own commitment to safety and security and provide useful information to design, implement, and evaluate the program. At SLCC, employee involvement includes:

• understanding and complying with the workplace violence prevention program and other safety and security measures;
• participation in employee complaint or suggestion procedures covering safety and security concerns;
• prompt and accurate reporting of violent incidents;
• participation on the safety and security committee that reviews violent incidents and security problems, makes security inspections; and
• participation in continuing education covering techniques to recognizing escalating agitation, assaultive behavior or criminal intent.

Workplace Analysis
The process of workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes, but is not limited to:

• analyzing and tracking records;
• monitoring trends;
• analyzing incidents;
• screening surveys; and
• analyzing workplace security.

At SLCC the responsibility for conducting and maintaining workplace analyses is assigned to the Violence in the Workplace Chairman and the Violence in the Workplace Assessment Team.

Hazard Prevention and Control
Annual workplace checklist/analysis is coordinated by the Violence in the Workplace Coordinator and reviewed by the Violence in the Workplace Assessment Team. After the completed workplace checklist/analysis is reviewed and approved, workplace adaptations, engineering controls, administrative

Revised 01 July 2012
controls, and worker practice controls shall be implemented by SLCC to prevent or control any discovered hazards. If workplace violence does occur, the post-incident response and evaluation section of this policy shall be implemented. Engineering controls and workplace adaptations remove the hazard from the workplace or create a barrier between the worker and the hazard. Administrative and work practice controls affect the way jobs or tasks are performed and, therefore, affect the security of the workplace. At SLCC, the responsibility for hazard prevention and controls is assigned to the Violence in the Workplace Chairman.

**Post Incident Response and Evaluation**

Comprehensive treatment for victimized employees and employees who may be traumatized by witnessing a workplace violence incident shall be provided. Injured employees shall receive prompt medical treatment and psychological evaluation whenever an assault takes place regardless of severity. At SLCC this assistance is provided through the Violence in the Workplace Chairman. An employee who has been actually or who perceives to have been threatened or assaulted by another will immediately report the situation to the Campus Administrator. Written statements shall be obtained from all involved or witnessing the incident and appropriate forms and/or statements will be acquired as necessary.

Concurrent with obtaining the written statements or as soon as possible thereafter the Violence in the Workplace Chairman and/or Assessment Team shall interview all parties to the incident, including victims, subjects and witnesses, and prepare written summaries of the interviews. The summaries shall be the bases on which to determine the facts of the event.

Decisions on which to determine initial action should be made based on:

1) The situation appears not to be dangerous:
   
   1. separate employees involved and isolate until interviewed and statements taken;
   2. separate witnesses until interviewed and statements taken; and
   3. document all actions and statements.

2) Situation appears to be dangerous:
   
   1. contact local police at 911;
   2. order all those presenting the danger to leave the facility immediately;
   3. do not attempt to physically remove an individual (leave it to the police/security); and
   4. document all actions and statements.

*Revised 01 July 2012*
Records

Records associated with violence in the workplace shall be kept by the Greater Acadiana Region 4 Safety Coordinator to help determine the severity of the problem, evaluate methods of hazard control, and identify training needs. The following records are important and shall be maintained as part of the violence prevention program:

- reports of work injury;
- report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior, occurring between persons in the workplace;
- police reports of incidents occurring in the workplace;
- minutes of safety meetings, records of hazards analysis, and corrective actions recommended;
- violence in the workplace training, including subject, attendees, and qualifications of trainers; and
- other appropriate reports.

Evaluation

An annual evaluation of safety and security measures affecting the violence prevention program shall be conducted. At SLCC this evaluation shall be the responsibility of the Violence in the Workplace Chairman. The evaluation program consists of:

- establishing a uniform violence reporting system and regular review of submitted reports;
- reviewing reports and minutes from staff meetings on safety and security issues;
- analyzing trends and rates in illness/injury or fatalities caused by violence relative to initial or “baseline” rates;
- measuring improvement based on lowering the frequency and severity of workplace violence;
- keeping up-to-date records of administrative and work practice changes to prevent workplace violence to evaluate their effectiveness;
- surveying employees before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness;
- keeping abreast of new strategies available to deal with violence in the workplace as these develop;
- surveying employees who experience hostile situations about the medical treatment received (initially, several weeks later, and several months later); and
- Requesting periodic outside review of the workplace for recommendations for improving employee safety.

Communication

At SLCC we recognize that to maintain a safe, healthy and secure workplace, we must have open-ended communication among employees, including all levels of supervision, concerning workplace safety, health and security issues. Open-ended communication at Greater Acadiana Region 4 consists of:

- orientation of new employees on workplace security policies, procedures and work practices;
- periodic review of this policy with all employees;
- presentation of training programs designed to address specific aspects of workplace violence prevention unique to our establishment
- discussions of violence in the workplace during scheduled safety meetings;

Revised 01 July 2012
posted or distributed violence in the workplace information;
• procedures to inform supervision about violence in the workplace hazards or threats of violence;
• procedures to protect employees who report threats from retaliation by the person making the threat and by supervision.

Training and Education

all employees, including all levels of supervision, shall have training and instruction on general and job-specific workplace safety and security practices associated with violence in the workplace;
training and instruction shall be provided within three months of when this policy is first established and periodically thereafter;
training shall be provided to all new employees within three months of employment; and
additional training and instruction will be provided to all personnel whenever Greater Acadiana Region 4 is made aware of new or previously unrecognized hazards.

At SLCC, workplace violence training shall be the responsibility of the Safety Coordinator or designee.
General violence in the workplace training and instruction may include, but is not limited to the following:

• explanation of the violence in the workplace policy as established by SLCC;
• measures for reporting any violent acts or threats of violence;
• recognition of hazards including risk factors associated;
• measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervision;
• ways to defuse hostile or threatening situations;
• measures to summon others for assistance;
• employee routes of escape;
• notification of law enforcement authorities when a criminal act may have occurred; and
• Emergency medical care provided in the event of any violent act upon an employee.

Fire Protection

Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention and control principles include the following:

Training Drills

All staff will be trained by the Campus Safety Contact to develop proficiency in building evacuations and in the use of fire extinguishers. Periodic meetings will be held to inform the staff of the latest developments and policies affecting evacuation activities. There will be at least one evacuation drill a year to test the evacuation plan. Evacuation drills are necessary for the safety of the students and faculty. When the alarm sounds, everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be located. This information is posted in each classroom. Special instructions may be announced over the loudspeaker.

Revised 01 July 2012
• Emergency evacuation drills are scheduled according to state requirements and are unannounced.
• Evacuation routes, both primary and secondary, are posted in all classrooms/shop areas.
• Students will follow designated exit instructions, will keep in single file, and will walk (not run), will refrain from talking, and will proceed to a safe distance away from the building.
• The teacher will call roll once the group has reached a safe distance from the building. For this reason, students must remain with their class after leaving the building. There will be no smoking or using cell phones at this time.
• When the all-clear signal is given, all will return to their departments in an orderly fashion

Prevention and Control

• 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.
• 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.
• Limit the spread of fire. Provide suitable fire barriers and keep the amount of combustibles stored to a minimum. All flammable materials must be labeled as to their content and must be stored in the designated areas.
• Maintain exit facilities and isles.
• Fire alarms and extinguishers are placed at strategic locations, visible, and checked regularly.
• Emergency drills must be held according to current State regulations and policy.
• Smoking is ONLY allowed in designated areas.
• Electrical equipment is maintained and/or discarded when no longer repairable.
• Students in lab areas are trained in the use of different types of fire extinguishers.
• Students review escape routes for their lab/class.
• Escape routes are posted at strategic locations throughout the campus.
• After safety instruction is completed, students are tested and the results are filed.
• Labs and classes are cleaned and maintained on a daily basis.
• The Fire Marshall inspects the college on an annual basis.

Fire Escape Plan

• In the event of necessary evacuation, all personnel will have received prior and thorough instructions in fire escape procedures. If an UNCONTROLLABLE FIRE should occur, personnel will be alerted by a long steady sounding of the college’s fire system, and the following procedures will be followed:
• Secure all machines in operation.
• Make no attempt to extinguish the fire -- GET OUT!
• Move to appropriate exit as designated by wall charts located in all institutional spaces.
• Do not run, push, or panic.
• Proceed to area designated by arrows on wall charts.
• Be cautious of vehicular traffic.
• Immediately report missing individuals to your instructor.
• Do not reenter the structure until so authorized.
• Remain with your class in the designated area at all times.
• Do not in any way hinder the efforts of emergency personnel.

Revised 01 July 2012
Immediately report fires to the administrative office to facilitate prompt notification of the Fire Department. To report a fire or other emergency directly, dial 911.

CAUTION: The building emergency alarms may only ring INSIDE the building. The alarm system may not automatically notify an emergency dispatcher. Someone should report the emergency via telephone (911).

Fire Extinguisher Equipment Inspection and Maintenance

Portable fire extinguishers should be periodically inspected to ensure that they remain in their proper designated place and are in working order. This is critical to help ensure that an extinguisher will be accessible and functional at the time of a fire.

The National Fire Protection Association (NFPA) Standard No. 10 defines an inspection as a "quick check" that a fire extinguisher is available and will operate. It is intended to give reasonable assurance that the fire extinguisher is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent its operation.

Fire extinguishers should be inspected when initially placed in service and thereafter at approximately 30-day intervals. However, the NFPA Standard states that Fire extinguishers shall be inspected at more frequent intervals when circumstances require. Frequency of fire extinguisher inspections should be based on the need of the area in which fire extinguishers are located. The required monthly inspection is a minimum. An inspection should be more frequent if any of the following conditions exist:

- High frequency of fires in the past
- Severe hazards
- Susceptibility to tampering, vandalism, or malicious mischief
- Possibility of, or experience with, theft of fire extinguishers
- Locations that make fire extinguishers susceptible to mechanical injury
- Possibility of visible or physical obstructions
- Exposure to abnormal temperatures or corrosive atmospheres
- Characteristics of fire extinguishers, such as susceptibility to leakage

Periodic inspection should include a check of at least the following items:

- Location in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Safety seals and tamper indicators not broken or missing
- Fullness determined by weighing or "hefting"
- Examination for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position
- Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units)
- HMIS label in place

Revised 01 July 2012
NFPA Standard No. 10 requires that when an inspection of any fire extinguisher reveals a deficiency immediate corrective action shall be taken.

The maintenance department facilitates fire extinguisher inspections and reports to the Campus Safety Contact or designee. Personnel making inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action. At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded. Records shall be kept on a tag or label attached to the fire extinguisher that provides a permanent record. Fire extinguisher training opportunities are also provided for employees. See the Campus Safety Contact or designee for details or for basic Fire Extinguisher operation see “Fire Extinguisher Overview” and “Fire Extinguisher Use” in this manual.

Fire Extinguisher Overview
Summary: Find out about appropriate fire extinguishers to use on different types of fires. An "A-B-C" fire extinguisher can be used on all types of fires. Other types of extinguishers work only on certain types of fires. Check the chart below to see extinguishers that work on various types of fires.

<table>
<thead>
<tr>
<th>Type of fire</th>
<th>Types of extinguishers to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A: Ordinary</td>
<td>&quot;A-B-C&quot;</td>
</tr>
<tr>
<td>combustible materials, such as wood, cloth, paper, etc.</td>
<td>Pressurized water</td>
</tr>
<tr>
<td>Class B: Flammable liquids, such as oil, gasoline, kerosene, etc.</td>
<td>&quot;A-B-C&quot;</td>
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<tr>
<td>Class C: Presence of energized electrical circuits (e.g., electronic motors, electrical wiring, etc.)</td>
<td>&quot;B-C&quot; dry chemical</td>
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<td></td>
<td>Carbon dioxide</td>
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</tbody>
</table>

The Campus Safety Contact or designee must assign an individual to inspect monthly the extinguishers. Recommended personnel include:
- Labs and shops: Maintenance Personnel, Area Supervisors, or Faculty
- Administrative areas: Maintenance Personnel, Department Heads, or Supervisors

Use a Fire Extinguisher Inspection Checklist to perform a monthly inspection of your department's extinguisher(s).

All extinguishers need to be serviced and tested every six years and also when:
- The fire extinguisher has been used
- The pin has been pulled
- The gauge is not in the green (or proper pressure area)
- Extinguishers must be inspected by a licensed fire extinguisher maintenance contractor once a year in the intervening five years.

Revised 01 July 2012
If you notice that an extinguisher needs service or is missing or to request additional extinguishers, contact your Campus Safety Contact.

Fire extinguisher training is available to all employees.

• If you work with hazardous materials or high-risk fire processes, contact the Campus Safety Contact or designee for training.

If you work in a low-risk fire environment, you can learn about using fire extinguishers by:

• Borrow a Fire Extinguisher Safety video from Campus Safety Contact or your local library.
• Read “How to Use a Fire Extinguisher”.
• If you are an employee and have questions about fire safety, contact the Campus Safety Contact or your local Fire Department.

How to Use a Fire Extinguisher

Summary: Follow these instructions for using a portable fire extinguisher.

<table>
<thead>
<tr>
<th>What to do</th>
<th>How to do it</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you discover a LARGE FIRE</td>
<td><strong>How to do it</strong></td>
</tr>
<tr>
<td></td>
<td>Activate the fire alarm and call for help. Call</td>
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<td>911</td>
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<td>Alert people in the area to begin evacuation.</td>
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<td>Assist those with disabilities.</td>
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<td>Close doors to confine the fire.</td>
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<td>Move to your designated assembly area away</td>
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<td>and upwind from the building.</td>
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<td>Have people who know about the nature and location</td>
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<td></td>
<td>of the fire assist emergency personnel when they</td>
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<td>arrive.</td>
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</table>

1 If you discover a SMALL FIRE

2 Determine if it is safe to use a fire extinguisher.

   1 If you discover a SMALL FIRE

   2 Determine if it is safe to use a fire extinguisher.

   Activate the fire alarm
   Call for help: 911
   Tell people in the area to evacuate.

   Use a fire extinguisher only if:
   The fire is small.
   You know how to use a fire extinguisher.
   You have a clear exit path behind you.

Revised 01 July 2012
3. Hold the extinguisher within six feet of the fire and use the P-A-S-S Procedure.

- **Pull the pin located in the extinguisher's handle.**
- **Aim the nozzle, horn, or hose at the base of the fire.**
- **Squeeze (or press) the handles together.**
- **Sweep from side to side at the base of the fire until it is out.**

4. Follow up as needed. Report used extinguishers immediately.
   If you are an employee and have questions about fire safety, contact your Campus Safety Contact or your local Fire Department.

*Notice: In case of fire, your first responsibility is to escape unharmed and sound the alarm. Use a fire extinguisher only if you have been trained to use one and you have a clear exit path behind you.*
Natural Disasters

Hurricanes

When a Hurricane Watch is issued, the Campus Administrator will call a staff meeting to coordinate plans in the event that a hurricane will come ashore in the vicinity. Planning for a hurricane that is minimal will be different from preparing for a hurricane that is powerful or slow moving. Because each hurricane is unique and presents a different set of problems, those planning for the emergency will draw upon their own pool of experiences to make preparations.

The Campus Administrator decides school closure.

Tornados

When a Tornado Warning is issued, all employees and students should move into the main building into the interior hallways. All doors should be closed. Everyone should stay away from outside walls and glassed-in areas. Everyone should remain in interior hallways until the ALL CLEAR is given.

Severe Weather

Weather so severe as to endanger student safety or school property may cause school closure until conditions improve.

The Campus Administrator will decide the need for closure.

Evacuating Procedures

Notice to evacuate will be given by a continuous bell alarm. The bell indicates that the building should be cleared of all occupants immediately.

- An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to, fires, storms, gas leaks, and drills.
- Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
- Instructors are designated to ensure all persons are successfully evacuated and will assume the additional responsibility for escorting disabled individuals to safety.
- Remain calm. Your presence of mind is the key factor to a successful evacuation.
- If time permits, disengage electrical equipment, which you are currently using.
- All doors and windows should be closed.
- Leave all belongings in the classroom. There is no time to decide what to take with you.
- If a closed door is extremely hot, do not open it. Seek another exit.
- Immediately exit the classroom and building according to the posted route. (See the evacuation chart in your classroom.) Proceed in an orderly, safe fashion, walking at a steady pace.
- If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
- Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
- Once outside the building and in the designated area, the roll must be called.

Revised 01 July 2012
• During this time, remain quiet and calm. DO NOT SMOKE OR USE CELL PHONE in case there is a gas leak.
• Everyone will remain outside the building until the all-clear signal is given by an official of the school. Then, and only then, may all individuals return to their classrooms/departments.

Emergency Evacuation Procedures for Individuals with Mobility Disabilities

Emergency procedures require that everyone exit a building when the fire alarm is activated. If an individual with a mobility disability is in the building, evacuation procedures should be followed according to department plans.

When the fire alarm is activated, designated personnel should assist/escort individuals with mobility disabilities to a safe location. Someone should remain with the individual while another person notifies arriving emergency personnel of the location of anyone who need assistance. The instructions of the safety personnel should be followed, and in no case should an attempt to move the individual to another building be made, unless there is imminent danger in the safe refuge, i.e. there is heavy smoke or fire.

Homeland Security

Homeland Security Advisory System

Low = Green
Guarded = Blue
Elevated = Yellow
High = Orange
Severe = Red

The Homeland Security Advisory System is designed to guide our protective measures when specific information to a particular sector or geographic region is received. It combines threat information with vulnerability assessments and provides communications to public safety officials and the public.


READY.GOV

Make a Kit. Make a Plan. Be Informed. Terrorism forces us to make a choice. Don’t be afraid...be ready.

http://www.ready.gov/

Federal Emergency Management Agency (FEMA)

DISASTER. It strikes anytime, anywhere. It takes many forms -- a hurricane, an earthquake, a tornado, a flood, a fire or a hazardous spill, an act of nature or an act of terrorism. It builds over days or weeks, or hits suddenly, without warning. Every year, millions of Americans face disaster, and its terrifying consequences.

Revised 01 July 2012
On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the U.S. Department of Homeland Security (DHS). The primary mission of the Federal Emergency Management Agency is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.

http://www.fema.gov/

**Tips for Surviving a Terrorist Attack (GovExec.com)**

There is no magic formula that guarantees protection from acts of terrorism. But there are steps anyone can take to reduce the risks.

http://www.govexec.com/dailyfed/0203/021203nj1.htm

**Chemical/Biological/Radiological Incident Handbook**

Learn the difference between a chemical, a biological, and a radiological event, personal safety conditions, event indicators, and information that should be reported.

http://www.fas.org/irp/threat/cbw/CBR_hdbk.htm

**Louisiana Homeland Security & Emergency Preparedness**

Louisiana citizens can find related links to State departments, agencies, and programs, in their efforts at preventing and responding to threats and potential threats that confront this state, including natural disasters.

http://www.ohsep.louisiana.gov/

**Natural Gas Safety**

In this section, you will find the following information:
What To Do If You Smell Natural Gas
- Natural Gas Safety
- Is Your Flame Blue?
- Carbon Monoxide
- Dig Safely
- Flammables and Appliances Don’t Mix

**What to Do If You Smell Natural Gas**

The odor of natural gas that is used in homes and businesses is distinctive and recognizable according to surveys. When natural gas comes out of the ground, though, it has little or no odor. For your protection, we have put an odorant into the gas so that you will be able to detect any leaks by its distinctive scent. If you smell an odor of natural gas:

Do not smoke or strike a match and never operate an electric switch, a flashlight, a cigarette lighter, an automatic garage door, or a telephone; each of these can ignite natural gas.

Immediately open the doors and windows and quickly check to see if any appliances have been left on accidentally or if a pilot flame has been extinguished.

If the odor persists, **TAKE NO CHANCES**; get out immediately.

*Revised 01 July 2012*
• If you observe a pilot flame or burner suddenly burning much higher than normal; indicating a sudden surge in gas pressure.
• If your gas service is cut off at the meter, or it should fail for any other reason.

Natural Gas Safety

Natural gas has an excellent safety record as a form of energy used in the home. You can help keep your natural gas service safe by becoming familiar with the information and instructions listed in this section.

Natural gas is lighter than air, non-toxic and contains no poisonous ingredients. Breathing natural gas is not harmful as long as there is an adequate supply of fresh air to breathe along with it. Natural gas by itself will not burn. Combustion or explosion can occur only when there is a mixture of gas and air containing between 5-15 percent of natural gas.

Water temperatures over 125°F can cause severe burns instantly or death from scalds. Children, the disabled and the elderly are at the highest risk of being scalded. See the instruction manual before setting the temperature on the water heater. Feel the water before bathing or showering. Temperature limiting valves are available. Check your owner's manual for information.

Call the local gas provider immediately:

If you observe a pilot flame or burner suddenly burning much higher than normal, indicating a sudden surge in gas pressure.
If your gas service is cut off at the meter, or it should fail for any other reason.

Before you dig, contact LAOneCall @ 1-800-272-3020.

Is Your Flame Blue?

On a gas appliance, the color of the flame is a good indicator of incomplete combustion. The flame should always be burning blue, not orange or yellow. If the flame is not blue, it may be a sign that the appliance needs adjusting, or perhaps cleaning. These appliances should always be checked and adjusted by a qualified service technician.

Carbon Monoxide

Carbon Monoxide (CO) gas can kill if you are exposed to it in sufficient amounts. Carbon Monoxide can be formed whenever fuels such as natural gas, charcoal, gasoline, kerosene, oil, propane, or wood are burned without a sufficient supply of air for complete combustion.
  • Is colorless.
  • Is odorless and tasteless.
Carbon Monoxide can be produced when:
  • Appliances are not properly installed, maintained, or used.
  • Vent pipes become plugged with debris.
  • Vent pipes have gaps, leaks, spaces, or are rusted through.
  • Too many appliances are vented to one vent pipe.

Safety Tips:
If you use a gas space heater that is unvented, leave a nearby window open at least an inch to allow fresh air to enter the room.
Have your gas central heating unit checked before the heating season begins to make sure the heat exchanger is not cracked or rusted, and that the burner area is clean.

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You can purchase a carbon monoxide detector. Make sure it is IAS-6-96 approved or meets the Underwriters Laboratories Standard 2034. Look for the "UL" stamp on the box and carefully follow the manufacturer’s directions for operation, placement, and maintenance.

Carbon Monoxide poisoning can cause collapse or death.

• If you are in a room with gas equipment that is operating and you experience: headaches, dizziness, and nausea, get some fresh air immediately and seek medical help.
• If you suspect problems with your appliances, call your local gas appliance dealer or contact us.

**Dig Safely**

The following four simple steps can prevent an interruption of service or a potentially hazardous situation.

• Call before you dig.
• Wait the required amount of time.
• Respect the locator’s marks.
• Dig with care.

Contractors, who are going to undertake projects involving excavation, or digging, must provide at least 48 hours’ notice to a notification center. The notification center will alert participating utility companies such as electric, gas, cable and phone companies about the planned digging so they can mark the appropriate location of their underground lines if necessary.

Louisiana One Call encourages anyone planning any type of excavation to call the notification center before beginning this project. This service is available at no charge. To Dig Safely, please call the appropriate statewide toll-free number:  

**Louisiana One Call: 1-800-272-3020**

**Flammables and Appliances Don't Mix**

Vapors from flammable liquids will explode and catch on fire causing death or severe burns. Never use or store flammable products such as gasoline, solvents, or adhesives in the same room or area near the water heater or any other gas or electric appliance.

Water heaters have a main burner and pilot flame. The pilot flame is on all the time and will ignite flammable vapors, which are heavier than air and cannot be seen. Vapors may travel a long way on the floor and can be carried from other rooms to the pilot flame by air currents.

Because vapors from flammable liquids tend to hug the floor, elevating the water heater at least eighteen (18) inches above the floor can reduce, but not necessarily eliminate, the risk of fire or explosion. For your safety, all flammable products should be kept in tightly closed, approved containers, and should be stored far away from all appliances, and out of the reach of children.

**Utility Failure**

**UTILITY FAILURE**

All utility failures must be reported to Administrative Office and/or Maintenance Department as soon as possible.

**ADDITIONAL UTILITY CONTACTS:**

Additional utility and emergency contacts are found in the "Emergency Contacts" section of this manual.
These procedures are written to clearly define the process, under the state and local laws and regulations, of possessing, managing, and reporting property belonging to the South Louisiana Community College (SLCC). Procedures will also define the responsibility of the employee, Property Director, and Property Manager in reference to property.

All employees of the South Louisiana Community College are responsible for safeguarding property belonging to SLCC. Whenever an employee has knowledge of or reason to believe property belonging to the institution has been lost, stolen, damaged or destroyed through vandalism, fire, windstorm, or other Acts of God, he/she shall immediately notify his/her supervisor. The supervisor shall immediately notify the Property Control Manager and follow up with a written report.

Each employee will be held financially accountable for the property in his work area. The property Manager will maintain a detailed list of all equipment assigned to an employee and a copy will be provided to the employee. Any property to be transferred to another office requires authorization from the Property Manager using a Movable Property Transfer Form. These forms may be obtained from the Property Manager. Property lost or misplaced as a result of improper transfers

The Property Control Department is responsible for:

- Tagging newly acquired capital equipment with an identification number (tag number) unique to the University and then recording the item in the Asset Management System (Protégé) at cost.

- Overseeing and conducting annual physical inventories of all moveable and capital equipment in accordance with the Louisiana Property Assistance Agency guidelines.

- Maintaining accurate records of moveable and capital equipment with all pertinent information such as location, acquisition date and value, and betterment or upgrades.

- Assist in passing annual audits, including those conducted by the Legislative Auditor’s Office and the Louisiana Property Assistance Agency.

- Overseeing and evaluating the disposition of all assets in accordance with Louisiana Property Assistance Agency’s guidelines.
At the end of the fiscal year, the total cost of acquisition made during the year, must be reconciled to the total capital expenditure for the year. This is done jointly by the Property Control Department and the Comptroller's office.

**ACQUISITION AND INITIAL VALUATION:**
The College's fixed assets are initially recorded at cost. "Cost" includes all normal and necessary expenses incurred to make the asset ready for its intended use. These ancillary costs include but are not limited to: freight charges, sales/use taxes, installation, assemble and testing charges.

**IDENTIFICATION OF COLLEGE CAPITAL ASSETS**
All assets with an original acquisition value of $1000.00 or more and all vehicles (no matter the cost) must be physically tagged otherwise identified as South Louisiana Community College property and the assigned identification number recorded on the master inventory report.

**CAPITAL vs. NON-CAPITAL EQUIPMENT:**
Sales/use tax, freight, and installation cost associated with any capital purchase are considered part of the value of the equipment.

- Items are **capital** assets if they meet the following criteria:
  - Individual items that have a value of $5,000.00 or more

- Items that are **non-capital**:
  - Individual items whose value is $1,000.00-4,999.99

Any other non-capital, non-computer asset will be tagged with a “Property of SLCC tag;” however, it can only be done if a purchasing document is available.

**PHYSICAL INVENTORY OF CAPITAL ASSETS:**
Physical inventory consists of the sighting of the assets, verifying their location and description and reporting and any discrepancies. Annual physical inventories are initiated and supervised by the Property Control Department for all assets in the custody of every SLCC department.

**RELOCATING EQUIPMENT WITHIN A DEPARTMENT OR BETWEEN DEPARTMENTS:**
If equipment is transferred between departments, all property control information/records on the item remain the same, but indicate the change in location and the transfer of custody to the acquiring department.

**RETENTION OF COLLEGE ASSET RECORDS**
Departments transferring capital equipment within their department or to a different department (from building to building or from room to room) are required to complete a TRANSFER OF EQUIPMENT form noting the change in location and/or custody of the asset(s). The Budget Unit Head, Vice Chancellor, Property Control Manager and the Director of Title III must sign the form if the equipment was purchased with Title III funds.

The Property Control Department will retain all documentation supporting the physical inventory of all University assets. Property Control retains asset records for the periods stated on the State of Louisiana Property Control Regulations. All property control records and other pertinent records shall be retained for a minimum of three years.

**ACQUIRING AND TAGGING NEW EQUIPMENT:**
When a department receives equipment on a university Purchase Order, review of the purchase order is done for determining capital vs. non-capital equipment. When equipment costing $1000-4,999 is received, the property control department places a State of Louisiana tag number on the equipment and the other appropriate tags if purchased with other funds.

Once equipment is tagged, each department is notified that the equipment is ready. If items are too large, they will be delivered to the department. If not, items will be picked up by the department. If items are unable to be delivered by the receiving department, Facilities Management is notified for the delivery of the equipment. Everyone must sign that equipment has been received.

Equipment is recorded on the monthly acquisition log. Equipment is reported to the Louisiana Property Assistance Agency via the online Asset Management System, Protégé.

*Revised 01 July 2012*
WHEN PROPERTY IS DONATED TO THE UNIVERSITY (GIFT-IN-KIND):
The department acquiring the gift: Acquires all documentation transferring title of the equipment to the university. The South Louisiana Community College Foundation notifies the Property Control Department to verify if the equipment needs to be tagged. If the donated equipment has a value of $1000 or more, a State of Louisiana tag is place on the equipment. Property Control records the gift on the LPAA system. The item(s) are placed on the department’s inventory listing and inventoried using established procedures.

Property Control must be notified of equipment transfers form another institution or agency to SLCC. Unless otherwise stated, title of equipment vests with the University at the time of the transfer. Property Control will then tag the equipment and add it to the Property Control System.

EQUIPMENT AWAY FROM CAMPUS
Employee must obtain form from Property Office. Employee secures signatures from the Budget Unit Head, Vice Chancellor and Property Control Manager. Once all signatures are obtained, the employee is given a copy to retain with the equipment. After use, the employee returns the equipment to inventory specialist. The inventory specialist verifies return of equipment, initial form, then forward to Property Control Manager for closure. Also, person must sign "responsibility form" for the noted equipment.

DISPOSITION OF EQUIPMENT:
Inventory Specialist should prepare a TRANSFER OF EQUIPMENT FORM and submit to the Vice Chancellor for approval. Vice Chancellor shall sign the form and transmit to the Property Office for approval. Requesting department can bring the equipment to the warehouse or request it to be picked up. If equipment can't be transported, Facilities Management should be notified by department head or inventory specialist for pickup. Property Control Office then changes location of equipment in the LPAA system. Transfer is created on Protégé system requesting approval of disposition specified. Once LPAA approves transfer, Property Office discards equipment or prepares equipment for surplus. Transfer form is filed.

SURPLUS PROPERTY
Surplus property is deemed to be of no further use to the agency. Any items of surplus must have an approved BF-11 and a scheduled delivery/pickup date from the State Surplus Property Manager or designee prior to the transfer. Once items are scheduled for pickup, surplus items must be located in an easily accessible area with the corresponding BF-11 number affixed.

LOST OR STOLEN PROPERTY:
As noted above, report any lost or stolen property. Department Head notifies SLCC security. Security then prepares reports and transmits copies to Department Head, Property Office and Safety Officer. Property Control notifies LPAA of the loss. A report must be made on the item(s) stolen. This report, along with other pertinent information (description of item, tag number, serial number, etc.) should then be forwarded to the Property Control Manager.
PROCEDURES FOR INVENTORYING MOVEABLE PROPERTY

Procedure I

1.0 Property Control Manager shall, under the direction of the Vice-Chancellor of Finance, select the date(s) most convenient to the operations of South Louisiana College, but not more than 12 months since the last annual physical inventory.

2.0 Property Control Manager shall complete and submit to the Louisiana Property Assistance Agency Director or his designee the Notification of Inventory/Request for Printout at least 30 days prior to the date(s) inventory is taken.

3.0 Property Control Manager, under direction of the Vice-Chancellor of Finance, shall designate the personnel who will conduct the inventory by areas indicated in the agency’s property location index.

4.0 Copy of the property location index shall be provided to each of the persons participating in the physical inventory. It shall describe the areas and the property location code each is to inventory.

5.0 Property Control Manager shall provide each person participating in the physical inventory a copy of the state master file listing printout of inventory for the agency covering the area or location to be inventoried.

6.0 Property Control Manager shall instruct the persons participating in the inventory on the method to be used:
   6.1 Identify and mark on the inventory listing the items located.
   6.2 Mark clearly on the inventory listing the items not located.
   6.3 Conspicuously mark and report to the agency property control manager those items found without a property tag.
   6.4 Property Control Manager shall make a determination that the items should or should not be tagged and submitted to the state master file listing of inventory for the university based on these regulations.

7.0 The physical inventory shall be taken on the date(s) pre-selected. The property control manager shall notify Louisiana Property Assistance Director or his designee if, for some unforeseen reason, it is necessary to alter the date(s).

8.0 The property control manager shall compile the true results of the physical inventory and shall submit a discrepancy report, (if applicable), to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, containing all exceptions or discrepancies found in relating physical inventory results with the state master file listing of inventory for the agency.

9.0 The discrepancy report shall list each of the missing items by the tag number, description, location, acquisition date and acquisition cost, along with an explanation of what is believed to have happened to the items not located. The commissioner may cause an investigation to be made upon receipt of a discrepancy report.

10.0 Items not located during inventory for which there is no explanation available as to their disappearance must be retained on inventory and placed in a suspense location for three (3) years. During these three (3) years, efforts must continue to locate the missing items. If items are relocated, the proper location is to be transmitted for inventory purposes. If, after the third year missing items still not located, a request to remove from inventory as “not located” may be submitted online via the transfer process.

11.0 Property Control Manager shall submit the Certification of Annual Property inventory to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, after the physical inventory and the state master file listing of inventory for the agency have been reconciled according to the regulations.

Revised 01 July 2012
PROCEDURES FOR INVENTORYING MOVEABLE PROPERTY

Procedure II

1.0 Annual inventory of moveable property will commence on (DATE) for the Annual Property Certification.

12.0 Property Control Manager shall complete and submit to the Louisiana Property Assistance Agency Director or his designee the Notification of Inventory at least 30 days prior to the date(s) inventory is taken.

3.0 An inventory package will be distributed to each department custodian or inventory specialist. Each custodian shall be required to accomplish this task, certify by signing the report, and forward originals to the Property Control Department before (DATE).

13.0 Inventory Specialist or designee conducts physical count of moveable property in the department. The physical location of each item should be indicated on the report.

14.0 Departmental Inventory Specialist shall:
   14.1 Identify and mark on the inventory listing the property located.
   14.2 Mark clearly on the Unlocated Property Form the items not located with a detailed explanation.
   14.3 Conspicuously mark and report to the agency property control manager those items found without a property tag.
   14.4 Property Control Manager shall make a determination that the items should or should not be tagged and submitted to the state master file listing of inventory for the university based on these regulations.
   14.5 Report on the Equipment Not Listed on Inventory Form any tagged item that is not listed on your inventory.

15.0 Items that are not located are coded to a “suspense location” by the Property Control Manager and reported to the Louisiana Property Assistance Agency on the Discrepancy Report for the Annual Certification.

16.0 Items remain in “suspense location” until located.
   16.1 If located, notify Property Control Manager to verify location.
   16.2 Property Control Manager will submit request to Louisiana Property Assistance Agency for active status.
   16.3 If property is unlocated for a period of three years, the Property Control Manager will request disposition of the items for the 3rd Year Discrepancy Disposition Method.
   16.4 Louisiana Property Assistance Agency approves the disposition and removes the property from the master inventory list.

17.0 The Property Control Manager shall compile the true results of the physical inventory and shall submit a discrepancy report, (if applicable), to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, containing all exceptions or discrepancies found in relating physical inventory results with the state master file listing of inventory for the agency.

18.0 Property Control Manager shall submit the Certification of Annual Property inventory to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, after the physical inventory and the state master file listing of inventory for the agency have been reconciled according to the regulations.
**DRIVER SAFETY**

Agency Policies and Procedures

The South Louisiana Community College Driver Safety Policy shall be issued to all employees and shall form the basis for the Driver Safety Program. Only individuals who have completed the Driver Safety Program and who have been authorized by the Campus Administrator or his designee shall operate vehicles (state or personal) on college business. Individuals shall operate only those vehicles for which they are licensed. The Driver Safety Program applies to all drivers of licensed vehicles owned, leased and/or rented by the college, private vehicles used on college business, as well as unlicensed motorized utility vehicles operated on college property.

It is the college’s responsibility to designate which individuals are authorized to drive vehicles on state business. The authorization process shall include:

1) A written request for authorization and a written acknowledgment by the individual that they have read and understand the definition of a high risk driver.

2) A review of the individuals’ motor vehicle driving record and their respective class of license.

3) Attendance at a driver safety course taught by an instructor certified by the Office of Risk Management.

Summary

1. All drivers of state vehicles must attend an approved driver safety course within three months of entering the driver safety program and must attend a refresher course at least once every three years unless their class of license requires other training or testing. Authorized drivers who have violations on their motor vehicle records are required to retake an approved driving course within three months of receiving the violation.

2. Employees who are authorized to drive state (or other) vehicles for college business must report revocation of driver’s license and must notify their supervisors of driving situations received.

3. High risk drivers shall not be authorized to drive vehicles on college business. High risk drivers are those individuals 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 plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

4. An individual who has been authorized to drive and subsequently becomes a high risk driver will immediately lose their driving privilege for twelve months from the date of the violation. If the driver fails to notify their supervisor of violations, the ineligibility period will be twelve months from the time the college is notified of the violation.

5. Only individuals possessing a current and appropriate class driver’s license may be authorized by the campus to drive a motor vehicle on state business. New employees have three months (90 days) after employment by the college to enroll in the Driver Safety Program and to secure a Louisiana driver’s license. Individuals who request authorization to drive a state vehicle who are not college employees must have a current Louisiana driver’s license.

6. Drivers may not be reimbursed for mileage in their private vehicle on college business unless they are an authorized driver. Employees who drive their personal vehicle on state business shall be required to maintain minimum liability insurance and to sign a statement and/or provide proof of insurance to certify that they have met this requirement.

*Revised 01 July 2012*
7. The college will determine when driving privileges shall be taken away from an individual because of reckless operation of a vehicle, traffic violation, or failure to comply with requirements of the campus Driver Safety Policy.
8. State vehicles are to be used for college business only.
9. Personal (and other) Vehicles Used for Official College Business – In Louisiana insurance carried on a vehicle by the owner is the primary coverage. Therefore, the employee's personal vehicle insurance would apply in the event of an accident, even if the vehicle is used for official college business.

Responsibilities

*Campus Administrator*

The Campus Administrator is ultimately responsible for implementation of a driver safety program and stresses the importance of the college's Driver Safety Program to all employees.

Revised 01 July 2012
Driver Safety Program Coordinator

The policies and procedures of operating a state vehicle should adhere to the manager, supervisor, and employees of this agency. This agency designates the campus safety manager as supervisor.

Responsibilities outlined by the Office of Risk Management include the following:

- Classify regular and occasional drivers in the agency.
- Review employees’ motor vehicle driving record and his/her class of license annually.
- Identify High Risk Drivers and report to the administration to determine possible disciplinary action and/or loss of authorization to continue to drive on state business.
- Implement and supervise the Defensive Driving Program.
- Investigate all accidents involving state vehicles and report to the Campus Administrator and Office of Risk Management the status of each accident.
- Provide appropriate forms from the checklist for entering the vehicle to accident reports and their record keeping.
- Ensure all employees of this agency file an Authorized Driver Form (DA2054) annually.
- Ensure all employees of this agency are classified as occasional drivers and subject to the same policies and procedures of the Driver Safety Program.
- Ensure all employees of this agency submit a copy of their current driver’s license annually.

Employees and Other Individuals

1. Individuals who are authorized to drive state vehicles are responsible for the safe operation of those vehicles and maintenance of all necessary records, especially those required by the CDL driver.
2. Individuals are responsible for having a valid driver’s license for the class of vehicle they are operating.
3. Authorized drivers must complete the Daily Vehicle Log for any assigned vehicle driven on a regular basis.
4. The authorized driver certifies that as a condition of driving their private vehicle on state business, they have and will maintain at least the minimum liability coverage as required by LA R.S. 32:900 (B) (S).
5. Individuals are responsible for reporting unsafe conditions and for reporting any accident involving the state vehicle to their supervisor.
6. Authorized drivers are responsible for reporting any accident which occurs in any vehicle while the employee is on college business.
7. Authorized drivers must report to their supervisor a revocation of their driver’s license or driving citations received immediately or within the next scheduled workday. The employee must report that information to the Driver Safety Program Coordinator in writing. Failure to report an accident, citation, or revocation may be cause for disciplinary action.

Department Supervisors/Faculty

1. Each assigned supervisor/faculty is responsible for completing monthly Preventive Maintenance, safety checklists, and forms on designated campus vehicles and is responsible for completing, submitting, and maintaining required reports.
2. Additional safety inspections, forms, and reporting for DOT or other requirements are also the responsibility of the assigned supervisor/faculty.
3. The assigned supervisor/faculty and/or the Campus Administrator are responsible for the reservation of campus vehicles by authorized drivers.

Revised 01 July 2012
Authorizing Drivers

1) Each employee shall complete and sign Authorization and Driving History Form (DA 2054).
   a. Complete ALL of the employee identification information at the top of the form. (Name, address, date of birth, License number, license expiration date, etc.)
   b. Complete ALL of the fields regarding employment.
   c. Enter the most recent date that the employee completed an ORM-recognized Defensive Driving class. Make sure this field is kept current.
   d. Indicate the type of Driver's License the employee holds. Verify that the employee's license is applicable to the type of vehicle he/she will be driving on state business.
   e. If the employee is using their personal vehicle on state business, then they shall complete the “use of private vehicle” section of the DA 2054 certifying that they carry liability insurance as required by state law.
2) Agency head or designee reviews the Official Driving Record that is requested and issued by the applicable State Office of Motor Vehicles to ensure the employee does not meet the high risk driver definition (see ODR Review Instructions).
3) Verify the employee has passed an ORM recognized defensive driving course within ninety (90) days of entering the program and is repeated every three (3) years.
4) If the employee meets all of the above requirements, that employee may be authorized to drive on state business.
5) Only the Agency Head or his/her designee may review and authorize an employee to drive on state business. The authorization form shall be signed and dated by the Agency Head or his/her designee. The ODR shall be attached to the DA 2054.
6) A list indicating who is authorized to drive or not authorized to drive on state business shall be completed after all employee records have been reviewed and then released to the proper supervisor/fleet control manager. This list shall be available for the Loss Prevention Officer’s review upon request. [4.3.1]

Training

All drivers of state vehicles must go through an approved on-line driver safety course within three months of entering the driver safety program and must take a refresher course on line at least once every three years unless their class of license requires other training or testing. Authorized drivers who have violations on their motor vehicle records are required to retake an approved driving course within three months of receiving the violation.

The campus designates approved Commercial Vehicle Driving Faculty as certified instructors. Approved Commercial Vehicle Driving Faculty will assist in identifying training aids and resources that can be used for driver safety and be prepared to offer training as necessary.

Revised 01 July 2012
Accident Reporting

All accidents shall be reported to the employee’s immediate supervisor and the Driver Safety Coordinator by the vehicle driver of the state vehicle on the day of the accident. If the driver is not able to complete the Louisiana State Driver’s Accident Report Form (DA 2041); then the driver's supervisor will complete the report to the best of his/her ability for the employee. The supervisor may enter identifying information and attach the police report. The DA 2041 shall be completed within 48 hours after any vehicle accident while on state business and forwarded to the ORM Claims Unit. The DA 2041 form can be downloaded from: http://www.doa.la.gov.orm/formsCR.htm.

(Note: When an accident occurs in an employee’s personal vehicle while he/she is on state business, then strike through “state vehicle” and write “personal vehicle” on the accident report form. In addition, in ALL cases the employee’s liability insurer is the primary insurer of the accident. ORM’s coverage is excess over any other collectible insurance).

A copy of the police report shall accompany the DA 2041 or sent to the ORM Claims Unit as soon as it is received by the agency. Do NOT delay submission of the DA 2041 waiting on the police report.

CDL drivers must report directly to the Federal Department of Transportation in Dallas, Texas, if the accident involves a fatality.

Failure of an authorized driver to report any vehicular accident may be cause for suspension of Driver Authorization.

The supervisor of the authorized driver involved in an accident shall review the accident report within two working days of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may assist the individual in completing the report. All accidents require completion of the Vehicle Accident Report (DA 2041).

Agency heads, the Campus Safety Contact and the Region 4 Safety Coordinator will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report), if one was completed, and the Authorization and Driving History Form (DA 2054).

Where possible, if an accident occurs, the employee shall make photographs (black and white preferably) of all property damage (vehicle, building or other structures, plants, fences, etc.) as part of their investigation and include the photographs as part of the incident report.

Glossary

A. Louisiana State Driver Safety Program Accident Report (DA 2041): This form is completed for any vehicular accident that occurs while being operated on state business. It is critical that employees and supervisors understand their roles in reporting accidents and accurately describing what occurred in a vehicular accident.

B. Agency Head: The highest authority within a subsidiary of a department.

C. Authorization and Driving History Form (DA 2054): Record that is maintained by the agency on each employee who drives on state business. The form shows:

a. The employee’s current personal information (Name, address, date of birth, license number, etc.)

b. Employment information (employer, phone number, supervisor, etc.)

c. When an employee was authorized to drive

d. The date of his/her last Defensive Driving class

e. The type/class of driver’s license the employee holds

f. Certification by the employee that he/she maintains liability insurance as required by state law

g. The signature of the Agency Head or designee authorizing the employee to drive

Revised 01 July 2012

103.
D. **Department Head**: The highest authority within the branches of State Government.

E. **Designee**: Individual(s) specifically designated by the department/agency head to act on their behalf.

F. **Driver Safety Coordinator**: Individual appointed by department/agency head to plan, organize, direct, and control the Driver Safety Program for the agency.

G. **Guilty Plea**: The admission of guilt from the defendant to each charge of the commission of a violation.

H. **High-Risk Driver**: Individuals having three of more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within the previous twelve (12) month period.

I. **Hit and Run**: The intentional failure of the driver of a vehicle involved in or causing any accident, to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.

J. **Moving Violation**: A moving violation occurs whenever a vehicle is in motion. Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, making a left turn from the right hand lane.

K. **Negligent Injury**: The inflicting of any injury upon the person of a human being when caused proximately or caused directly by an offender engaged in the operation of, or in actual physical control of any motor vehicle, aircraft, watercraft, or other means of conveyance whenever any of the following conditions exists: 2007 V-1.0 Page 9 of 17

   a. The operator is under the influence of alcoholic beverages.

   b. The operator’s blood alcohol concentration is 0.08 percent or more by weight based upon grams of alcohol per one hundred cubic centimeters of blood.

   c. The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964.

   d. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without prescription.

   e. The operator is under the influence of one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without a prescription and the influence is cause by the operator knowingly consuming quantities of the drug or drugs that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.

L. **Nolo Contendere**: "No contest" – has the same effect as a plea of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

M. **Official Driving Record (ODR)**: Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

N. **Reckless Operation**: The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.

O. **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.

P. **State Vehicle**: Any licensed vehicle owned, leased and/or rented by the State of Louisiana. [2.2.1]

*Revised 01 July 2012*
Q. Unauthorized ("NOT authorized") Driver: A driver shall be considered “NOT” authorized if any of the following occur:
   a. Meets the high-risk driver definition
   b. Does not complete/pass the ORM-recognized driver course within the allowed time period,
   c. He/she does not hold a valid driver’s license
   d. The ODR isn’t cleared of all flags as noted in Item #5 of “How to review an ODR” (in Appendix)
   e. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.

R. Vehicular Operation While Intoxicated: A vehicle operator shall be considered under the influence when:
   a. The operator is under the influence of alcoholic beverages; or
   b. The operator’s blood alcohol concentration is 0.08 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood; or
   c. The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964; or
   d. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtained with or without a prescription.

S. Vehicular Accident: Any collision in which the vehicle comes in contact with another vehicle, person, object, or animal – which results in death, personal injury, or property damage (regardless of: who was injured, what was damaged or to what extent, where it occurred or who was responsible).
Parking Permits

SLCC Additionally requires all facility, staff & students to display valid campus parking permits while parked on campus owned, operated, or occupied facilities. Parking Permit Responsibilities & Use:

Faculty/Staff

- Faculty & Staff are required to obtain parking permits upon employment & during the fall semester of each academic year.
- This permit must be displayed on the attending vehicle's rear view mirror or "static" stickers above the La. State Inspection sticker on the lower left drivers windshield.
- Failure to display this card for sticker is a College violation & may result in the vehicle being booted or towed at the owner’s expense.
- Loss of parking permits should be reported immediately to the Administrative Officer or Security.
- The campus may perform random/periodic parking permit checks to ensure safety of all & to discourage unauthorized personnel on its campuses.
- Faculty & Staff are required to enforce campus parking permit policies & are expected to promptly report violations.

Students

- Students are required to obtain parking permits upon enrollment & during the Fall semester of each academic year.
- This permit must be displayed on the attending vehicle's rear view mirror or "static" stickers above the La. State Inspection sticker on the lower left drivers windshield.
- Failure to display this card for sticker is a College violation & may result in the vehicle being booted or towed at the owner’s expense.
- Loss of parking permits should be reported immediately to the Administrative Officer or Security.
- The campus may perform random/periodic parking permit checks to ensure safety of all & to discourage unauthorized personnel on its campuses.
- Students are expected report violations of the campus parking permit policies.

Affiliates/Visitors

- Affiliates & Visitors are provided temporary parking in assigned spaces or as directed by administration & authorized faculty or staff and security.
- Failure to display this card for sticker is a College violation & may result in the vehicle being booted or towed at the owner’s expense.
- The campus security unit may perform random/periodic ID checks to ensure safety of all and to discourage unauthorized personnel on its campuses.

Unauthorized Visitors

- "ALL" visitors are to report to the Administrative Office immediately upon entry.
- Failure to abide by this policy is a College violation and may result in the person or persons being asked to leave and security and police will be summoned.
- Unauthorized visitors should be reported immediately to the Administration Office or security unit.
- The campus security unit may perform random/periodic ID checks to ensure safety of all and to discourage unauthorized personnel on its campuses.
- Faculty, staff, & students are expected to report violations of the campus visitor policies.

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Policies & Procedures for Property Control

Responsibilities
The Property Control Manager at SLCC is to ensure that all policies & procedures regarding State Property are coordinated & implemented at all campuses. Each campus has a Campus Property Contact.

Property to Be Inventoried ($1,000 or more)
All items of movable property having an acquisition cost of $1,000 or more must be placed on inventory with the Louisiana Property Assistance Agency (LPAA). The term "moveable" distinguishes this type of equipment from that which is attached as a permanent part of the building or structure. Items classified as "supplies" which have a value of $1,000 or more may not be required to be inventories.

Each item which meets the definition of property to be inventoried must be identified with a State of Louisiana identification number (tag). An Identification tag must also identify each item purchased with Federal Funds. The Property Campus Contact is responsible for placement of Identifications numbers and Federal program tags on all College property meeting specified requirements. If for any reason the property cannot have an Identification number affixed to it, or if the identification number is lost, the Property Campus Contact will place the Identification numbers on items with indelible ink, paint, or engraving tool.

Property to be Inventoried ($250 to $999)
All items of movable property having an acquisition cost between $250 & $999 & certain donations having been appraised as having a value between $250 & $999 must be placed on an Internal Inventory.

1. When the Purchasing Office receives property & notifies the Property Control Manager, the property is entered online through the Asset Management System (Protégé) & a tag number will be assigned.
2. The Property Campus Contact is required by the State of Louisiana to place an identification number on movable property within 60 days of purchase.
3. Property is assigned a location by the Property Campus Contact.

Procedures for Transfer of Property Within Agency

1. Permission to permanently transfer property from one location to another must be granted by the Property Campus Contact.
2. Property is then transferred to the appropriate location.
3. The Property Campus Contact will enter the change in location in the online asset Management System.

Disposal of Obsolete Property

Property that is surplus to the needs of the campus, obsolete or inoperative & beyond repair should be identified for transfer to LPAA. Permission for deleting property from inventory, whether it is by transfer, scrap, not located or to be dismantled for pars must be granted by LPAA.

Procedures for disposition of Property
Permission for disposal must be requested from the Property Campus Contact. The Property Campus Contact will enter the request for disposition online through the Asset Management System and await approval from the Division of administration (LPAA). When approval is granted, disposition of property will be completed as request.

Annual Inventory
Annually there will be a physical inventory of all tagged items in each department. Every item listed on the Official state inventory will be accounted for or an explanation given for its absence.
BONDS, CRIME & PROPERTY

Introduction

The Bonds, Crime, & Property Program is intended to protect the State from financial and/or property losses resulting from any act and/or omission by any state public officials, appointees and employees in the performance of their respective duties.

The ORM policy guidelines outlined in this document are not a substitute for the accounting control guidelines established by the Office of Statewide Reporting and Accounting Policy (OSRAP), found here: http://www.doa.louisiana.gov/OSRAP/PPM.htm. Conformance by an agency with all relevant OSRAP policies regarding fiscal controls and safeguards shall satisfy ORM's requirements. The agency shall be responsible for complying with any other ORM requirement or exception not specifically addressed by OSRAP policy, as relates to this program.

The purpose of the Bonds, Crime, & Property Program is to:

a) Assign responsibility for developing and managing fiscal controls in state agencies.

b) Establish each individual’s accountability for the performance of his/her duties in compliance with the agency’s fiscal control program.

c) Reduce the State’s exposure and losses and to safeguard state assets against theft, robbery, abuse, etc.

d) Maintain the public's confidence in the ability of state officials, appointees, and employees’ to conduct the State’s business in an honest and professional manner.

Responsibilities

Each agency is responsible for developing and implementing a written Bonds, Crime & Property Loss Control Program that shall include:

Procedure (for managing assets and the fiscal internal control system to minimize potential losses and damages) these procedures shall address, at a minimum:

1. Handling/processing negotiable items such as: cash, checks, and postage stamps.

2. Employee accountability for equipment assigned to them.

3. The securing of vaults and safes.

4. Purchasing procedures.

Implementation of training programs for employees. Training can include formal and on-the-job training. All training shall be documented.

Conducting regular internal audits at the various stages of the business process. These should include internal reviews and analysis conducted at the agency level such as a petty cash review or inventory review, and to ensure that these records are reconciled at least annually.

Procedures for Dept./Agency Heads to evaluate and respond to the Internal and/or Legislative Auditor’s findings and recommendations expeditiously. The response should include a corrective action plan with estimated implementation dates to resolve findings, whether or not the availability of resources is a restraining factor. Such lack of resources shall be documented.

Revised 01 July 2012
**Investigation/reporting procedures** for incidents involving losses/damages to assets that include corrective action to prevent recurrence. There must be a method for reporting discrepancies or problems to supervisors and/or management.

**The responsibilities and accountability** for managers, supervisors, and employees who have duties requiring Bonds, Crime, & Property coverage.

These policies/procedures shall be given to employees involved in the fiscal control program and form the basis of the Bonds, Crime, & Property Program. Only those individuals authorized and trained to manage or handle cash, property, stamps, fees, licenses, permits, securities and other State assets shall be assigned to those duties.

“Manage” is defined as including “approval of transactions and/or directing the approval of transactions.”

The Loss Prevention Unit

The Office of Risk Management’s Loss Prevention Unit will, upon request, assist agencies in organizing, directing, implementing, and controlling a Bonds, Crime, & Property internal control program that minimizes the potential for financial and/or property losses.

Department and Agency Heads

These individuals are responsible for the implementation of an internal fiscal control program that includes operating guidelines and the specific duties of all employees involved in the program. Department heads or their designees are responsible for reviewing the fiscal control program regularly for efficiency and effectiveness. Recommendations contained in internal control audits should be implemented promptly.

Supervisors or Program Designee

Supervisors must ensure that employees are properly trained in the program’s policies, procedures and guidelines so that all safeguards are followed at all times. Supervisors should review the program’s internal controls to ensure protection of the State’s assets and property from losses. No safeguard of the internal control plan is to be eliminated or bypassed.

**Bonds and Crime Coverage**

**Fidelity Bonds:** (Mandatory)

The employees’ Faithful Performance Blanket Bond covers loss sustained by insured because of dishonest or fraudulent acts of employees. “Faithful Performance” provides coverage for loss caused by failure of employee to perform duties faithfully. This bond is required by the Legislative Auditor. There is a $250 deductible for this coverage. Coverage is provided against loss through forgery or alteration of checks drawn by the insured.

**Property Manager Bond:** (Mandatory)

This bond covers dishonest or fraudulent acts or failure to perform duties faithfully, in connection with the handling and control of the System’s property, resulting in loss to insured. This bond is required by revised statutes. There is a $250 deductible for this coverage. This exposure is covered by Fidelity Bonds above.

*Revised 01 July 2012*
Notary Bond: (Mandatory)

This bond guarantees that a notary public will comply with applicable law and regulations. This bond is required by revised statute.

Postal Bond: (Mandatory)

This bond guarantees that a post office contract, branch, or station located at a university or college shall faithfully discharge all duties required under rules and regulations of the U.S. Post Office Department. It must account for delivery, and pay over monies, mail matters, and other properties that come in its possession to the proper post office official. There is no deductible for this coverage. This exposure is covered by Fidelity Bonds above.

Public Official Bond: (Mandatory)

Such a bond is required by law for persons elected or appointed to fill positions of trust. It protects against dishonest and fraudulent acts as well as a persons’ failure to perform duties required.

Crime - Inside and Outside Premises; Money and Securities (Mandatory)

Depositors, Forgery (Usually Secured by Combination Crime Policy):

This policy covers all perils except those that are excluded by the policy on money and securities within premises and outside premises while conveyed by messenger. Property other than money and securities are insured against robbery (not theft) or safe burglary. Coverage is provided against loss through forgery or alteration of checks drawn by insured.

Income Loss or Increased Costs

SLCC does not own or operate income producing facilities outside of tuition collection such as stadiums, dormitories, fairgrounds, etc. In the event of an emergency, classes can be rescheduled at other facilities with approval of the Region 4 Director.

Minimizing Liability to Others

Harmful actions of state employees concerning purchase orders, leases, service contracts:
   1. SLCC follows the state purchasing regulations when processing requisitions/purchase orders for this institution.
   2. This region follows guidelines set forth for lease agreements and service contracts as required by the Louisiana Community and Technical College System. Agreements must be submitted to the system office for review and approved by the governing board. (Note: These agreements have specific statements about limits on liability resulting from the agreement.)

Revised 01 July 2012
Policies and Procedures for Financial Management

Audits

The financial records of SLCC are maintained as part of the LCTCS PeopleSoft & Statewide Human Resources ISIS System. Procedural steps involving a review of transactions by different persons assure internal control over receipts and disbursements. Every year an audit of all fiscal records, authorized by the State Legislature, is conducted by the Legislative Auditor. The Legislative Auditor furnishes the LCTCS, the Board of Regents, and the Legislature with a copy of the Audit report. The report is also available for viewing on the Legislative Auditor’s Internet site.

Checking Account

SLCC maintains three (3) bank accounts; JP Morgan Chase for Lafayette, Teche Area, Evangeline, TH Harris, and Gulf Area. Acadian Campus deposits into First National Bank and CB Coreil deposits into Hancock bank.

All bank reconciliations are prepared monthly and timely for accuracy. Differences are reported to the bank and interest and bank charges are recorded into PeopleSoft. First National Bank and Hancock Bank accounts maintain a balance of $5,000 to avoid bank charges. All other funds are transferred to the JP Morgan Chase account.

Bonding of Employees

Employees are expected to follow the program fiscal controls and to report any deviations. Deviations include but are not limited to:

- deliberate recording of a transaction with inadequate documentation, inadequate information, and/or approval
- deliberate omission of information in a financial/statistical report
- failure to safeguard an asset (e.g., equipment: left in an insecure environment [such as a laptop with no lock], left on a desk, or in an unlocked room)
- unauthorized use (e.g., personal use of a computer and/or use of unauthorized/unlicensed programs on a computer)
- failure to safeguard fiscal/personal information (e.g., computer left unattended with ‘desktop’ open)
- failure to secure files with confidential information (should use encryption and/or password protection)

The employee should report the deviation in accordance with agency policies/procedures. The specified individual should forward the deviation to the appropriate person at the Office of Risk Management (ORM). The following employees have exposure to negotiable and are authorized and bonded:

- Campus Administrators
- Accounting Personnel
- Instructors (In the event that they have to collect funds for school-related business, activities, or functions).
- Classified Staff
- Maintenance Staff

At this time, the duties and responsibilities of these positions vary at each campus for fiscal affairs depending upon staff available.

Revised 01 July 2012
Training for employees with exposure to agency funds is a continuous documented process. Employees are given written and verbal instructions on the process for handling a variety of situations. New employees shadow “seasoned” employees and question processes and procedures. This process is repeated as many times as possible prior to the complete assumption of duties by the new employee.

**Cash Receipts Procedure**

The Louisiana Constitution Article VII, Section 9 (A) requires “all monies received by the State or by any state board, agency, or commission shall be deposited immediately upon receipt in the State Treasury, except for certain exceptions listed herein.” NOTE: “Immediately” is defined as “within 24 hours of receipt.” The State Treasury cash management practices requires state depositing entities to deposit receipts in the State’s central depository account or designated regional depository accounts. The depositing agency is responsible for revenue classification in the accounting system.

1. All cash receipts to include must be recorded on pre-numbered receipts generated manually and/or in QuickBooks.
2. The original receipt is given to the student, a copy remains in the receipt file, and a third copy is kept with the deposit information. If a receipt must be voided, the word “VOID” is written on the original receipt, along with the other two copies which must remain attached to the deposit information.
3. Funds are placed in a locked metal container and are secured in a fireproof filing cabinet or safe.
4. Reconcile collections for sales, membership registration, etc., with receipts timely, being careful to account for all receipts.
5. Deposits are made daily if collections are greater than $50 in total. Less than $50 is considered immaterial and would require excessive processing for such small risk.
6. Involve more than one person in the collection and recording of receipts. When possible, both persons should sign receipts and count collections.
7. Someone other than the person receiving funds or writing checks is required to reconcile the bank statements.
8. All Certificates of Deposit (CDs) must be recorded - i.e., issue date, dollar amount, bank location, etc., in the office responsible for administering the program as well as in the Accounting Bureau.
9. All required Federal (IRS) and State reports and forms are submitted on a timely basis.

**Missing Funds Notification Process**

If funds are missing from the deposit, then the following notifications must be made:

1. A report must be filed first with the immediate supervisor, followed by the Campus Head and Campus Safety Contact who reports to the CFO who will then notify the local Police Department, immediately upon the discovery of the missing funds.
2. The District Attorney’s office of the parish where the funds are missing must be notified in writing, immediately upon discovery.
3. The Division of Business Administration and the Regional Director will be notified of the missing funds.
4. The LCTCS Finance Staff will notify the Internal Auditor of the System who will in turn notify the Legislative Auditor of the misappropriation.
Cash Handling Procedures

Cash - any cash received should be evidenced by the issuance of a handwritten receipt or QuickBooks receipt. One copy of the receipt is to be given to the payee and two copies are to be retained by the agency.

Checks - All checks received should be made out to SLCC. If the payee space on the check is left blank, the school's name should be entered immediately. Checks should not be accepted payable to “cash”. All checks to be deposited by SLCC are to be endorsed with a restrictive endorsement.

For Deposit Only SLCC Account Number 708242532 Class XXX

Making the Deposit

To maintain proper security and good internal control procedures, the responsibility for preparing and making the deposit should be assigned to an employee other than the one assigned the responsibility for opening the mail, maintaining the check log, making the deposit, writing checks, and preparing the bank reconciliation.

The employee assigned the responsibility of deposit preparation will prepare the deposit ticket and secure the funds.

Cash Receipts Received Through the Mail

The employee receiving the incoming mail records any checks received into a check receipt log. The checks are then signed for by the employee that prepares the deposit.

Tuition Refunds

Our policy states that when a student drops they are to receive a refund within 30 days of last attendance date. Students attending one to four days will receive a 75% refund; those attending six to ten days will receive a 50% refund and those attending eleven to fourteen days will receive a 25% refund. After fourteen days, no refunds are given. The following procedures are followed to process the refund:

1. When a student withdraws from the college, they complete a withdrawal form. The instructor provides the last attendance date to calculate the amount of the refund.
2. Tuition refund form is then completed. The refund calculation is made in accordance with our policy.
3. A copy of the tuition receipt is attached to the refund request proving that the tuition was paid.
4. The request is then forwarded to the accounting department.
5. The accountant reviews the request for accuracy and prepares a voucher to be entered into PeopleSoft.
6. Accounting personnel requests a check out of PeopleSoft for the total amount of refunds.
7. The check is cut by Accounting and mailed to the student’s home address.

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Procedures for Collecting and Verifying Tuition and Fees

1. Accounting personnel or staff member is assigned the duty of collecting tuition from students at the college.

2. Students must present to the accountant technician a completed schedule signed by their advisors. (Note: Students on academic probation are not allowed to pay tuition until grades are issued to assure they have attained the required 2.0 GPA.)

3. The student pays tuition amount required or presents a Tuition Verification Form, if tuition is paid by a financial aid. (Note: The Financial Aid Officer or counselor certifies eligibility of tuition payment prior to signing and issuing to students the verification form.)

4. A copy of the tuition payment receipt is given to the student and a copy is placed with the deposit information.

5. After all tuition has been collected for that term, a list of all students who paid tuition is given to each department so each department can verify that all information pertaining to the student is correct.

6. The department heads or instructors are responsible for notifying the SCEAS Operator of any discrepancies found in the list of information pertaining to:
   - Inaccuracy in credit or clock hours taken by the student
   - Amount of tuition collected by the accountant technician
   - Verification of social security number, spelling of names and dates of entry.

7. All deposits are sent to the Region Office for review, verification and entry into PeopleSoft. All receipts are logged and checked for missing receipt numbers.

8. After deposits are entered, the Associate Director of Business Affairs checks the accuracy of the information entered into PeopleSoft.

Tuition and Fee Refunds

Refunds will be subject to an administrative fee of $15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).

Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on the Drop/Add/Reinstatement form or (2) the date the institution determines the student has withdrawn. The following fees are considered refundable: Academic Excellence Fee, Operational Fee, and Technology Fee (if assessed).

If the college cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.

Refund of tuition and fees for the fall and spring semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the college:

**Prior to the 1st day of class 100%**
1st – 4th instructional day of the semester 75% 5th – 10th instruction day of the semester 50% 11th – 14th instructional day of the semester 25%

**After the 14th instructional day of the semester none**
Refund of tuition and fees for the summer semester is made on the following basis upon a reduction in credit hours or official withdrawal from the college:

Revised 01 July 2012
Prior to the 1st day of class 100%

1st – 2nd instructional day of the semester 75% 3rd – 5th instructional day of the semester 50% 6th – 7th instructional day of the semester 25%

After the 7th instructional day of the semester none

Instructor completes drop form and submits to the Accounting personnel, SCEAS operator makes correction in the SCEAS data base. Information is given to the Accounting personnel to process refund according to procedure.

Purchasing

Funds are distributed to the various departments on the basis of past and present need as determined by the instructors and the Campus Administrator.

Purchases and expenditures of funds must be approved by the Campus Administrator (Regional Director if over $1000) when requested from instructors or other personnel. No other staff member has the authority to spend money and/or commit the schools funds. Before the purchase transaction is completed, at least two people (usually more) are involved with procedural work associated with processing and disbursing funds for purchases. Purchases exceeding certain levels are made only after obtaining price quotations or bids, or purchasing from state contracts. This ensures competitive prices for large expenditures.

All request for supplies and or/equipment must be submitted on a requisition form. The employee fills out the requisition form and it is signed by the Campus Administrator. The campus faxes the requisition to the region office who signs off for verification of funding. If the requisition is over $1,000 and not grant funded, the regional director also signs the requisition. The region office then faxes back the approved requisition or purchase order (if applicable) to the campus.

Possible Purchases Include

**Low Dollar Order:** The requisition for items under $1000.00. It is usually ordered by the end user. The purchases are charged to vendors we have accounts with and a bill is mailed to the school for payment. A bill is received and it is matched by the personnel responsible for such duties. After the Accountant reviews the documentation, the Campus Administrator approves the payment. The order is entered and set to pay. The checks are generally cut in Baton Rouge on Tuesdays and Thursdays. After the check has been issued, the Accounting personnel marks each voucher paid. These payments are filed in the vendor files.

**Purchase Orders:** For purchases $1000.00 and greater, a telephone or fax quotation can be attained from 3 vendors. The lowest bidder is awarded the bid if their product(s) meet specifications. **Only Business Office Staff personnel can prepare bids for Region 4.** For items over $5000.00, a written bid is sent out by the office/accounting personnel to five (5) vendors to be returned to the school within 10 days. The lowest bidder is awarded the bid if specifications are met as well. The processing is the same as in a LDO except that a purchase order is printed and sent to the vendor. After the items are received, the receiving ticket is given to the purchasing agent to await the invoice. Once the invoice is received, the voucher is processed for receiving and final payment process.

**Petty Cash:** A petty cash is maintained for small purchases. A petty cash custodian is assigned the responsible for having adequate documentation of all disbursements from this fund. Purchases must be (verbally) pre-approved by the Campus Administrator. Generally only purchases that are less than $50.00 are put through petty cash. The purchaser provides a receipt for the goods and the purchaser signs a petty cash reimbursement slip. The petty cash fund is reimbursed as needed by processing a voucher in PeopleSoft. The check is made payable to the petty cash custodian and is then cashed to reimburse the fund.

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*Revised 01 July 2012*
Payroll

Salaries of unclassified employees are established by the LCTCS office while salaries of all classified civil service personnel are established by the State Department of Civil Service. A bi-weekly time and attendance report on all employees is prepared and submitted to the district payroll office for entry into PeopleSoft. The Time and Attendance is prepared by calculating the time on the employee's time sheet. On the Tuesday before payday, a report is emailed to the campus for comparison to what was submitted. Employees are paid bi-weekly by direct deposit to their bank accounts. The option of having the check sent to their home is no longer available unless a waiver is granted by the Louisiana Community and Technical College System. Payroll deductions consisting of federal withholding taxes, state income taxes, insurance payments, credit union savings and loan payments, and retirement fund payments are remitted directly from LCTCS to the appropriate agencies. Copies of all check registers and payroll deductions are on file in the Regional Accounting Office.

Depreciation

Depreciation is reported in the college accounting records using the straight line method. Items on inventory are given at the original price. The college is a state-supported, non-profit, public agency. It produces an Annual Fiscal Report annually to be rolled up with the LCTCS and filed with OSRAP and the Legislative Auditor.

Security and Key Control

Campus security and safety is an important feature of postsecondary education. This campus is committed to provide faculty, staff, students, and authorized affiliates or visitors a safe environment in which to work and learn.

All faculty and staff are assigned to various work areas according to job descriptions. They are issued the necessary keys as required by their area of assignment. If work area changes, old keys will be collected and new keys issued. These keys are issued and recorded on an individual key record by room description. The key custodian maintains the key record and key log in the office files. As individuals separate from employment, keys are checked in with the Regional Director/Associate Dean/Assistant Dean as part of their exit interview. Lost keys are to be reported to the Administrative Office and the Regional Director/Associate Dean/Assistant Dean. A course of action will be determined for key replacement or re-keying. If we suspect possible wrongful acts, the building/classroom is re-keyed. All spare keys are secured in a locked master key file in the administrative office.

Each key holder of an area is responsible for unlocking, securing and locking the area each day along with maintaining security and control of the assigned equipment and supplies in each area (See Property Control Procedures.)

As stated in the Policies and Procedures for Property Damage and Loss, a custodial staff member remains on campus until all employees have left the facility to ensure that all doors are locked. After 4:00 p.m. and on weekends, local police patrols may question vehicles on the campus and investigate unusual activity. Any unusual or questionable activities are reported to the Regional Director/Associate Dean/Assistant Dean. An employee who wishes to work after hours must get approval from the Regional Director/Associate Dean/Assistant Dean. The employee is responsible for securing the building when leaving.
All state agencies shall have site-specific policies and procedures in place for key control. Key control shall include responsibility for keys, security badges, access cards, security systems, etc. These procedures are for security of the agency’s physical plant, property, and most importantly, employees. The policy and procedures shall cover, at a minimum:

1) Issuance and return of keys/cards,
2) Reporting lost or stolen key(s),
3) Changing locks/codes (when applicable), and
4) Employee responsibility for handling keys.

Agencies should maintain an inventory log that indicates employees issued keys, the date the key(s) were issued (and returned), what areas the key(s) access.

Identification Cards

SLCC requires all faculty, staff, students and authorized affiliates or visitors to display valid campus identification cards while on campus owned, operated or occupied facilities.

Identification Card Responsibilities and Use:

**Faculty/Staff**

Faculty and Staff are required to obtain and wear and ID card to identify them as campus personnel. Loss of ID card should be reported immediately to the Administrative Office. The campus may perform random/periodic ID checks to ensure safety of all and to discourage unauthorized personnel on its campuses.

Faculty and Staff are required to enforce campus ID card policies and are expected to promptly report violations.

**Students**

Students are required to obtain ID cards upon enrollment and during the fall semester of each academic year. The student ID card must be worn in a visible area above the waist at all times for identification upon request of any campus personnel.

If an ID card is forgotten, students are required to purchase a temporary ID for day.

Lending an ID card to anyone or failure to present it when requested by authorized personnel each is a College violation and subjects the holder to disciplinary action.

Loss of ID card should be reported immediately to the Administrative Office.
The campus may perform random/periodic ID checks to ensure safety of all and to discourage unauthorized personnel on its campuses.

Students are expected to report violations of the campus ID card policies.

**Affiliates/Visitors**

Affiliates and Visitors are required to sign-in at the Administrative Office upon entrance to campus property. Affiliates and Visitors are required to sign-out at the Administrative Office upon exiting campus property.
The campus may perform random/periodic ID checks to ensure safety of all and to discourage unauthorized personnel on its campuses.

*Revised 01 July 2012*
**AMERICANS WITH DISABILITIES ACT**

*(ADA)*

**POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

*(AMERICAN WITH DISABILITIES ACT)*

South Louisiana Community College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities.

**INTRODUCTION**

The purpose of the Americans with Disabilities Act (ADA), PL 101-336, is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, national origin, sex and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in:

- private sector training and employment;
- services rendered by state and local government;
- places of public accommodation;
- transportation;
- Telecommunications relay services.

**THE ADA SAYS . . .**

No covered entity shall discriminate against a qualified individual with a disability in regard to recruitment, job training, job application procedures, the hiring, advancement; and other terms, conditions, and privileges of employment.

**OBJECTIVES**

- To prohibit discrimination in recruitment, job training and employment.
- To provide reasonable accommodations which include adjustments to assure that a qualified individual with a disability has the same rights and privileges in training and employment as non-disabled persons.
- To provide appropriate auxiliary aides, and services such as qualified interpreters, assistive listening devices, note takers and written material for individuals with hearing impairment, qualified readers, taped texts, and Brailed or large print materials for individual with vision impairments.
- To include the purpose of the Americans with Disabilities Act (ADA), PL 101-336 on all publications. To evaluate this facility on a semi-annual basis to assure that building standards are in compliance with ADA guidelines.
- To assure that those persons with known disabilities are assigned someone during fire and tornado drills or in the event of actual emergencies.

*Revised 01 July 2012*
AMERICAN DISABILITIES ACT

GRIEVANCE PROCEDURE

The SLCC grievance procedure provides prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Title II of the Americans Disabilities Act.

Complaints shall be addressed to the Vice Chancellor, or designee (337) 262-1870 (Lafayette) or (337) 373-0185 (New Iberia), who has been designated to coordinate ADA compliance efforts.

◆ A complaint should be filed in writing or verbally and contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
◆ The complaint must be filed within five days after the complainant becomes aware of the alleged violation.
◆ An investigation, as may be appropriate, shall follow the filing of a complaint
◆ This formal, but thorough investigation, will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
◆ Findings and recommendations pertaining to the investigation will be forwarded to the Chancellor within two (2) working days of completion of the investigation.
◆ A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Chancellor and a certified copy forwarded to the complainant within ten (10) working days of the receipt of the findings from the investigating committee.
◆ The Human Resource Officer shall maintain the files and records of SLCC relating to the complaints filed.
Hazardous Materials

General Policy Statement

The following policy statement is intended to guide both students and faculty in the safe handling of substances using Personal Protective Equipment (PPE). Each respective curriculum(s) safety manual will take precedence regarding the safe handling of specific substances used in training.

Guidelines in Handling, Storing and Disposing Hazardous Material

Faculty and Students are to be aware that the safe practice of handling hazardous material is always important regarding solvents and substances. Even common solvent like degreasers and paint thinners can be hazardous when you breathe their vapors, splash them on your skin, or store them near heat.

Safe Handling and Safe Storage Procedures

◆ Follow these simple handling and storage procedures in an effort to reduce the possibility of danger from leaks, fires, and explosions.
◆ Read the Material Safety Data Sheet (MSDS) and container label on all solvents in question.
◆ Find out flash points (temperature at which they catch fire) and volatility (how quickly they evaporate).
◆ Use the personal protective equipment recommended on the MSDS and training of PPE.
◆ Store all solvents in temperature-controlled environments, out of direct sunlight.
◆ Store flammable solvents, if possible, where special ventilation and electrical systems minimize the possibility of accidental fire or explosion.
◆ Store flammable solvents in tightly closed safety containers.
◆ Dispense solvents from safety-approved nozzles and dispensers only.
◆ Store solvents away from oxidizers (any substance that causes fires easily).
◆ Check storage containers regularly to make sure the spout, cap, and container are in good working order and do not leak.
◆ Never smoke around storage or dispensing containers for solvents.
◆ Don’t carry lighters, matches, or sparking devices when handling solvents.
◆ Know the location of spill control stations and materials, eyewash stations and safety showers.
◆ Contaminated clothing, PPE, rags, and materials should be cleaned or disposed of, according to company policy. (Dispose of waste in tightly covered safety containers).
◆ Always dispose of flammable solvents in approved containers, never into a sewer, storm drain, and garbage or on the ground.

Information Chemical Users must know

Fire and/or Explosion Information

1. Material Flash Point, auto-ignition temperature and upper/lower flammability limits
2. Proper fire extinguishing agents to be used
3. Firefighting techniques
4. Any unusual fire or explosive hazards

Chemical Reaction Information

1. Stability of Chemical
2. Conditions and other materials which can cause reaction with the chemical

Revised 01 July 2012
Control Measures

1. Engineering controls required for safe product use
2. Personal protective equipment required for use of product
3. Safe storage requirements and guidelines
4. Safe handling procedures

Health Hazards

1. Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV)
2. Acute or chronic symptoms of exposure
3. Main routes of entry into the body
4. Medical conditions that can be made worse by exposure
5. Cancer causing properties if any
6. Emergency and First Aid treatments

Spill & Lead Procedures

1. Clean up techniques
2. Personal Protective Equipment to be used during cleanup
3. Disposal of waste & cleanup material

Employee Use of MSDS

(For MSDS use to be effective, employees must :)
1. Know the location of the MSDS
2. Understand the major points for each chemical
3. Check MSDS when more information is needed or questions arise
4. Be able to quickly locate the emergency information on the MSDS
5. Follow the safety practices provided on the MSDS

Material Safety Data Sheet (MSDS) Sources

Summary: You can access Material Safety Data Sheets (MSDSs) and other chemical hazard information from any Internet-connected computer. Use multiple sources from this list to develop safe work procedures.
FREE - MSDS Online Information:
* http://hq.msdsonline.com/ltc2
* http://www.msd.com/
* http://www.msdssearch.com/DBLinksN.htm

Find MSDS Online Information:
* http://www.ilpi.com/msds/

MSDSs are an important source of health and safety information, but they should not be the only tool used to evaluate chemical hazards. Gather chemical hazard information from a variety of sources.

Revised 01 July 2012
Compressed Gas Safety

Introduction

Compressed gases are used throughout the college for both academic and trades purposes. Pure gases and gas mixtures are regularly used in career areas during lab training exercises. The maintenance department also uses welding and refrigeration charging typical to industrial applications involving compressed gases.

Applicable Regulations

29 CFR 1910.101 - "Compressed Gases" - Occupational Safety & Health Administration
C-6-1968 and C-8-1962 - Compressed Gas Association pamphlets
49 CFR 171-179/14 CFR 103 - Hazardous Materials Regulations of the Department of Transportation

Revised 01 July 2012
Maintenance Program

The goal of the maintenance program of South Louisiana Community College is to maximize the years of use/service received from each of its facilities. Faculty, students, staff and administration work together to assure that both the buildings and the grounds are clean, attractive, updated, and safe.

The mission of this guide is to provide procedures designed to preclude failures and assist in establishing a plan for proper periodic maintenance and overhauling in accordance with manufacturer’s specifications. All equipment must be maintained in a condition of readiness and individual shop instructors may be assigned certain responsibilities as are appropriate.

**PLAN FOR OPERATION, MAINTENANCE, & IMPROVEMENT OF THE PHYSICAL PLANTS**

A clean and orderly environment has many benefits affecting safety, health, morale and productivity. Daily housekeeping is necessary to maintain high standards of health and safety; furthermore, it is necessary for everyone to participate. Region 4 requires that all employees share the responsibility to care for and protect the facilities entrusted to them.

The role of the custodial staff is beyond the obvious required duties of sweeping, mopping, and gathering trash. The custodial staff helps to convey the very tone and purpose of the college. Student and employee morale are affected by the attitude reflected in the custodial staff and how they perceive their role in the vision, and purpose of the school.

Instructors are requested by administration to maintain clean, orderly, and safe classrooms and shops. They should take special precautions to protect the walls and floors from abuse. They should also be cognizant of any unsafe/hazardous conditions and immediately report them to the Campus Dean, Assistant Dean, and/or Safety Coordinator. This extends into the classroom where students are to be instructed on how to care for their college and are to be supervised to prevent damage from occurring.

General maintenance and repair is performed daily by the maintenance staff of each campus with the cooperation and assistance from all maintenance staff within the region as deemed necessary. Assistance is also given from instructional staff as needed. Department work stations are maintained by the students under the instructor’s supervision. Routine inspections are made by Region 4 Chief of Facilities, Safety and Property Manager, and other members of the divisional staff.

The responsibility to report any situation requiring maintenance is delegated to all staff members and the student body. A report of the problem should be routed through the administrative office for processing and scheduling by the Division of Facilities, Safety, and Property Management. The effectiveness of the plan is realized by the participation of the entire staff and student body.

**Personnel**

The Division of Facilities, Safety and Property Management is responsible for the coordination of non-instructional support services such as custodial, grounds, and facility maintenance. This division is headed by an Associate Dean/Chief Facilities, Safety and Property Management Officer whose main functions in this capacity are to develop, organize, and coordinate the following for all campuses in the region:

- Facility and Grounds Maintenance
- Property/Fleet Control
- Safety and Risk Management
- Vending Machine Operations

*Revised 01 July 2012*
The college employs a Property/Fleet Manager and Safety Coordinator to assist in the coordination of those functions.

Preventative maintenance and custodial services are provided to ensure continued operation of the facilities and grounds to ensure normal day-to-day operation of all campuses. Services are available at each campus with staff that provides routine care and preventative maintenance to the facilities and grounds. Duties and responsibilities of the maintenance and custodial personnel are defined and specifically assigned. Full-time maintenance team whose responsibilities include upkeep of all buildings, grounds, parking areas, sidewalks, and driveways will perform these functions for all campuses in the region. The college also employs custodial staff who follows a checklist of assigned cleaning duties for each campus.

Facilities Administration & Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Smith, Willie</td>
<td>Associate Dean</td>
<td>T. H. Harris, Serves All</td>
</tr>
<tr>
<td>Schexsnayder, Harold</td>
<td>Region 4 Coordinator</td>
<td>Chief Facilities, Safety,</td>
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<tr>
<td>Malveaux, Terrance</td>
<td>Lafayette</td>
<td>&amp; Property Management</td>
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<tr>
<td>Hanks, Kenneth</td>
<td>Acadian</td>
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<tr>
<td>Hoffpauir, Karl M.</td>
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<tr>
<td>Whittington, Jessie</td>
<td>C. B. Coreil</td>
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<td>Blanchard, James</td>
<td>Evangeline</td>
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<td>Simon, James</td>
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<tr>
<td>Cobb, Quintien</td>
<td>Gulf Area</td>
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<td>Henry, Arthur</td>
<td>T. H. Harris</td>
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<td>Tizeno, Buck</td>
<td>T. H. Harris</td>
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<td>Baker, Harry</td>
<td>T. H. Harris</td>
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<td>Badeaux, Allen</td>
<td>Teche Area</td>
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<td>Theriot, Melvin</td>
<td>Teche Area</td>
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Revised 01 July 2012
Preventive Maintenance Guide for Equipment

The mission of this guide is to provide procedures designed to preclude failures and assist in establishing a plan for proper periodic maintenance and overhauling in accordance with manufacturer’s specifications. All equipment must be maintained in a condition of readiness and individual shop instructors may be assigned certain responsibilities as are appropriate.

Equipment in the program areas is serviced and repaired by individual program instructors and students as practical projects and by request for services by approved work orders for maintenance. Specialty items that are highly technical are serviced or repaired by contract with authorized dealers or vendors qualified to perform the service. Major repairs and maintenance are contracted to service vendors either by the bid process or by direct contract with authorized dealers.

A Maintenance/Service Work Order must be completed and signed by the faculty and/or staff member requesting maintenance. Maintenance/Service Work Orders are available to all employees. The form is completed and signed by a campus dean and forwarded to the proper personnel who will perform the requested maintenance or repair. If someone other than Region 4 personnel must perform the repair work, administrative personnel will follow the Louisiana Community Technical College System’s policy in determining how the repair work is completed. Once the work has been completed, the form is returned to the administrative office to be filed.

Preventive Maintenance Schedule

**Air Compressors**

Daily

1) Drain moisture
2) Oil level
3) Unusual noise or vibration

Weekly

1) Clean air filters
2) Test safety valves manually

Monthly

1) Inspect entire system for leaks
2) Inspect oil and change if necessary
3) Check belt wear and tension

**Exhaust Fans (Quarterly)**

1) Check wear and tension on belts
2) Check for loose bolts

**Oil motors**

1) Inspect that all safety protection is in place and secured properly.

Revised 01 July 2012

125.
**Electric Hot Water Heaters (Quarterly)**
1) Check for leaks on tank and all piping connections
2) Check and test pressure relief valve
3) Check electrical wiring and connections

**Electrical panels and disconnects (Quarterly)**
1) Check connections
2) Check wires
3) Check breakers
4) Check fuse sockets

**Window Units (Monthly)**
1) Check cooling
2) Check and clean filters

**Automobile (Monthly)**
1) Check fan belts
2) Check water hoses
3) Check oil and grease
4) Check battery connections
5) Check tires for pressure and wear

**Forklift (Daily)**
1) Check tires wear and pressure
2) Check all oil levels
3) Check belts
4) Check radiator water level
5) Check for oil leaks

**Lawn Mowers and Weed eaters (Weekly)**
1) Check air filters
2) Check blades
3) Check oil
4) Check tires
5) Check Grease

**Suspended Unit Gas Heater (Yearly)**
1) Perform a tune up before being ignited
2) Check for gas leaks
3) Check gas valves
4) Clean heater
5) Check motor oil
6) Check belts

*Revised 01 July 2012*
Custodial Care

Cleaning and up-keep of the facility is accomplished by custodial and maintenance staff who follows a checklist of assigned duties. Grounds maintenance is performed by custodial and maintenance staff with a list of assigned duties for cutting grass, weed-eating, trimming hedges, emptying trash, picking up trash, etc. Custodial care of the campus is performed daily by the maintenance staff with cooperation and assistance of all instructional programs.

Custodial Care of Facilities

**Floors**

**Vinyl**

*Daily:*

1) Dust mop during the day and after classes are dismissed.
2) Mop tile floors in restrooms after morning and afternoon breaks.

*Variable Frequency:*

1) Mop and polish as required
2) Strip and wax.

**Carpet**

*Weekly:*

1) Vacuum
2) Clean spot as necessary.

General weekly clean-up of classrooms and shops are the responsibility of the respective instructor and trainees. Custodial personnel will advise and assist instructors and trainees as needed.

**Walls**

*Classrooms and shops*  

*Variable frequency:*

1) Painted walls are to be wiped with mild soap and water solution as required.
2) Touch up painting is done as required.

*Annual:*

1) Condition of painted walls is inspected and if necessary scheduled for total painting.

**Halls, Restrooms, and Other Areas**

*Variable Frequency:*

1) Painted Walls are cleaned with a mild soap solution.

*Quarterly:*

1) All restroom walls are thoroughly cleaned with bactericidal solutions.

**Ceilings and Lights**

*All Areas*  

*Variable Frequency:*

1) Inspect ceilings for general care and broom sweep as needed.
2) Inspect light fixtures and change bulbs as needed or reported.
Doors
All areas
Variable Frequency:
1) All thresholds and doors are vacuumed or wiped as required.
2) Glass in doors is cleaned.
3) Door closure adjustments are made as seasonal temperatures warrant.

In-service cleaning procedure inspections and meetings are held as necessary. The Dean, Assistant Dean and Safety Coordinator conduct daily visual inspections and make recommendations to all custodial personnel.

Miscellaneous Custodial Duties
Daily:
1) Empty all waste baskets
2) Wash and put away all dishes in Faculty Lounge
3) Prepare coffee for all breaks
4) Wipe boards and chalk trays in classrooms

Weekly:
1) Dust office furniture & Fixtures
2) Complete restroom checklist & give to Administration.

Grounds and Exterior Care

Custodial Care for Grounds and Exterior of Facilities (Grounds, Grass Cutting, and Trees)

Tractors, riding mowers, push mowers, and weed eaters will be used depending upon condition of grounds at time of grass cutting. The operator is directly responsible for readiness of all equipment, but is authorized to seek assistance of any staff member for the care of grounds keeping equipment.

Variable Frequency:
1) Grass will be cut no less than once every seven days during growing season.
2) Trim sidewalks and curbs with weed eaters as necessary.
3) Spray ditches and fences with herbicide as required.

Annual:
1) Trim trees and apply “tree coat” to all cut areas.
2) Apply fertilizer to trees during spring.

Revised 01 July 2012
**Driveways, Parking Areas, and Fences**

Daily
1) Inspect for debris and use appropriate equipment to remove excess dirt, bits of paper, etc.
2) Clean exterior drains as necessary.

Annual
1) Paint all parking lines with traffic marking yellow paint. This is usually done during vacation of instructors and students.
2) Inspect fences for rusting or other signs of deterioration. Repair as necessary. Complete painting is done as necessary with the assistance of shop instructors.

**Building Exterior and Roof Drains**

Daily
1) Observe condition of roof drains and inspect for proper drainage or leaks during and after heavy rains. Clean and repair as necessary.

Annual
1) Wash exterior of building with high pressure washing equipment

**Housekeeping Schedule**

Daily Schedule:
1) Vacuum Carpet
2) Clean and mop all restrooms
3) Sweep sidewalks
4) Remove trash
5) Replace soap, paper towels, etc. as needed
6) Clean and sanitize water fountains (Seasonally and weather-permitting, one day per week will be devoted to grounds maintenance).

Weekly Schedule:
1) Sweep and mop tile and vinyl
2) Clean chalk trays
3) Yard work (cut grass, blow leaves, and remove litter)
4) Clean glass doors

Semi Annual or Annual Schedule:
1) Prune shrubbery
2) Fertilize shrubbery
3) Paint
4) Removal of debris
5) Clean windows
6) Clean and sanitize furniture, student desks and chairs
7) Dust and clean blinds
8) Shampoo carpets
9) Strip, wax and buff vinyl and tile surfaces
10) Wash concrete walks

*The above scheduled times could be more frequent, when required.*

*Revised 01 July 2012*
Housekeeping Responsibilities

Floors

Description: Carpeted Surfaces
1) Custodial Responsibilities: The custodian is to schedule a time to vacuum when it presents the least amount of interruption, for example—before 7:30 a.m. and at or around 3:00 p.m.

Description: Vinyl and Tile surfaces
1) Custodial Responsibilities: Vinyl surfaces in classrooms, cafeteria, lobby, and halls are swept and mopped once per week using cleaning and sanitizing agents. Minor spills can be wiped up immediately to avoid slips, falls, and staining. When floors are wet, post warning signs.

Restrooms
1) Custodial Responsibilities: Restrooms are to be cleaned and mopped daily. Toilets, urinals and sinks are also cleaned and sanitized daily. Soap, toilet paper and paper towel dispensers are to be frequently checked throughout the day and replaced as needed. Floor drains should be flushed and sanitized weekly or as needed. An inspection by the Maintenance Supervisor or the Assistant Dean or Operations will be done at the end of each day.
2) Report any violation of cleanliness or any unsafe situations to the Maintenance Supervisor.

Water Fountains
1) Custodial Responsibilities: The water fountains should be cleaned and sanitized several times a day--every day.

Chalk Trays
1) Custodial Responsibilities: The chalk tray should be wiped down once a week at a minimum.

Dusting
1) Custodial Responsibilities: Custodians will dust when needed as requested by Maintenance Supervisor.

Trash Removal
1) Custodial Responsibilities: Trash cans are to be emptied daily—usually at the end of the day—unless, trash has reached the top and the trash receptacle can no longer be used.
2) Instructor Responsibilities: If trash cans are overflowing, instructors will be asked to place it outside the classroom door.
3) It is especially important to empty trash cans in the hallways several times a day.

Glass and Door Cleaning
1) Custodial Responsibilities: Clean glass panes of all entrance doors once a week at a minimum.

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Maintenance and Custodial Supplies

Administrators support the Maintenance Repairers, custodians, crews, instructors and/or contracted services by providing the necessary tools, machines, and supplies to effectively accomplish their objectives. Each department is encouraged to maintain a ready supply of tools, equipment, and supplies. Equipment and supplies for the operation, maintenance and improvement of the physical plant are acquired as needed through the state purchasing process.

An inventory of materials and supplies needed to support Region 4 Campus facilities must be maintained at the campus level. This list is managed by the maintenance staff on each campus. When the inventory of any material or supply becomes depleted to within one or two units, cases, boxes, etc., the maintenance staff exams the inventory of other items, prepares a purchase requisition for supplies which are low in number. The requisition is submitted to administration who forwards this to the Division of Business Affairs located at the Lafayette Campus.

A standard supply list includes the following:

- Paper towels
- Bathroom tissue
- Lava Hand Soap
- Toilet Bowel Cleaner
- All-purpose cleaner, detergent
- Glass cleaner
- Floor wax
- Oil Dri
- Chalk board cleaner
- Deodorant urinal blocks
- Dust mops
- Water mops
- Furniture polish
- Large trash bags
- Small trash bags
- Spray Ruff
- Surface disinfectant
- 8 ft. Singer pin fluorescent light bulbs
- 3 ft. fluorescent light bulbs
- 4 ft. double contact fluorescent light bulbs
- 300 watt light bulbs
- 175 mercury vapor light bulbs
- Rouge service drop light bulbs
- 60 watt light bulbs
- 40 watt light bulbs
- EXIT light bulbs
- Buffing pads
- Carpet cleaner
- Air conditioner filters (various sizes)

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Relevant State Laws

Any personal protective equipment needed in the departments is to be requested by completing and submitting a purchase requisition to the Administrative Office of the Region 4 Division of Facilities, Safety, and Property Management. Updated facilities and services needed to meet today's training needs are to be sought by each instructor.

An annual safety audit is performed by each campus and a representative of the Office of Risk Management performs a monitoring site visit to each of the campuses. Copies of the audits are maintained in the administrative offices of the campuses. Each campus follows up on any findings reported through the audit with corrective actions/adjustments are made to the plan for Operation, Maintenance and Improvement of Physical Plant as needed. An annual safety audit is performed by each campus and a representative of the Office of Risk Management performs a monitoring site visit to each of the campuses. Copies of the audits are maintained in the administrative offices of the campuses. Each campus follows up on any findings reported through the audit with corrective actions/adjustments are made to the plan for Operation, Maintenance and Improvement of Physical Plant as needed.

Use of the Plan

This plan is made available to the staff, faculty, and students of Region 4 as it is placed in the offices of Administration, Student Affairs, and Maintenance of each campus. This plan is also available on the Region 4 website and individual campus websites. Faculty is informed of their responsibilities through quarterly safety meetings. Students are informed of their responsibilities during orientation and classroom safety trainings.

Evaluation of the Plan

To effectively ensure that the equipment and machinery are working efficiently, maintenance must be a continuing process. The Division of Facilities, Safety, and Property Management is responsible for this ongoing process. Communication of all staff and administration will be continuous. Should an emergency occur requiring maintenance, the Division of Facilities, Safety, and Property Management is notified by phone with an appropriate work order following.

The responsibility of evaluating the effectiveness of the maintenance process belongs to the Chief of Facilities for the Division of Facilities, Safety, and Property Management. This person will monitor the custodial care and equipment maintenance logs. A Region 4 campus maintenance checklist will be validated by maintenance personnel servicing each campus and the dean or assistant dean of that campus. These will be forwarded to the Chief of Facilities for the Division of Facilities, Safety, and Property Management.

The effectiveness of operational maintenance of the physical plan can also be determined by examining the Civil Service performance evaluation of the maintenance staff. A yearly Civil Service evaluation of all maintenance staff will be completed and reviewed with employees. Because these evaluations are confidential, they are maintained in the employees’ personnel files.

An Annual Review of all Regional Plans and Procedures will be performed by a regional team. Ratings of poor progress by the evaluation team will be accompanied by successions/strategies for improvement. Revisions to the plan for the operation, maintenance and improvement of physical plant will be made following recommendations made by campus administrators, auditors, and faculty.

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PROCEDURES FOR REPAIRS AND REQUESTS FOR MAINTENANCE OF PROPERTY

In an effort to keep maintenance to a minimum, all repairs that can be accomplished by individual departments are encouraged and should be encouraged as training exercises for the students.

1) A purchase requisition for repairs or service is prepared and submitted to the administrative office.
2) Appropriate purchasing procedures are followed. A purchase order for repair or service is issued and approval granted by the Campus Administrator.
3) After repairs are completed, the signed, priced, repaired ticket is submitted to the appropriate Purchasing Section/Accounting Office.

Responsibilities

Campus Administrator

The Campus Administrator has the responsibility of implementing a comprehensive equipment management loss control and maintenance program to assist in conducting effective maintenance management within the facilities. The program’s effectiveness is directly related to management’s commitment and diligence. The Campus Administrator must take an active role in assuring the goals, policies, and responsibilities of the program are discharged.

Responsibilities of the Campus Administrator are as follows:

• Full responsibility for overseeing the Equipment Management Program.
• Authorizes necessary expenditures to provide maintenance on equipment.
• Authorizes repair or replacement of all deficiencies and code violations.

Property Control Manager

The Property Control Manager is responsible for all of the property until such time as it has been transferred to another agency or removed from inventory for other reasons.

Responsibilities of the Property Control Manager are as follows:

• Reports to the Office of Risk Management.
• Determines the classification of property.
• Tags property according to classification.
• Maintains inventory controls.
• Approves transferring, dismantling, or disposing of College property.
• Maintains appropriate repair and/or maintenance reports and records.
• Performs other duties as assigned by the Campus Administrator.

Faculty & Staff

State Property control guidelines require that all personnel are charged with the responsibility in their program or departmental areas to follow guidelines as described by the Louisiana Property Assistance Agency (LPAA). SLCC personnel will assist in the physical inventory of property located in their areas of responsibility.

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EQUIPMENT MANAGEMENT

Maintenance Department

Maintenance and facilities upkeep of SLCC is accomplished by two full-time maintenance persons.

Maintenance personnel assigned to the institution will supervise and participate in the painting, plumbing, carpentry, and electrical repairs to the building and equipment. When practical, and by authority of the Campus Administrator, institutional faculty or department programs will assist in caring for the more technical problems that relate to their specific craft. Additional region maintenance personnel will be utilized for unusual circumstances. Specialized classroom, laboratory, or lab equipment and machinery are maintained by the department or lab assigned the particular item, or by professional service people.

It is the responsibility of maintenance personnel to assure proper care of the buildings, grounds, and equipment. Institutional offices, classrooms, restrooms, and passageways are to be cleaned on a daily basis, with a thorough mopping, polishing, and dusting of these spaces on a weekly schedule. The last day of each week is procedurally reserved for this special cleaning.

All equipment used in facility management and maintenance should be familiar to maintenance personnel or training initiated before use. Designated equipment of the equipment maintenance program, facility management safety inspections, and preventative maintenance schedules must be completed in a timely manner and appropriate documentation filed.

Grounds upkeep is a continual process and is to be maintained in a neat, orderly, clean, and safety-conscious manner at the campus level.

The campus maintenance supervisor is responsible for material and cost estimates for minor repairs. Supplies and equipment requisitions are to be submitted in accordance with state policy. Inventories of these supplies and equipment are also their responsibility.

Maintenance personnel drive school vehicles to provide local transportation for goods and equipment. This is an important responsibility to the college's operation.

Responsibilities of the Maintenance Supervisor and/or maintenance personnel are as follows:

- responsible for safeguarding of property belonging to the College.
- assigns daily maintenance and repair work.
- executes work orders for equipment maintenance promptly.
- supervises performance of maintenance and repair work.
- implements an effective equipment maintenance management program consistent with recommended manufacturer's guidelines.
- maintains a regular maintenance schedule on all designated equipment.
- maintains a regular inspection schedule on all designated equipment.
- keeps maintenance records on all designated equipment.
- adheres to safety procedures.
- performs other duties as assigned by the Campus Administrator.
Department Heads/Faculty

Campus Department Heads and Faculty have the responsibility of implementing a comprehensive equipment management loss control and maintenance program within their designated area to assist in conducting effective maintenance management. The program’s effectiveness is directly related to commitment and diligence. Each Department Head and/or Faculty must take an active role in assuring the goals, policies, and responsibilities of the program are discharged.

Department Heads and/or Faculty with assigned maintenance management program equipment are required to assure preventative maintenance program goals, policies and, procedures are discharged. In appropriate circumstances, programs are also encouraged to develop a departmental equipment maintenance program consistent with manufacturer’s guidelines.

Responsibilities of the faculty are as follows:
  • responsible for safeguarding of property belonging to the College.
  • implements an effective equipment maintenance management program consistent with recommended manufacturers guidelines and/or campus policies.
  • maintains a regular maintenance schedule on designated equipment.
  • maintains a regular inspection schedule on designated equipment.
  • keeps maintenance records on designated equipment.
  • assists maintenance staff in maintaining equipment in assigned area.
  • reports all equipment problems to maintenance supervisor.
  • adheres to safety procedures
  • performs other duties as assigned by the Campus Administrator

Specific Inventory

Each agency has a specific inventory list of all mechanical and electrical equipment in the program showing the tag number, the name of the equipment, its location, model number, and serial number. Each year during a specific time, a physical inventory of equipment is checked and verified by the campus property contact. All equipment is managed and maintained as part of the Greater Acadiana Region 4 equipment management program. Documentation is campus-specific and located at each campus.

Preventive Maintenance Procedures

The mission of this guide is to provide procedures designed to preclude failures and assist in establishing a plan for proper periodic maintenance and overhauling in accordance with manufacturer’s specifications. All equipment must be maintained in a condition of readiness and individual shop instructors may be assigned certain responsibilities as are appropriate.

Equipment in the program areas is serviced and repaired by individual program instructors and students as practical projects and by request for services by approved work orders for maintenance. Specialty items that are highly technical are serviced or repaired by contract with authorized dealers or vendors qualified to perform the service. Major repairs and maintenance are contracted to service vendors either by the bid process or by direct contract with authorized dealers.

A Maintenance/Service Work Order must be completed and signed by the faculty and/or staff member requesting maintenance. Maintenance/Service Work Orders are available to all employees. The form is completed and signed by a campus dean and forwarded to the proper personnel who will perform the requested maintenance or repair. If someone other than Region 4 personnel must perform the repair work, administrative personnel will follow the Louisiana Community Technical College System’s policy in determining how the repair work is completed. Once the work has been completed, the form is returned to the administrative office to be filed.

Revised 01 July 2012

135.
Preventive Maintenance Schedule

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Equipment Listing/PM Schedules

The following is a sample list of equipment included in the program. Linked are various maintenance schedules. All agency departments are reminded to follow manufacturer’s recommended maintenance schedules in particular when a warranty is still in force. Agency departments that encounter problems or have difficulty developing a PM are directed to contact their Campus Safety Contact.

Recommended Maintenance Schedule Guidelines

Absorption Machine

A. Daily
   1) Inspect for corrosion and leaks.
   2) Check sight glasses.

B. Monthly
   1) Test for hydrogen.
   2) Check control wells. Clean and renew oil.
   3) Grease and operate all valves.
   4) Determine absorber loss.
   5) Take lithium bromide samples.
   6) Test the unit for non-condensable accumulation rate.
   7) Clear motor cooling line strainer(s).

AC Generators (High or Extreme Usage)

A. General
   1) Peaking units may require more frequent inspections that base load machines.
   2) Qualified personnel or a manufacturer’s representative should conduct internal examinations.

B. Daily:
   1) Visually inspect collector rings for sparking, dust accumulations, or vibration.

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C. Weekly

1) Blow excessive dust from collector ring insulation and brush rigging.
2) Check collector ring for smoothness of operation.
3) Inspect the lube oil system for possible leaks, excessive vibration and temperature.

D. Every Three Years (Totally Enclosed Recirculating) - this operation only for extreme conditions this should be based on hours, not time dated.

1) Clean the stator and field windings. Re-varnish stator coils where required.
2) Check stator and field windings for looseness in slots and tightness of slot edges. Inspect condition and tightness of blocks and spacers and twine lashings. Check for tape separation and evidence of damage to the insulation due to corona discharge.
3) Examine rotor retaining rings and slot wedges for signs of movement, overheating and cracking.
4) Check bearings.
5) Check collector rings.
6) Check vibration of machine before and after each overhaul.
7) Service the exciter.
8) Test the insulation resistance of the rotor and stator windings.
9) Following a satisfactory insulation resistance test, make a dielectric absorption, over potential or insulation power factor test.
10) Carefully inspect the oil lines, steam lines, valves, fittings, and other hot surfaces of the turbine.
11) Inspect all oil lines for the generator and eliminate all leaks and vibration. Inspect connections for gauges and similar accessories.

E. Unscheduled Shutdown (All Types): Recommendations 1 to 8 below should be performed at each major shutdown. If a dismantle inspection has not been made within twenty-four months, follow all recommendations.

1) Clean collector insulation thoroughly.
2) Check insulation resistance of the collector ring and the rotor winding.
3) Determine if collector rings are cylindrical and running true.
4) Inspect air filters and clean or replace.
5) Check gas or air coolers for effectiveness. Keep outer heat transfer surfaces of cooler tubes clean, and check drains for signs of leaks.
6) Check hydrogen-cooled machines for leakage by observing the ability of the system to maintain the gas pressure or by the gas purity indicator.
7) Remove end shields and check stator winding for oily deposits and corona. Clean winding if necessary and inspect insulation and connections. Check bracing and cording for looseness.
8) Check gas passages and remove any obstructions.
9) Check all connections, hose, and piping for leaks in liquid conductor-cooled machines.
10) Inspect armature core, fingerplate, and structural parts for hot spots.
11) Examine rotor for movement or distortion of field coils, blocking of end turns, dirt in ventilating ducts, loose wedges, and local hot spots on rotor surfaces between the retaining ring wedges and rotor body.
12) Examine stator lead bushings for cracks, loose parts and oil leakage; clean thoroughly.
13) Inspect fan blades for cracking.
14) Test retaining ring for cracks by means of ultrasonic detection, liquid penetrant, or by the magnetic particle method.
15) At each major overhaul, dismantle the hydrogen seals and clean seal oil grooves and holes. Check the wearing surfaces of the seal ring and shaft for alignment and wear. The seal oil and vacuum pumps should be dismantled and carefully inspected at this time.
16) Check the bearing assembly for tightness and correct alignment.
17) Test all gas control equipment and the alarm system.
18) Remove all loose dust with a vacuum cleaner. Remaining oil or dirt should be removed by wiping exposed surfaces with clean cloths.
19) Inspect windings for evidence of deterioration.

**AC Generators Normal Usage (Emergency Stand-by Only)**

A. Weekly
   1) Visually inspect entire unit for leaks (oil and water).
   2) Visually inspect collector rings for sparking, dust accumulations and excessive vibration or noises.

B. Monthly
   1) Visually inspect entire unit for leaks (oil and water).
   2) Check all fluid levels including fuel.
   3) Visually check belts and hoses for correct tightness and general condition.
   4) Check battery for cleanliness. Remove all corrosion from battery terminals and put a light coat of grease on the terminals to prevent corrosion.
   5) Check electrolyte level in cranking battery and add distilled water if needed.
   6) Visually inspect collector rings for sparking, dust accumulation or vibration.
   7) Run the generator manually or program the unit to start at a preset time. Also use the switch on the transfer switch or the generator to simulate a power failure to ensure that the generator starts in the event of a power failure.
   8) Run the generator with a load from the building if possible.

C. Annually
   1) Visually inspect entire unit for leaks (oil and water) and repair as necessary.
   2) Change engine oil and filters or what is recommended by the manufacturer stipulated by hours of usage. The oil and filters shall be changed regardless of the hours if they are less than the manufacturer’s specifications.
   3) Check the belts and hoses on the cooling system. If cracks or hardness is detected, the components shall be changed during the annual inspection.
   4) Perform a load test with a portable load bank that will produce at least 80% load of the KW rating on the generator.
   5) Disconnect the main power from the generator via the building main to simulate a true power outage to confirm the operation of the transfer switch as well as ensuring the generator will start as designed during a power failure.

D. Every two years:
   1) The entire cooling system shall be drained, flushed and refilled with the proper antifreeze mixture as recommended by the manufacturer.

**Air Circuit Breakers**

**Annually**
   1) Clean the arc quenching or de-ionizing mechanisms.
   2) See that arc chambers are properly aligned and securely fastened.
   3) Perform complete inspection.

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4) Thoroughly clean all parts inside and out. Lubricate those parts requiring it. Give particular attention to operating and tripping mechanisms and bushings.
5) Check contact alignment and adjustment.
6) Smooth slightly rough places on contacts with sandpaper or a fine file.
7) See that lift rods are not warped or cracked.
8) See that latches and triggers are properly adjusted and not badly worn or corroded.
9) Inspect flexible shunts, if any.
10) Examine main current paths for evidence of overheating.
11) Check pins, bolts, nuts, and general hardware. Tighten and replace if necessary.
12) See that auxiliary switches are tightly mounted and contacts are in good condition.
13) Check control wiring for loose connections.
14) Check settings for auto tripping units, and test their operation.
15) Check reliability and adequacy of circuit breaker tripping current source.
16) Lubricate bearings, gears, etc.

Air Conditioning Systems

A. During off Season or Maintenance Shutdown (most systems run all year)
An annual vibration, oil analysis and heat scan should be done. These tests will determine whether there are internal problems that could affect the life of the equipment. The oil analysis shows whether there are metal particulates, moisture or other symptoms that could be detrimental to the integrity of the equipment. The vibration analysis will show if the tolerances inside the machine are becoming unacceptable. The heat scan will show if there are unusual areas that are running hot such as bearings.

1) Check the oil carefully and renew before spring startup. Drain the seal oil reservoir, atmospheric float chamber and main oil pump and fill with new oil after service operations have been completed.

2) Make a thorough inspection for leaks and repair if necessary. The most likely places are around the cooler ruptured disc or relief valve, the cooler condenser expansion joint, suction, damper seal, low refrigerant cutout bulb in the cooler, and valves, flare and gauge connections in the purge.

3) Inspect the purge thoroughly for tightness of all connections. Make a leak test and an operational test.

4) Inspect electric dryers. Check starter contacts for burning and replace if necessary. Check for loose connections and starter operation.

5) Clean motors of foreign material. On variable speed motors, inspect the drum controller for smooth operation. Check the resistance element for loose connections.

6) Check operation and setting of all safety controls. This includes condenser high pressure cutout, low refrigerant temperatures cutout, and low oil pressure switch. Inspect operating controls such as the chilled water controller. Inspect and clean all thermostats, hydostats and relays. Check for proper calibration. Examine sequence of operation of control instruments and operators such as damper motors and chilled water valves.

B. On a Regular Basis as Necessary
   1) Clean or replace filters according to manufacturer’s specifications.
   2) Perform shutdown and startup inspections on condensers and/or cooling towers and check frequently for excess noise or vibration.
   3) Obtain specific water treatment advice from a water treatment specialist since the major part of preventive maintenance on cooling towers and evaporative condensers is a good water treatment program.

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**Air conditioning systems (chilled water type)**

A. Daily
   1) Log equipment readings.
   2) Check oil and Freon levels in the bull's-eyes.

Check to see if the controls are operating properly.

1) B. Annually
   2) Check for leaks.
   3) Tighten flange nuts and belts.
   4) Check baffles and gaskets.

**Air Conditioning Units (window units/heat pumps)**

A. Monthly: (window units) clean the evaporator air filter or replace if it is a disposable type.

B. Annually: (window units)
   1) Lubricate the fan motor.
   2) Clean the evaporator and condenser coils (more often for severe conditions).
   3) Clean the condensate drain.
   4) Check for leaks throughout the system.
   5) Check the electrical connections for looseness and tighten if necessary.
   6) Winterize the system if necessary.
   7) Check the Freon charge before summer use.

**Heat Pumps**

A. Monthly: Clean the evaporator air filter or replace if it is a disposable type.

B. Annually
   1) Lubricate the fan motor.
   2) Clear the evaporator and condenser coils (more often for severe conditions).
   3) Inspect for leaks throughout the system.
   4) Test the defrost cycle.
   5) Clean the condensate drain.
   6) Check the electrical connections for looseness and tighten if necessary.
   7) Check the fan belts, adjust or replace as necessary.
   8) Check the Freon charge in the system.

**Base Mounted Couplings and Clutches**

1) Inlet and outlet temperature of cooling media on all coupling and clutches should be monitored daily with information documented in all operating logs.

2) Lubrication oils and coupling fluids should be monitored daily for temperature and fill level and documented in an operating log.

3) Lubrication oil samples from all couplings and clutches should be tested every three months for evidence of oil breakdown, oil contamination, and disintegration of internal components.

4) All electric clutches and couplings should have collector rings cleaned and tested as required by environmental conditions.

5) Manufacturers' recommended periodic tear down, cleaning, inspection, and rebuilding procedures should be incorporated into the existing plant maintenance program.
Boilers
A. General
1) Provide a thorough water-side and fire-side inspection at least annually.
2) Inspection frequencies are most generally established by the legal jurisdiction.
3) Unattended boilers should have two low water fuel cutoffs. One should be of the manual reset type and should be located in the lower portion of the unit.
4) A daily log as well as records of all inspections, maintenance, and testing should be maintained.
5) Follow manufacturer's instructions for startup and operation.
6) If water level is noted below safe level on steam boilers, shut down immediately and cool slowly. Apply a hydrostatic test and inspect for leaks and overheating.
7) Following the operation of a safety device, always determine the cause and correct the deficiency before resuming operation.
8) On steam boilers, blow down water-wall heaters and economizers in accordance with manufacturer's instructions.
9) Keep blow down valve in good repair and free of leaks.
10) Water treatment should be controlled to retard corrosion and/or scale formation. A reputable water treatment specialist should conduct this.
11) ASME certified welders should do all boiler repairs that may affect the integrity of the pressure parts.
12) Perform a slow drain test on low water fuel cutoff on boilers whenever boiler is drained.
B. Daily
1) Continually monitor water level.
2) Check water gauge glass for proper water level on steam heating boilers.
3) Check pressure on altitude gauge on hot water heating boilers.
4) Blow down water gauge glass each shift on steam boilers.
5) Observe combustion conditions and check for leaks.
6) Make sure all drain valves and cocks are tightly closed after daily tests.

Boilers (small heating and supply types)
A. Daily
1) Check the gauges and record the readings.
2) Check the water level and gauge glass.
3) Check operational water level.
4) Clean the boiler room when necessary.
B. Weekly
1) Check the control linkages for the burner.
2) Manually trip the low water cutoff and check its operation.
3) Check the air damper.
4) Check the valves on the gas train for proper operation and check for leaks.
5) Check the pilot light or the electronic ignition system.
C. Monthly
1) Check flame detector.
2) Blow down boiler (If chemically treated, this should be done only if sludge is present).
D. Yearly
1) Shut off the low water cutoff and check its operation and general condition.

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2) Inspect the water side of the boiler and clean if necessary. (Hot water supply boilers annually, hot water heating boilers biannually)
3) Check the burner setting and adjust if necessary.
4) Inspect the fire side and repair if necessary.
5) Check the resistance of the elements if the boiler is electric.

Centrifugal and Axial Pumps
1) Daily documented inspection of pump site to check for stuffing box leakage, excessive bearing temperatures, excessive pump noise and excessive piping vibration.
2) Check valve at pump discharge to prevent reverse flow through pump, and subsequent impeller detachment from shaft.
3) Adequate fluid flow to mechanical seals should be monitored daily to prevent early destruction of the seal.
4) Factory lubrication recommendations should be followed during the life of the pump.
5) A generally accepted rule for maintenance of a centrifugal pump is, “as long as operation continues, the unit should be left alone”.

Centrifugal Compressor Pumps
A. General
1) The internal or external lubrication system operating parameters should be monitored daily with all data documented to an operating log.
2) Inlet and outlet temperature of cooling media to compressor assembly should be monitored daily and documented to the operating log.
3) Lubrication oil in compressor gear case should be sampled and tested monthly for evidence of oil break down and early destruction of internal components.
4) Portable vibration monitoring should be done annually on the operating compressor and the data should be documented in a permanent equipment record.
5) Centrifugal compressor manufacturer’s recommendations for tear down, cleaning, inspection and rebuilding of their compressor and all auxiliaries should be incorporated into the plant maintenance program.
6) Daily documented visual inspection of lubrication system and cooling system parameters during vacuum pump operations.
7) Daily documented verification of actual vacuum gauge readings and actual operating temperatures of vacuum pump and discharged gases.
8) Special filtering equipment, with adequate capacity upstream of vacuum pump to prevent foreign material from entering the pump and causing subsequent internal damage.
9) Annual vibration and oil analysis.

Coil-Type Water Tube Boilers

Annual: Excess temperature controls and low water cutoff should be provided and properly maintained (see Boilers for testing and maintenance).

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**Pressure Relief Valves**

General: The testing interval should be based on operating experience and not exceed what is necessary to keep the safety valves in satisfactory condition. Any safety valve testing requirements established by regulatory bodies, including government agencies, must take precedence over other procedures.

**Testing:** Per manufacturer and/or jurisdiction specifications

**Compressors**

A. Daily
1) Listen for unusual noises and vibrations.
2) Check and record suction and discharge pressures.
3) Check the oil level and look for oil leaks.
4) Check the bearing temperature.
5) Check for crank case sweating (reciprocating type).

B. Monthly: Check high and low pressure cutoff setting.

C. Annually
1) Check for Freon leaks.
2) Check couple alignment if it is an open drive.
3) Check unloading devices for proper operation.
4) Clean strainers and oil filters if it is determined by the annual oil analysis that it is needed or due to manufacturer's recommendations. (Note: Due to the improvement of the lubricants, most manufacturers recommend that if the oil analysis shows the oil is good condition, to leave it alone).
5) Check and test relief valves.

D. 5 Years: Perform an Eddy Current Test on the condenser and evaporator.

**Condensers**

A. Daily
1) Check cooling water for proper level and foreign materials.
2) Check and record water temperature and pressure.

B. Monthly: Check for cooling water leaks.

C. Annually
1) Check for Freon leaks.
2) Drain out all the water and clean if necessary.
3) Check the tubes for corrosion/erosion and inspect for clogging.
4) Replace any damaged tubes.
5) Replace gaskets.
6) Check all the valves and repair if necessary.

**Cooling Towers**

A. Daily
1) Check the water for proper water level and foreign materials.
2) Check the operation of spray nozzles or condition of tower fill.
3) Check the float for proper operation.

B. Monthly
1) Oil or grease bearing in the fan motor or as per manufacturer's recommendation. Visually check for leaks if the tower has a gearbox drive.

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2) Check for algae growth in the pan.
3) Do a chemical analysis on the water.
4) Visually check the fan bearing for proper lubrication.
5) Check the fan rotation for imbalance.
6) Check the tension on the fan belt.

C. Annually
   1) Drain and clean pan and inspect for rusting.
   2) Repair or replace float valve if necessary.
   3) Clean the spray nozzles, pan and/or tower fill.
   4) Check fan drive and check bearing for water.
   5) Check all valves and repair if necessary.
   6) Drain and refill gearbox if applicable according to manufacturer’s specifications

DC Generators (Rotary Converters)
A. Weekly: Visually inspect bearings and commutators.
B. Annually: Check insulation resistance.
C. Every Two Years
   1) Check bearings and air gaps on sleeve-bearing units.
   2) Recondition commutator and slip rings if needed.
   3) Clean windings and re-insulate or re-varnish if conditions require.
   4) Examine rotor band wires for corrosion or looseness.
   5) Check rotor coils, washers, and coil braces for looseness or mechanical defects.

Electric Motors over 10hp
A. Semi-Annually
   1) Open frame motors in dusty or linty locations should be cleaned with vacuum equipment unless designed for cleaning with low pressure compressed air. Air should be clean, dry, and less than 30 psi.
   2) Lubricate motor as per manufacturers’ recommendations.
   3) Check the bearing temperature.
   4) Inspect motor surrounds for water, oil, steam, dirt, dust and any loose objects.
   5) Observe motor for vibration and noise.
   6) Examine main current paths for evidence of overheating.
   7) Check grease in ball and roller bearings. Bearings sealed for life require no additional lubrication. If unit has sleeve bearings, drain, clean and renew oil in cups. Drain, wash out, and renew oil in sleeve bearings.
   8) Check motor amperes.
   9) Check motor hold down bolts, end shield bolts, pulleys, couplings, gears, journal keys, set screws and alignment.

B. Annually:
   1) The following pertains to open-type motors larger than 500 hp.
   2) Clean foreign accumulations from windings and air passages.
   3) Check all electrical connections for tightness.
   4) Check the condition of coil insulation and examine all windings.
   5) Perform vibration analysis and heat scan.

Revised 01 July 2012
6) Lubricate according to manufacturer's recommendation.
7) If varnish has deteriorated, windings should be re-varnished in accordance with manufacturer's recommendations.

**Electric Panels**
Conduct periodic visual inspection for discoloration of wiring, loose connections and cleanliness.
A. Daily
   1) Listen for unusual noises.
   2) Check for overheating.
   3) After each fault interruption, check unit and replace damaged parts.
B. Weekly: Examine indoor enclosures for signs of moisture or water.
C. Annually (Environmental or operational conditions may warrant more frequent inspections.)
   1) Keep interior clean and free of any dust or accumulation of foreign materials.
   2) Check interior surfaces for moisture.
   3) Check ventilation.
   4) Check all insulating members for evidence of cracking.
   5) Check high voltage switchgear for corona (white or gray powdery residue).
   6) Check for thermal damage caused by exposure to excessive temperatures.
   7) Check and tighten loose connections.
   8) Examine the contacts for burning or pitting.
   9) Exercise the breaker mechanism.
   10) Test protective relays to trip breakers.
D. All wiring: Infrared scanning is required once every five (5) years to detect hot spots, loose connections, overloaded circuits, etc. Agencies without the proper testing equipment shall have the tests conducted by an outside contractor.

**Evaporators**
A. Daily: Check and record inlet and outlet chilled water temperatures.
B. Monthly
   1) Check for refrigerant leaks.
   2) Check for chilled water leaks.
C. Annually
   1) Check for refrigerant leaks.
   2) Drain out all the water and clean if necessary.
   3) Check the tubes for corrosion or erosion and inspect the tube for clogging.
   4) Replace any damaged tubes.
   5) Replace all gaskets.

**Fans and Blowers**
1) Quarterly documented inspection of lubrication oil flow, oil clarity, reservoir oil levels, or grease lubrication system.
2) Quarterly documented verification of inlet and outlet temperatures of coolant supplied to fan housing or liquid cooled driver motors.

*Revised 01 July 2012*
3) Very high temperature (over 800 degrees Fahrenheit) process fans and blowers should be equipped with high temperature sensors and inlet shutoff or automatic bypass at fan inlet to prevent overheated process gas damage to the fan wheel.

4) Documented quarterly portable vibration inspection of fan or blower housing during normal operations. (Note: This is not always necessary unless the fan or blower is essential for 24/7 operation or as a safety element such as being in a lab. Daily visuals of these components usually show problems well before a quarterly vibration inspection.)

*Fly Wheels and Pulleys*

1) If over speed devices are used on the drive system, they should be cleaned, inspected, recalibrated, and tested yearly.

2) During yearly scheduled shutdowns, a visual inspection of all painted surfaces will reveal any areas of over-stress that should be further inspected with the appropriate equipment.

*Gear Sets*

**A. OPEN**

1) Annual documentation of visual inspection of lubrication grease film on gear teeth.

2) Machine monitors on pinion gear bearings as a constant maintenance surveillance of all rotating parts in the gear set.

3) Yearly surface pyrometer or infrared inspection of pinion gear tooth flank to verify alignment of gear set.

**B. ENCLOSED**

1) Daily documented inspection of lubrication oil flow, oil clarity, and reservoir oil level.

2) Daily documentation of gearbox temperatures, inlet and outlet temperatures of cooling medium used for external cooled heat exchanger.

3) Annual lubrication oil samples taken from the gearboxes should be tested for oil breakdown, atmosphere contamination, metallic particles from internal components, and moisture build-up from atmospheric condensate or liquid cooled internal heat exchanger.

4) Documented annual portable vibration inspection on gearbox input and output shafts for all machines critical to plant production.

5) Documented yearly visual internal inspection of all gear surfaced and gear box structural integrity.

*Hot Water Boilers*

1) Check expansion tank glass to ascertain proper air cushion.

2) Check water temperature. It should never exceed 250 degrees Fahrenheit (120 degrees Centigrade).

3) On high-pressure steam boilers, test feed water regulators, low water fuel cutoff by a quick drain test and alarms.

4) Check boiler for water leaks. Leaks should be repaired.

**A. Weekly**

1) Blow down float (or electrode) chambers of each low water fuel cutoff, low water alarm, and feed water regulator to keep chambers free of sediment and operable. Testing of low water fuel cutoffs should be done with the burner in operation. If the burner fails to shut off, service immediately.

2) Low-pressure steam boilers, test low water fuel cutoffs using a quick drain test.

3) Flush low water fuel cutoff on hot water boilers.

*Revised 01 July 2012*
B. Monthly
   1) Perform prescribed inspections and tests of combustion safeguards at intervals recommended by manufacturers or at least once a month on gas or oil fired equipment. Include tests for tightness of safety shutoff valves, response to flame failure and proper action of fuel air interlocks.

C. Quarterly
   1) Test each low water fuel cutoff on high pressure and low pressure steam boilers in an actual test by slowly lowering the boiler water level until the burners shut off. When making this test, water level should never be permitted to fall out of sight in the gauge glass.

D. Annually
   1) At a minimum, the low water cutoff should be inspected and cleaned as necessary to determine proper operation.

E. End of Heating Season (This only applies if the boilers are used for heating only).
   **Steam boilers**
   1) Drain boiler and remove closure plate and/or plugs from all access openings.
   2) Remove all fuses from burner circuits.
   3) Remove all soot and ash from furnace, tubes, and flue surfaces.
   4) Flush boilers thoroughly to remove all sludge and loose scale particles from internal surfaces.
   5) Repair or replace leaking tubes, nipples, stay bolts, packing and insulation.
   6) Clean all controls, check operation, and overhaul automatic controls if necessary.
   7) Check the condensate return system for tightness and integrity of components.
   8) Leave steel boilers open and dry.
   9) Attach a conspicuous sign warning that boiler is empty and not to be fired. (Note: This step may be accomplished at the disconnect supplying power to the boiler. Lockout/tag out may be used so the boiler cannot be fired until the proper procedures are followed.)
   10) If wet, lay up is preferred, boiler should be completely filled with properly treated water to prevent corrosive action. A water treatment specialist should be consulted.
   11) After draining and flushing cast iron boilers, refill with clean water to normal operating level.

   **Hot Water Boilers**
   Drain from bottom while boiler is hot until the water runs clear, then refill. If water treatment is used, sufficient treatment compound should be added to condition replacement water.

F. Beginning of Heating Season (if applicable)

   After firing, test all automatic controls including feed water regulator, low water fuel cutoff, alarm, and combustion safeguards. Also "pop test" safety valves to assure they will work under boiler pressure within allowable tolerances. At all times maintain a permanent boiler log book to record maintenance work, inspections, tests, and other pertinent data.
Internal Combustion Engines (Excluding Automobiles)

A. Every 25 hours or 4 months
   1) Adjust fan and alternator belt.
   2) Add oil to oil cup for distributor housing if applicable.
   3) Inspect air filter for cleanliness. Change oil in oil type air filter or clean or change according to manufacturer’s specifications.

B. Every 50 hours or 6 months
   1) Drain and refill crankcase.
   2) Clean crankcase ventilation air cleaner.
   3) Clean dry type air cleaner.
   4) Check transmission oil.
   5) Check battery.
   6) Clean external engine surface.
   7) Perform 25-hour service (above).

C. Every 100 hours or 8 months
   1) Replace oil filter element.
   2) Check crankcase ventilator valve.
   3) Clean crankcase inlet air cleaner.
   4) Clean or change fuel filter.
   5) Replace dry type air cleaner.

D. Every 200 hours or 12 months
   1) Adjust distributor contact points if applicable.
   2) Check spark plugs for fouling and ensure proper gap.
   3) Check timing if applicable.
   4) Check Fuel Injection System.
   5) Perform 25, 50, and 100-hour service.

E. Every 500 hours or 24 months
   1) Drain and refill transmission if applicable.
   2) Replace crankcase ventilator valve.
   3) Replace fuel filter.
   4) Check crankcase vacuum.
   5) Check compression.
   6) Perform 25, 50, 100, and 200-hour service (above).

Large Air Conditioning Units

   A. Weekly: Check the oil level if applicable
   
   B. Monthly: Same as for heat pumps
   
   C. Annually: Same as for heat pumps

Revised 01 July 2012

148.
Lighting and Surge Protection Equipment
Annually
   1) Inspect and clean all exposed insulation surfaces on lightning arrestors and capacitors. Occasionally, an enthusiastic maintenance person will put a coat of paint on arrestors or bushings. Beware!
      2) Check line and ground leads for damage. Clean and tighten connections.
      3) Test resistance of the ground connection. Resistance should be five ohms or less.

Motor Control Equipment
A. General: The proper cleaning frequency depends upon the operation and surrounding conditions.
B. Monthly
   1) Clean and tighten all connections and lubricate bearings.
   2) Check level and condition of oil.
   3) Keep covers closed and latched and enclosures tight.

C. Annually
   1) Inspect copper arching tip and renew when proper contour cannot be maintained.
   2) Remove deposits from arc chutes and barriers.
   3) Remove and replace barriers before they are burned through.
   4) Check contact pressure and alignment.
   5) Check controls for undesirable grounds.
   6) Replace frayed or worn shunts.
   7) Check bus bar support insulators and keep clean.

Motors
A. Daily: Visually check the motor and bearings for excessive noise, vibration or high temperature.
B. Monthly
   1) Oil or grease the bearings according to manufacturer's specifications if necessary. (Note: The practice of greasing monthly often causes overheating of the bearings and premature failure. Only lubricate monthly if that is what the manufacturer recommends. It is usually based on hours of use rather than time dated such as monthly).
   2) Check the brushes for arcing (D.C. only).

C. Annually
   1) Clean the frame and air passages.
   2) Check voltage and amperage.
   3) Check vibration isolators and anchor bolts.
   4) Check to see if the motor comes up to speed promptly.
   5) Check all electrical connections for looseness and tighten if necessary.
   6) Check the couple for alignment and tightness.
Oil Circuit Breakers
Annually

1) Perform complete inspection.
2) Test oil.
3) Thoroughly clean all parts inside and out. Lubricate those parts requiring it. Give particular attention to operating and tripping mechanisms and bushings.
4) Check contact alignment and adjustment.
5) Smooth slightly rough places on contacts with sandpaper or a fine file.
6) See that lift rods are not warped or cracked.
7) See that latches and triggers are properly adjusted and not badly worn or corroded.
8) Inspect flexible shunts, if any.
9) Examine main current paths for evidencing of overheating.
10) Check pins, bolts, nuts, and general hardware. Tighten and replace if necessary.
11) See that auxiliary switches are tightly mounted and contacts are in good condition.
12) Check control wiring for loose connections.
13) Check settings for auto tripping units and test their operation.
14) Check reliability and adequacy of circuit breaker and tripping current source.
15) Lubricate bearings, gears, etc.

Piping
A. Monthly: Check for leaks and repair if necessary.
B. Annually

1) Check all the valves and repair if necessary.
2) Check the piping for signs of rust and corrosion, repairing or replacing as necessary.
3) Clean the strainers (cooling water).
4) Check for signs of sweating on insulation and repair (chilled water or refrigerant lines).

Positive Displacement Pumps

1) The internal or external pressure relief valve installed at the pump discharge should be cleaned, inspected, and tested on routine preventive maintenance program.
2) Clean or replace the strainer at pump inlet at programmed intervals to prevent foreign material entrance into the rotating elements and the pressure relief valve.
3) Installation of check valve at pump discharge to prevent backflow from main piping header through pump and into the suction lines.
4) Daily visitation for excessive noise levels produced by pump as a result of broken or worn internal parts.
5) Daily visual inspection for excessive vibration on piping system as a result of piping misalignment to the pump inlet and discharge connections.
6) The parameters of the pump heating or cooling fluids should be monitored daily and documented to the operating log book.
7) Lubrication of all pump bearings as recommended by pump manufacturer.

Revised 01 July 2012
Pressure Vessels
A. General
   1) Pressure vessels are generally designed and fabricated for a specific service and should be used in accordance with the manufacturer’s suggested operating and maintenance procedures. Pressure, temperature, corrosion and cracking should be continuously monitored.
   2) This section includes air receivers, heat exchangers, etc.
   3) Repair and clean as needed based on previous records and inspection.
   4) Periodic thickness checks should be conducted where there is a possibility of corrosion or erosion.

B. Weekly
   1) Observe physical condition.
   2) Where applicable, drain condensate.
   3) Where applicable, inspect and record operating valves and controls.

C. Monthly: Test safety devices.

D. Annually: Test and calibrate all controls.

E. Every Two Years: Conduct an internal examination. Pressure vessels containing corrosive materials or involving erosion problems should be examined more frequently. The National Board of Boiler and Pressure Vessel Inspectors provide good lists of items to be inspected at: https://www.nationalboard.org/nationalboard/Default.aspx

Purge System
A. Weekly: Check the sight glass for evidence of water floating on the refrigerant and drain when necessary.

B. 3 Months: Check the belt tension.
Reciprocating Compressor

General
1) Daily documented visual inspection of lubrication oil level, oil pressure, and oil flow. Also check inlet filters and water condensate level in storage tank.
2) Daily documented visual inspection of cooling water inlet and outlet temperatures, plus high water temperature warning device to shut down compressor during prolonged high cooling water temperatures.
3) Check operating compressor for unusual vibrations and excessive external vibrations of attached piping.
4) Full capacity pressure relief valve between compressor discharge and first shutoff valve on the main compressed air pipeline if applicable.

Rectifiers (Power Semi-conductor Equipment)

General
1) Check for excess temperature build-up by installing thermocouple to the base or heat sink.
2) For forced cooling type units, ensure that the cooling medium is operating properly.
3) Clean any dirt accumulation with a solvent that is safe to use on that piece of equipment.
4) Check for looseness of connections and mounting and tighten if necessary.

Relays
A. Daily: Observe indicating targets.
B. Semi-Annually: Inspect relays and condition of contacts.
C. Annually
   1) Check contacts and replace if necessary.
   2) Check calibration and operate to determine if relays will function as needed under fault conditions by setting up artificial conditions under simulated loads.
   3) Check floor for matchbooks, folded paper, etc. used to prevent relay contacts from making contact (over-riding relay) which are removed just prior to your examination.

Roof Inspection
The Roof Inspection Program is part of the Preventative Maintenance Program. The Roofing Section of the Office of Facility Planning and Control in the Division of Administration is responsible for administering this program for the State.

Questions concerning compliance with this program are addressed on the annual ORM Loss Prevention Audit in the Equipment Management Section of the audit form.

Questions about this program, related training and/or funding should be addressed to:

THE ROOFING SECTION OFFICE OF FACILITY PLANNING AND CONTROL DIVISION OF ADMINISTRATION
STATE CAPITOL ANNEX P.O. BOX 94095 BATON ROUGE, LA 70804-9095 225-342-7663

Revised 01 July 2012
Shaft Mounted Couplings
1) Documented annual portable vibration monitor signatures of bearings at each side of the shaft mounted couplings.
2) Scheduled lubrication as recommended by manufacturers of all shaft-mounted couplings.

Steam Heating Boilers
1) Operate each gauge cock.
2) Open blow off valve for a few seconds to drain off sediment.

Steam Turbines
A. General
1) Conduct a complete Warranty Dismantle Inspection by the manufacturer within the first year of operation if applicable.
2) A complete dismantle inspection should be made as follows:
3) Every 25,000 operating hours or five years for units operating less than 8,000 hours per year and experiencing more than eight starts per year.
4) Every 40,000 operating hours for units operating at least 8,000 hours per year and experiencing less than eight starts per year.
5) Every 12,000 operating hours or three years for all other units.
6) The frequency of tests should be increased if indicated by operating experience.
7) Records kept should include operating hours, repairs, tests, and other important data.
8) Manufacturer’s suggested operating procedures should be followed for oil systems, temperatures, vibration, etc.

B. Weekly: Test units equipped with throttle valve stem, reheat stop valve, and interceptor valve stem exerciser.
C. Monthly- Check
1) Over speed trip
2) Low bearing oil pressure trip
3) Low vacuum trip
4) Thrust bearing oil trip
5) Lubricating oil for contamination

D. Semi-Annually
1) Test over speed trip mechanism by over speeding. If continuous operation, test annually or when coming online with unit.
2) Test solenoid trip, initial pressure regulator, thrust bearing trip and auxiliary governor while unit is out of service for over speed tests.
3) Turbine units less than 1000 hp and not equipped with exercisers for simulating should be tripped by actual over speeding test every 6 months to check the installed independent over speed trip devices. For other turbines, test unit when going on line and coming off line.

E. Annually
1) Inspect speed governor system and replace any worn parts. Clean and lubricate.
2) Annual inspection should include stop valve assembly, bearings, and oil system. Access openings should be visually examined.

Revised 01 July 2012
Storage Batteries
A. General
1) Adequate ventilation should be provided for all battery storage areas to prevent hydrogen accumulation.
2) Inspect battery terminals to make sure they are clean, tight, and free of corrosion.
3) Remove any dust or dirt accumulations on top of cells and keep them clean and dry.
4) Check level of electrolyte.
5) Batteries in a common bank should be maintained at the same temperature. Therefore, windows in a battery room are not recommended (one reason).
6) Batteries should be supported on racks so they are not in direct contact with the ground.

B. Monthly: Check and record specific gravity and voltage of the pilot cell on each battery or group of cells.

C. Quarterly: Give the battery an equalizing charge to ensure that it is fully charged.

D. Semi-Annually
1) Check specific gravity and voltage of each individual cell. Uneven cell voltages and specific gravity indicate trouble or approaching failure.
2) Check ventilation in the area where the battery is located.

Transformers
A. General
1) A Direct Current (D.C.) high potential test should be scheduled whenever internal trouble is suspected.
2) If a transformer has handled severe overloads or there is indication of internal trouble, it should be inspected as soon as possible.
3) The need for spares depends on importance of the process or production served, repair time and replacement lead time.

B. Daily: Listen for unusual noises.

C. Annually
1) Check liquid level on liquid-immersed units.
2) Check ambient temperature.
3) Check inlet and discharge cooling-water temperature for water-cooled units.
4) Check temperature of ingoing and outgoing cooling air for dry type.
5) Check temperature of oil entering and leaving the heat exchanger for forced oil cooled unit.
6) Check pressure/vacuum gauge on sealed type units.
7) Check any pumps and fans for proper operation.
8) Investigate the cause of unusual noise.
9) Check the ampere load on important transformers if changes have been made in power consumption.
10) Clean dirt and dust from exterior.
11) Check breather for any restrictions.
12) Check protective alarms such as temperature indicators.
13) If located outdoors, check surrounding area for vegetation, foreign objects stored there, or wildlife that pose a threat of grounding or shorting the phase conductors.

Revised 01 July 2012
14) Complete an external inspection on liquid-immersed and gas cooled dry type units:
   a. external damage
   b. deterioration
   c. leakage
   d. accumulation of foreign deposits
   e. corrosion
   f. clean and test bushings
   g. check ground connections
15) Check tap changers and load ratio control apparatus when provided.
16) Analyze water for scale, corrosive properties, etc. for water-cooled units.
17) Service any pumps and fans by cleaning and overhauling.
18) Check ground connection resistance. Resistance of ground should be five ohms or less.
19) Check and clean lighting arrestors.
20) Clean, test and recalibrate relays.

Fuses
1) Clean all insulators and inspect for damage.
2) Replace badly pitted or burned contacts. Check pressure and alignment.
3) Check expulsion fuses for mufflers to restrict gas discharge.
4) Check latch to be sure fuse assembly is firmly locked in when closed.
5) Check size of fuses and adequacy of interruption capacity.
6) Test insulation liquid for acid, moisture, color, gas and dielectric strength.
7) Insulation Test
8) Insulation Resistance
9) Dielectric absorption

Uninterruptible Power Supplies
General
1) Be sure all input and output power has been disconnected when work is to be done.
2) Discharge and ground all capacitor terminals in charger and inverter with a grounding stick.
3) Use a vacuum cleaner and a cloth to clean inside of charger and inverter cabinets.
4) Check for liquid contamination (battery electrolyte, oil from capacitors, etc.).
5) Tighten all terminals.
6) Inspect all terminations and control circuits for corrosion.
7) Check battery condition.
8) Connect source power and check control circuit power supply voltages per manufacturer’s specifications.
9) Check and adjust voltage output and frequency per manufacturer's specifications.
10) After reconnection, check the output voltage and frequency under load.
11) Simulate a power failure and check for proper system operation.

Water Heaters
A. Monthly
1) Visually check pressure temperature relief valve for proper spring action and disk seating.
2) Check for leaks at all seams on the outer casing, around the bottom, and all plumbing connections.
3) Check the operation of the safety valve(s) by manually opening it.

Revised 01 July 2012
B. Annually

1) Inspect the burner and burner controls for proper flame setting (gas fuel).
2) Flush the vessel and check for evidence of mineral deposits.
3) Check the resistance of the heating elements on electric water heaters. An infinite resistance indicates that the element is burned out and needs to be replaced.

Testing Procedures

**NON-DESTRUCTIVE EXAMINATION METHODS**

Documentation of Equipment Maintenance

Individual maintenance schedule records for boiler and pressure vessels, motors and engines, gear sets, electrical equipment and transformers are provided in this program.

These schedules should be tracked on a computer based program or typewritten. All rotating machines need to be on a formal lubrication program with specific individuals assigned the task of lubricating. They should document how often lubrication is performed, what type of lubrication is used, quantity required in each piece of equipment, and keep an inventory record of the different lubricants needed.

**MONITORING SYSTEMS TESTING EQUIPMENT**

As applicable, this testing equipment should be included for a complete preventive maintenance program:

- Vibration - installed on all critical rotating machines.
- Infrared - used to find hot spots in electrical equipment such as transformers, switchgears, and cables.
- Megger testing (insulation resistance) - used to detect grounds, damp windings, damaged insulation, current leakage to ground and other conditions that contribute to electrical breakdown.
- Transformer oil testing - used to detect dissolved gases in the transformer oil (annually).

It is recommended that on special equipment the agency follow suggested manufacturer's preventive maintenance.

**ULTRASONIC**

Used on metal, ceramics, plastic, etc. to detect surface and subsurface discontinuities, measure thickness of a material, and detect weld flaws.

**Advantage:** Only one side of a surface of an object need be accessible.

**Principle:** High frequency vibration or sound waves are reflected as echoes from both the discontinuity and the front and back surfaces of the piece being tested. Echoes are converted to electric signals for amplification and display on an oscilloscope.

**RADIOGRAPHY**

Radiography is used to search for imperfections beneath the surface of fabricated metal in fired and unfired pressure vessels. It is also used to reveal internal discontinuities in welded joints. It will pick up gas pockets or voids, slag inclusions, incomplete fusion and inadequate joint penetration.

**Advantage:** Gives a permanent record and in most instances, will detect a small discontinuity.

**Principle:** Short wavelength electromagnetic radiation, specifically X-Ray or Gamma Ray, is used to penetrate objects opaque to longer wavelength visible light.
**LIQUID PENETRANT**
Liquid Penetrant is used to locate surface discontinuities in various products, such as fine surface cracks.

**Advantage:** Can provide indication of discontinuities in metals and other nonporous materials.

**Principle:** Liquid flows evenly over the object and into the tiny cavities of the specimen. Excess material is removed leaving behind that which seeped into the discontinuity. A developer draws the material that seeped into the discontinuity by capillary action. After drying, examination is performed under a white light or black light condition depending on whether visible dye or fluorescent penetrants were used.

**MAGNETIC PARTICLE**
Magnetic particle is used to detect discontinuities such as surface or slightly subsurface cracks in ferromagnetic materials.

**Advantage:** The sensitivity of the magnetic particle test is higher than that of the dye penetrate process.

**Principle:** Either dry powder or liquid fluorescent magnetic particles are used. The method consists of magnetizing an area to be examined and then applying magnetic particles of different colors to the surface. The particles are retained on the surface at cracks and discontinuities due to leakage in the magnetic field.

**EDDY CURRENT**
Eddy Current is used to check pipe and tubing for defects such as seams as shallow as .002 of an inch in such material as automotive valve spring wire. It can check over 150 feet of resistance per minute.

**Advantage:** Can detect flaws in materials not easily accessible.

**Principle:** A circulating electrical current is induced in an object being checked. This electrical whirlpool is known as an eddy current. Flaws in the test material disrupt the current and consequently, reveal themselves.

**THERMAL OR INFRARED**
Thermal or infrared is used to test the amount of heat or the heat flow through a piece of equipment and measure its quality for evaluation. It will pick up hot spots in electrical equipment such as switchboards, cables, etc.

**Advantage:** An entire plant can have its electrical equipment checked in a short period of time. It will point out hot spots and the degree of heat being admitted over normal temperatures. Equipment can take a picture of the material showing the seriousness of the condition.

**Principle:** Infrared, known as thermo vision, is equipment that detects admitted infrared radiation, converts it to video signal and reproduces the thermal image in black and white on a monitor screen. It allows you to see heat images.

**OVERPOTENTIAL**
Over potential determines if insulation on electrical equipment can withstand the normal or abnormal stresses to which it is subjected.

**Advantage:** Equipment for D.C. over potential testing is relatively small, lightweight, portable and less expensive than the equivalent A.C. equipment. D.C. voltages are less damaging to insulation than A.C. and time is not critical.

**Principle:** The D.C. over potential test is a controlled over-voltage test, sometimes referred to as a direct current leakage test or step voltage test. The current is measured at each step increase of applied direct current-potential and is constantly observed for any abnormalities since, in most cases, the test can be stopped before breakdown occurs.
**INSULATION-RESISTANCE**

Insulation-resistance is used to detect grounds, damp windings, carbonized or damaged insulation, foreign deposits, current leakage to ground and other conditions that cause or contribute to electrical breakdown.

**Advantage:** Test equipment is generally lightweight and portable. Testing can also be completed in a short time.

**Principle:** A 500-volt D.C. megger is standard test instrument. Electrical equipment should be disconnected from all sources of power. Insulation resistance varies with changes in temperature, humidity, test voltage, and duration of test voltage application. Consequently, for a comparison of one set of readings with another, the conditions should be the same. Ideally, the insulation-resistant test should be administered by applying 500 volts for D.C. for one minute at a temperature of 40 degrees FC.

**DIELECTRIC ABSORPTION**

This test furnishes data concerning the relative condition of the insulation with respect to moisture and other contaminants.

**Advantage:** Test equipment is generally lightweight and portable. Access to only one surface is needed.

**Principle:** Insulation-resistance test equipment can be used for this test. A test voltage of 500 volts direct current is commonly used and applied for 10 minutes, with readings of the insulation resistance taken at definite intervals. For high voltage apparatus, a 2,500-volt test voltage is preferred. A graph of the insulation resistance in megohms as a function of time should be plotted. Readings are taken at 1/4-minute intervals for the first minute and every minute for the next 9 minutes. A steady increase in insulation resistance during the time that the voltage is applied is an indication of clean dry windings. A moist or dirty winding will not have a steady increase and the curve will flatten out. This is the result of current leaking through, or over, the surface of the winding insulation.

**POWER FACTOR**

Sometimes known as the “doble” test, power factor is used for determining the quality of the insulation in cables, circuit breakers, insulating liquids, regulators, rotating machines and transformers. It is also used for determining the insulating qualities of bushings and insulators, machines and transformers as well as the insulating qualities of bushings and insulators.

**Advantage:** Equipment is generally lightweight and portable.

**Principle:** Power factor is a measure of the energy component of the charging current and watts loss of insulation. The type of insulation, test voltage and the moisture and voids in the insulation, principally affects the power factor of the insulation. An increase in the power factor over a period of time indicates deterioration. Results are recorded and compared with previous tests. A low power factor is an indication of a safe condition.
**DISSOLVED GAS ANALYSIS - GAS CHROMATOGRAPHY (GC)**

The most informative method of fault gas detection is dissolved gas analysis. In this laboratory method, an oil sample is taken from a transformer; the dissolved gases are then extracted, separated, identified, and quantitatively determined. Various lab methods have been used, including infrared absorption and mass spectrometry, but gas chromatography has emerged as the most popular technique. Electrical arcing or corona action under oil creates acetylene and other combustible gases; therefore, the presence of combustible gases dissolved in the oil is indicative of incipient faults. These incipient faults can often be found in advance of failure. Many costly failures, both from the standpoint of rewind costs and unit downtime, have been avoided, based on GC test results.

Diffusion of gases between liquid and gaseous spaces takes time, during which serious equipment damage can occur undetected, if only gas samples from the transformer headspace are analyzed for combustibles. Monitoring the oil for dissolved gases offers both the required sensitivity, and gives the earliest possible detection of a newly formed fault. The only disadvantage for GC lies in that it can't be done readily (as yet) in the field. On the other hand, this method is not only applicable to all types of oil-filled equipment, it gives the information required to properly evaluate the transformer's ability to properly perform its intended function.

**Documentation**

Individual site-specific maintenance schedule records are required in this program. These schedules are tracked in the designated departments or areas by the assigned supervisor. Maintenance Management and Safety Inspection Checklist forms are available and include, as a minimum, the ORM recommendations and/or manufacturer's recommendations.

**Training**

The Campus Safety Contact ensures training for all employees who work with machinery or equipment subject to lockout/tag out requirements, including those employees who do not work directly on that machinery or equipment but whose work operations are or may be in the area. An employee must successfully complete the training program before he/she will be permitted to work in the area of, or perform any servicing or maintenance upon, any machinery or equipment that is subject to lockout/tag out requirements.

The training is designed to educate our employees in their respective roles in the control of hazardous energy, the knowledge that they must possess to accomplish their tasks safely and to ensure the safety of fellow workers as related to the lockout/tag out procedures. Training objectives include:

- The written Equipment Management Program
- The operation of equipment included in the program
- The preventive maintenance of the equipment included in the program
- The testing procedures for equipment and the operation of testing equipment.
- The safety precautions to be aware of when performing the preventive maintenance as well as the PPE needed before starting the procedure
Communication/Organization
The Office of Risk Management (ORM) Loss Prevention Unit assists in design, implementation, and oversight of the Equipment Management Program within the agency. ORM also assists in identifying systems and objects to be incorporated into the program.

ORM makes observations of the Maintenance Program during scheduled inspections. These observations, along with recommendations for corrective action, are reported in writing to appropriate agencies. All correspondence is then be forwarded to the college for compliance with recommendations. This agency does NOT use commercial maintenance/service contracts. Equipment services and/or maintenance not performed by maintenance staff adheres to normal bid and/or repair policies and procedures.

Audits and Record Keeping
The campus performs annual safety audits and maintains adequate records according to stated policy and procedures. The Office of Risk Management also assists in reviewing and analyzing the Equipment Management Program to determine that it is properly designed to have the intended impact. Records are maintained on managed equipment to include, but not necessarily limited to:

- preventive maintenance schedules
- testing results
- repair documents
- replacement documents
- and completed service documents

Personal Protective Equipment

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or to other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employee’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

PPE Use
The SLCC & Greater Acadiana Region 4 Campus Safety Contacts or designee shall be notified of appropriate use of PPE unless the employee declines to use PPE under certain circumstances. For example, if the use of PPE would prevent the delivery of health care or pose an increased hazard to the safety of the employee, he or she may choose to decline the use of PPE. The circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE Accessibility
The Greater Acadiana Region 4 Campus Safety Contacts or designee shall be notified of appropriate PPE availability at the work site and provided without cost to employees. Hypoallergenic gloves, glove liners, non-powder gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Revised 01 July 2012
**PPE Cleaning, Laundering, and Disposal**
All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees. All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

**Personal Protective Equipment**
Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. The Office of Health and Safety will recommend and/or provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illness.

**Equipment Specifications and Requirements**
All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

**Eye and Face Protection**
The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. Supervisors and faculty, with assistance from the Greater Acadiana Region 4 Campus Safety Contacts or designee, determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

- Typical hazards that can cause eye and face injury are:
- Splashes of toxic or corrosive chemicals, hot liquids, and molten metal;
- Flying objects, such as chips of wood, metal, and stone dust;
- Fumes, gases, and mists of toxic or corrosive chemicals; and
- Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy duty goggles and/or plastic eye protectors which afford the maximum amount of protection possible. If someone ventures into a protected area with proper PPE, activities should cease immediately until compliance is satisfied.

If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them. Masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chin-length face shield, are required to be worn whenever splashes, spary platter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

*Revised 01 July 2012*
Specifications
Eye and face protectors procured, issued to, and used by campus personnel must conform to the following design and performance standards:

1. Provide adequate protection against the particular hazards for which they are designed
2. Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use.
3. Be durable.
4. Be easily cleaned or disinfected for or by the wearer.
5. Be clearly marked to identify the manufacturer.
6. Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:
   a. Spectacles with protective lenses which provide optical correction.
   b. Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles.
   c. Goggles that incorporate corrective lenses mounted behind the protective lenses.

Description and Use of Eye/Face Protectors

- **Safety Spectacles.** Protective eye glasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

- **Single Lens Goggles.** Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames.
  - Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

- **Welders/Chippers Goggles.** These goggles are available in rigid and soft frames to accommodate single or two eye piece lenses.
  - Welder’s goggles provide protection from sparking, scaling or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.
  - Chippers/grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

- **Face Shields.** These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash.

- **Welding Shields.** These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers’ eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

SLCC & the Greater Acadiana Region 4 Campus Safety Contacts or designee can obtain the necessary supply of various eye and face protective devices. Personnel requiring prescription safety glasses must contact the Greater Acadiana Region 4 Campus Safety Contacts and/or Campus Administrator.

Revised 01 July 2012

162.
Emergency Eyewash Facilities
Emergency eyewash facilities meeting the requirements of ANSI Z358.1-1981 shall be provided in all areas where the eyes of any employee may be exposed to corrosive and particulate materials. All such emergency facilities shall be located where they are easily accessible to those in need.

Hearing Protection
Hearing protection devices are the first line of defense against noise in environments where engineering controls have not reduced employee exposure to safe levels. Hearing protective devices can prevent significant hearing loss, but only if they are used properly.

The most popular hearing protection devices are earplugs which are inserted into the ear canal to provide a seal against the canal walls. Earmuffs enclose the entire external ears inside rigid cups. The inside of the muff cup is lined with acoustic foam and the perimeter of the cup is fitted with a cushion that seals against the head around the ear by the force of the headband.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area, and foam inserts should be discarded after each use. It is important for you to wash hands before handling pre-formed earplugs and foam inserts to prevent contaminants from being placed in the ear which may increase your risk of developing infections.

Also, check hearing protective devices for signs of wear or deterioration. Replace devices periodically.

The Greater Acadiana Region 4 Campus Safety Contacts or designee can obtain the necessary supply of a variety of disposable foam ear inserts and earmuffs.

Respiratory Protection
Respiratory hazards may occur through exposure to harmful dusts, fogs, fumes, mists, gases, smoke, sprays, and vapors. The best means of protecting personnel is through the use of engineering controls, e.g., local exhaust ventilation. Only when engineering controls are not practical or applicable shall respiratory protective equipment be employed to reduce personnel exposure.

SLCC & the Greater Acadiana Region 4 Campus Safety Contacts should be consulted for adequate respiratory protection. Workers requiring the use of respirators must first obtain from the Greater Acadiana Region 4 Campus Safety Contacts or designee before a respirator can be recommended or issued.
SLCC & the Acadiana Region 4 Campus Safety Contacts or designee will conduct respirator training and fit tests when necessary and is responsible for determining the proper type of respiratory protection required for the particular hazard.

Adherence to the following guidelines will help ensure the proper and safe use of respiratory equipment:

- Wear only the respirator you have been instructed to use. For example, do not wear a self-containing breathing apparatus if you have been assigned and fitted for a half-mask respirator.
- Wear the correct respirator for the particular hazard. For example, some situations, such as chemical spills or other emergencies, may require a higher level of protection than your respirator can handle. Also, the proper cartridge must be matched to the hazard (a cartridge designed for dusts and mists will not provide protection for chemical vapors)
- Check the respirator for a good fit before each use. Positive and negative fit checks should be conducted.
- Check the respirator for deterioration before and after use. Do not use a defective respirator. Recognize indications that cartridges and canisters are at their end of service. If in doubt, change the cartridges or canisters before using the respirator.
- Practice moving and working while wearing the respirator so that you can get used to it.
- Clean the respirator after each use, thoroughly dry it and place the cleaned respirator in a sealable plastic bag.
- Store respirators carefully in a protected location away from excessive heat, light, and chemicals.

Head Protection
Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials. Bump caps or skull guards are constructed of lightweight materials and are designed to provide minimal protection against hazards when working in congested areas.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head-hazard areas. Head protection will also be required to be worn by engineers, inspectors, and visitors at construction sites. Bump caps/skull guards will be issued to and worn for protection against scalp lacerations from contact with sharp objects. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

Hand Protection
Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

Revised 01 July 2012
Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or any combination thereof.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The Greater Acadiana Region 4 Campus Safety Contacts or designee can assist in determining the specific type of glove material that should be worn for a particular chemical.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use. Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used in these situations includes leather, welder’s gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used.
- Always lock out machines or tools and disconnect the power before making repairs.
- Treat a machine without a guard as inoperative; and
- Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

SLCC & the Greater Acadiana Region 4 Campus Safety Contacts or designee can help the supervisor identify appropriate glove selections for their operations.

**Work Order System**

In order for the Maintenance Department to be more efficient, Region 4 has designed and implemented a Work Request form. Before any project is begun, a Work Request form must be completed and submitted to the Campus Administrator. A blank copy of the Work Request form is available in the Administrative Office.

**Lockout/Tag out**

*General Purpose*

SLCC & the greater Acadiana Region 4 is committed to minimizing risk of injury to its employees and providing a safe workplace. The campus has developed standard operating procedures for the control of hazardous energy in compliance with the Office of Risk Management. These procedures are known as Lockout/Tag out.

During the servicing and maintenance of machines and equipment, unexpected energizing, start up, or the release of stored energy could cause injury to employees. Lockout/Tag out procedures are designed to minimize these risks and ensure that the machine or equipment is isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance activities.

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Tag out is prohibited by itself when equipment/machinery is capable of being locked out. Tag out may only be used when there is no means of locking out the device. Proper lockout of equipment or machinery is the most reliable method to prevent re-energizing the equipment. Additional training of authorized, affected and other employees is required when “tag out only” programs are used.

Power Disconnects
In general, it will be the responsibility of the Maintenance Supervisor to insure that all equipment has an approved means of power disconnect. One disconnect may service more than one machine. However, when this disconnect is locked out, all equipment connected to it must become de-energized. Any equipment that is energized or operated by steam, electricity, water, air, gas, or hydraulic pressure must be locked in an off or neutral position. Cord and plug connected equipment are not required to be locked out as long as they remain under the exclusive control of the employee working on the equipment. Because they are not readily accessible and cannot be locked, a buss plug will not be considered a power disconnect device. A valve will be considered locked-out when it is chained, locked, or enclosed in the off position, and tagged.

The Lockout Device
The lockout kit will consist of various lockout devices (all of which are red), small and large Master locks, and tags. Nylon wire ties for the purpose of attaching tags are available. Any employee who is required to perform set-up, electrical or mechanical repairs, or general maintenance (such as, but not limited to, greasing and oiling) will be provided lockout devices and tags by the maintenance supervisor. Padlocks issued to employees for the lockout procedure will be confined to that use only. No other lock will be permitted. Locks for individual employees will be keyed separately. There are no Grand Master keys for these individual locks. The employee will have possession of the only key for their lock.

Power Lockout General Procedure
Each employee or crew performing the work shall lock out the power source of any machine to be repaired, serviced or set up. The only exception to this is when it is absolutely necessary to leave the machinery energized for the purpose of set-up adjustment or troubleshooting. Only qualified, authorized employees shall be permitted to perform those tasks on energized machinery. In addition to disconnecting the power source, it is also required that all residual energy is safely released prior to performing the task. For the purpose of this procedure, the troubleshooting process will be considered ended when:

- A particular problem has been located and repairs are started.
- Individual machine components are being replaced.
- Circuit changes are being made.

A lockout device may be removed only by the employee who installed the device or by the employee's direct supervisor. No other supervisor may order the removal of a lockout device without obtaining approval or written authorization from the supervisor of the employee that initially installed the lockout device. The procedure for the removal of locks will be periodically re-evaluated by the Campus Maintenance Supervisor.

Specific Instructions
Before starting repair or maintenance work on a machine, the supervisor of the department in which the machine is located must be contacted. Before beginning any work, review specific energy control procedures.

Alert the machine operator and/or set-up person.

Before starting work, disconnect the equipment from its power source by opening the disconnect switch or removing the plug. In the case of equipment that is powered by air, gas, steam, or fluid power, all valves must be placed in the closed position and all residual pressure relieved. Any machine components that may fall or be activated by gravity must be supported or blocked. Any secondary equipment that could create a hazard to an employee who has been assigned to work on a machine must also be locked out.
After the machine has been locked out, activate the machine’s operating controls to ensure that the power source has been disconnected. When there is the possibility that a disconnected machine may retain excess electrical energy, an electrician must check its circuits to insure that this energy has been discharged and/or dissipated.

A crew is considered to be two or more employees from the same department working on the same equipment. If a crew is working on equipment, when locking out a particular machine one of the following conditions must be met to satisfy this procedure:

Each employee who is working on the machine must place a lock on the lockout shackle.

One employee may be designated as a crew leader and install one lock for his crew. It will be the crew leader’s responsibility to ascertain when the work is completed and that his crew is clear of the machine before removing the lock.

The supervisor of the department in which the machine is located may place a lockout device on the disconnect. It will then be the supervisor's responsibility to ascertain that all work has been completed and that all crews are clear of the machine before removing the lock.

When work is completed, replace all guards and safety devices. When equipment is ready for testing or normal service, check the work area to see that employees are safely positioned or removed from the area. Inspect the work area to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact. The appropriate employee, crew leader or department supervisor should then remove the lockout device and restore power after alerting concerned personnel.

After it is determined that the machine is functioning correctly, it may be released for production.

Each employee or supervisor must remove his lockout device upon completion of the assignment. If work is to be continued by that same employee on the following day, his/her lock and tag may be left. In the event that it is not possible to complete the repair or maintenance assignment by the end of the shift, and work will be continued by employee(s) on another shift, the employee or crew leader’s lockout device should be replaced by the lockout device of an employee or crew leader who will be continuing the work on the following shift. Another way to keep the lockout in effect during a shift change is for the supervisor of the department performing the work to place a departmental lockout device and tag on the machine. The supervisor must leave written instructions for the next shift manager. These instructions should include the nature of the work being performed and its current status.

Only the employee who put the lock on the energy-isolating device shall remove it. However, when the authorized employee who applied the lock is not available to remove it, it may be removed under the direction of the supervisor, but only if first:

- It is verified by the supervisor that the authorized employee who applied the lock is not at the facility.
- All reasonable efforts to contact the authorized employee have been made in order to inform the employee who applied the lock that his/her lock has been removed.
- The supervisor ensures that the machine is safe to operate, and
- It is made certain that the authorized employee has this knowledge before he/she resumes work.

*Attach the lockout device to the appropriate switch, valve, or plug.*
Temporary Removal of Locks
In those situations where the lock must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

- Clear the machine or equipment of tools and materials.
- Remove employees from the machine or equipment area.
- Remove the lock.
- Energize and proceed with testing or positioning.
- De-energize all systems and reapply energy control measures in the sequence set forth in Appendix A and continue the servicing and/or maintenance.

Tags
Lockout is the preferred method to guard against injury. The use of tags in the de-energization process and in preventing unauthorized start-up of machines/equipment is therefore limited to:

1. Machinery and equipment with the energy isolating devices that are not capable of being locked out.
2. Special and temporary situations where use of a tag out system will provide full employee protection.

The tags to be used in those situations will be provided by the campus. Each tag must indicate the identity of the employee who applies it. The tags to be used have been determined by the campus to be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

Tags having reusable, non-locking, easy means of attachment/detachment (such as string, cord, or adhesive) are not permitted. All tags to be used are non-reusable, self-locking, and attachable by hand, non-releasable with a minimum locking strength of no less than 50 pounds, and have the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.

Each tag contains a warning against hazardous conditions if the machine or equipment should be energized. They contain words such as:

- DO NOT START
- DO NOT OPEN
- DO NOT CLOSE
- DO NOT ENERGIZE
- DO NOT OPERATE

Any person who knows of the use of any tag that does not satisfy these requirements must immediately report that fact to his supervisor. That supervisor shall take immediate steps to ensure that the tag in question satisfies the above or that a suitable replacement tag is provided.

Lockout/Tag-Out Procedure
In those instances where machinery or equipment is tagged out rather than locked out, the lockout procedures listed above will be followed except that the tags described above will be used instead of locks. The following additional requirements will also be met:

1. Tag-out will not be used unless it will provide a level of safety equivalent to that obtained by the lockout procedures.

2. Additional safety measures beyond those necessary for lockout must be taken--such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

3. An authorized employee shall affix the tag to each energy-isolating device.

Revised 01 July 2012

168.
4. The tag shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

5. When a tag is used either by itself or in addition to a lockout device, the tag attachment shall be fastened at the same point that the lock is attached. However, when a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

6. A tag may be removed only by the employee who placed it there. If that employee is unavailable, tag removal must have management approval.

7. No tag will be bypassed, ignored or otherwise defeated. The warning stated on tags must be observed by all employees at all times.

8. The tags must be securely attached to each energy-isolating device so that they cannot be inadvertently or accidentally detached during use.

9. All employees must keep in mind at all times that tags are WARNING DEVICES that are put in place for their protection. They do not provide physical restraint like a lock does.

10. Instruction on the use and limitation of tags is included in lockout tag out training sessions. Additional training of authorized, affected and other employees is required when tag out only programs are used.

11. Each supervisor with responsibility for an area or process where machinery or equipment is tagged out must pay close attention to all employees in the area to see that these rules are observed. He/she shall take immediate action to protect their safety whenever it becomes necessary and, when appropriate, shall immediately invoke disciplinary procedures.

SLCC & the Greater Acadiana Region 4 Safety Coordinator, Campus Safety Contact or designee ensures training for all employees who work with machinery or equipment subject to lockout/tag out requirements, including those employees who do not work directly on that machinery or equipment but whose work operations are or may be in the area. An employee must successfully complete the training program before he/she will be permitted to work in the area of, or perform any servicing or maintenance upon, any machinery or equipment that is subject to lockout/tag out requirements.

The training is designed to educate our employees in their respective roles in the control of hazardous energy, the knowledge that they must possess to accomplish their tasks safely and to ensure the safety of fellow workers as related to the lockout/tag out procedures. Training objectives include:

- Ensure that employees understand the purpose and function of the hazardous energy control program.
- Teach authorized employees the skills for safe application, usage and removal of energy control devices.
- Train authorized employees to recognize hazardous energy sources, the type and magnitude of the energy and the methods necessary for energy isolation and control.
- Make employees aware of the limitations of the use of tags, when tag out only systems is used.

Ensure that all other employees whose work operations may be in or near an area where energy control procedures are used are able to recognize when the control procedure is being implemented. They must also understand the purpose of the procedure and the importance of not attempting to start up or use the equipment that has been locked and/or tagged out.

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Retraining will be made available for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedure. Retraining may also be given to reestablish employee proficiency in the case of inadequate knowledge or use of the energy control procedures.

**Preparation for shut down:**
To prepare for shut down authorized employees will notify all associates who will be in the area:
- That the equipment is to be locked out for servicing and/or maintenance.

To be cautious and careful not to activate any movement on this piece of equipment:
1. The authorized employee will notify the front desk if necessary (if turning off the circuit breaker will affect other areas). The authorized employee will also notify the front desk at Facilities Management if performing lockout/tag out on a piece of equipment with multiple sources of energy. Review specific energy control procedures.
2. If the equipment is in operation, shut it down:
   a. Follow normal procedures to turn off the equipment.
3. Identify all energy sources and isolate:
   a. Identify the electrical energy source shut off control and turn off (isolate) the electrical energy source from the equipment. For plug-in equipment remove the plug from the energy source.
4. Lock out the energy isolating device(s) with assigned individual locks:
   a. Place a lockout device, padlock and tag on the energy source cut off device or plug. Exception: If the authorized employee has control of the plug at all times no lockout is required.
5. Release and isolate all stored energy sources:
   a. Stored or residual energy (such as that in capacitors, springs, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
6. Test the equipment to verify energy sources have been disconnected:
   a. Test electrical connections with a voltmeter while controls are in the on position. After verifying that the power is disconnected, be sure to return the controls to the neutral or off position.

**Restore Equipment to Service:**
1. After servicing and repair has been accomplished, do the following:
   a. Reassemble all removed components including guards.
   b. Remove all tools or other item not belonging to the equipment
   c. Ensure all employees are clear.
   d. Verify that all the controls are in neutral.
   e. Remove all lockout/tag out devices.
   f. Re-energize the equipment.
   g. Test equipment for proper operation
   h. Notify affected employees that maintenance is completed and equipment is ready to use.

*Note: The maintenance staff is the only employees with access to keys for high energy electrical panels.*
Boilers

SLCC Campuses shall perform boiler inspections on applicable equipment to insure operation within the prescribed boiler/machinery code and law. The carrier shall forward a copy of this report to the affected agency for corrective actions, as well as a copy to the Office of Risk Management’s Loss Prevention Unit. Upon completion of all required corrections, the agency shall report such back to the LP Unit.

Current inspection certificates shall be posted on or near the corresponding approved boilers. Annual Water Heater Inspections are completed by:

Office of the Louisiana State Fire Marshal
Boiler Inspection Division
8181 Independence Blvd.
Baton Rouge, Louisiana 70806

Elevators

A Commercial Elevator Inspector shall conduct semi-annual elevator inspections at the only campus affected, the Gulf Area Campus in Abbeville, LA. If there are any maintenance deficiencies, recommendations and/or code violations for the elevator, the elevator contractor and the Campus Administrator shall be notified and given a written report. The agency is responsible for the repair-replacement and clear documentation that all violations have been corrected.

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EMERGENCY PLAN

March 2012

Code Red ---- Fire
Evacuate Building

Code Blue ---- Natural Disaster
Seek Shelter

Code Black-Bomb Threat
Evacuate Building

Code Green-Violent/Criminal
Behavior Initiate Lockdown

Code Orange-Civil Disorder
Initiate Lockdown

Code Brown-Suspicious Mail or Package
Evacuate Building

Revised 01 July 2012
Table of Contents

Emergency Evacuation Plan Policy........................................................................................................175

Emergency Procedures and Emergency General Guidelines......................................................................176-183

I. General Information..................................................................................................................................176

II. Lockdown Procedures............................................................................................................................177

III. Evacuations ...........................................................................................................................................178

IV. Code Red - Fire........................................................................................................................................178

V. Code Blue – Natural Disaster..................................................................................................................178

VI. Code Black – Bomb Threats ................................................................................................................179

VII. Code Green – Violent/Criminal Behavior........................................................................................180

VIII. Code Orange – Civil Disorder..........................................................................................................181

IX. Code Brown – Suspicious Mail/Package............................................................................................181

X. Other Emergency Situations................................................................................................................182

XI. Shelter-in-Place.....................................................................................................................................183

Revised 01 July 2012
South Louisiana Community College
Care and Development Of Young Children Lab
EMERGENCY EVACUATION PLAN POLICY

It is the responsibility of the SLCC Care and Development of Young Children Lab to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of the SLCC Care and Development of Young Children Lab should proceed as rapidly and safely as possible.

Evacuation Guidelines

- Notice to evacuate will be given by a continuous bell alarm. The bell indicates that the building should be cleared of all occupants immediately.
- An evacuation may become necessary in the event of any occurrence which may threaten safety of life. Such occurrences may include, but are not limited to, fires, storms, gas leaks, and drills.
- Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
- Instructors are designated to ensure all persons are successfully evacuated and will assume the additional responsibility for escorting disabled individuals to safety.
- Remain calm. Your presence of mind is the key factor to a successful evacuation.
- If time permits, disengage electrical equipment, which you are currently using.
- All doors and windows should be closed.
- Leave all belongings in the classroom. There is no time to decide what to take with you.
- If a closed door is extremely hot, do not open it. Seek another exit.
- Immediately exit the classroom and building according to the posted route. (See the evacuation chart in your classroom.) Proceed in an orderly, safe fashion, walking at a steady pace.
- If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
- Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
- Once outside the building and in the designated area, the roll must be called.
- During this time, remain quiet and calm. DO NOT SMOKE OR USE CELL PHONE in case there is a gas leak.
- Everyone will remain outside the building until the all-clear signal is given by an
- Everyone will remain outside the building until the all-clear signal is given by an official of the school.
  Then, and only then, may all individuals return to their classrooms/departments.
- This emergency plan shall be reviewed by the supervising deans at South Louisiana Community College for approval.
  The plan shall be reviewed annually and updated as needed.
- Each employee of the SLCC Care and Development of Young Children Lab shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this review during their orientation period.
- Floor plans for each area are posted in public view showing exits and directional paths for traffic flow.
- Fire drills will be held monthly.
- Tornado drills should be held annually and scheduled to occur during Severe Weather Awareness Week. (Note: The process for tornado evacuation involves moving into interior structures versus exiting to the outside.)
EMERGENCY PROCEDURES AND EVACUATION

GENERAL INFORMATION

• Parents of children enrolled in the SLCC Care and Development of Young Children Lab shall be enrolled in the South Louisiana Community College First Call Interactive Network. The link to this website is found at http://www.acadiana.edu. Emergency information regarding the physical location of the child care lab (South Louisiana Community College) is forwarded to all participants in the First Call Network.

• South Louisiana Community College (SLCC Care and Development of Young Children Lab) uses the following coding system to identify emergencies and appropriate responses to the emergency:
  o Code Red – Fire/evacuate building
  o Code Blue – Natural Disaster/seek shelter
  o Code Black – Bomb Threat/ evacuate building
  o Code Green – Violent or Criminal Behavior/initiate lockdown
  o Code Orange – Civil Disorder/initiate lockdown
  o Code Brown – Suspicious Mail or Package/evacuate building

• The safety of the children and staff members at a Child Care Facility is our highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of a Child Care Facility to insure the safety of its children and staff members in the event of an emergency.

• In the event of an emergency the Child Care Facility Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

• In the case of an emergency, the parent will be contacted immediately. Emergency phone numbers listed on the child’s Master Card form will be used in the event that the parent cannot be contacted.

• Emergency medical services will be called for any situation that warrants such actions. Physician and dentists listed on the child’s Master Care will be contacted.

Lockdown Procedures

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students and teachers from danger by instituting a school lockdown. A school lockdown can serve several functions during an emergency, including the following:
  Removing students and teachers from the threat;
  Isolating the dangerous situation from much of the school;
  Allowing for an accurate accounting of students within each room;
  Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

Lockdown with warning: The threat is outside the school building.

Lockdown with intruder: The threat or intruder is inside the school building.

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**Lockdown with Warning Procedures**

The following procedures should be followed when the threat is outside of the school building:

Building administrator or designee orders and announces "lockdown with warning" over the Phone system or Intercom System. This announcement should be repeated several times. The following actions are initiated:

- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move all persons away from the windows.

Instructors should take attendance of students in each classroom, prepare a list of missing and extra students in the room and keep the list once directed to leave the classroom.

Once the threat has subsided, the building administrator announces “all clear” over the PA system.

**Lockdown with Intruder Procedures**

The following procedures should be followed when the threat or intruder is inside the school building:

Building administrator or designee orders and announces "lockdown with intruder" over the phone system. This announcement should be repeated several times.

The following procedures are initiated:

- Immediately direct all students, staff, and visitors into the nearest classroom or secured space. The secure space for the Care and Development of Young Children Lab is the storage closet located in the lab.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room and take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear” over the PA system.

Please note that some threats, such as a confirmed fire, intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

*Revised 01 July 2012*
Evacuations
A. In the event that an offsite evacuation of the building is required, all staff members should adhere to the following:
   1. Make certain all children and staff members are accounted for and are safe.
   2. Evacuate all children and staff members to the designated off-site evacuation location:
      Delhomme's Funeral Home located at 1101 Bertrand Drive; 337-235-9449.
      a) Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
      b) All children and staff members with special needs are to be assisted as needed.
   4. Conduct a second head count for children and staff members.
   5. Notify the parents as early as possible.
   6. Do not approach or re-enter the building until consultation with the proper authorities.

Code Red – FIRE
Upon the discovery of a fire, no matter how small, consideration for personal safety and the safety of others must remain the top priorities.
These steps should be taken if a fire or other fire-related danger arises:
   The nearest fire alarm should be pulled immediately.
   When the alarm is sounded, everyone is required to leave the building immediately using the assigned exit route.
   All doors and windows must be closed.
   Everyone is to proceed to the exit point in an orderly and safe fashion walking at a steady pace.
   If heavy smoke or fire blocks an assigned route, the nearest alternative exit should be used.
   Once outside the building and in the department’s designated area, the roll must be called. Orderly conduct is required from all during this emergency.

All should remain outside the building until the all-clear signal is given. Then all individuals may return to their departments.
If the instructor is so trained, the instructor or the staff personnel should try to contain the fire by using the closest and correct type of fire extinguisher. All prescribed instructions for use should be followed.

Code Blue – Natural Disaster
   a. Hurricanes
      When a Hurricane Watch is issued, the Campus Administrator will call a staff meeting to coordinate plans in the event that a hurricane will come ashore in the vicinity. Planning for a hurricane that is minimal will be different from preparing for a hurricane that is powerful or slow moving. Because each hurricane is unique and presents a different set of problems, those planning for the emergency will draw upon their own pool of experiences to make preparations.
      The Campus Administrator decides school closure.
   b. Tornadoes
      When a Tornado Warning is issued, all employees and students should move into the main building into the interior hallways. All doors should be closed. Everyone should stay away from outside walls and glassed-in areas. Everyone should remain in interior hallways until the ALL CLEAR is given.
   c. Severe Weather
      Weather so severe as to endanger student safety or school property may cause school closure until conditions improve.
      The Campus Administrator will decide the need for closure.

Revised 01 July 2012
Code Black - 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 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, hoarse, or stutter. Try to notice any background noises. Ask why the bomb was placed there and whom the caller wishes to hurt. DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL. Report a bomb threat to a supervisor, who will contact the proper authorities. Complete a Bomb Threat Information Form. The phone number of local law enforcement shall be placed in conspicuous places throughout agencies.

It is important that each employee visually scans his/her work area before leaving to look for unusual packages or something out of the ordinary. Do NOT touch anything suspicious but report it immediately to law enforcement personnel as you arrive at your designated outside area. Local law enforcement has no way of knowing what belongs in a work area and what does not. It is necessary that employees identify suspicious objects/packages for the bomb squad.

Only take your personal items with you.

Do not use a cell phone in or near the building or during the evacuation as this could trigger the bomb.

Do not return to your work area until you receive the all-clear signal by the authorized person.

In the event of a bomb threat, the person taking the call should do the following:

(See Bomb Threat Information Form)

- Get an accurate message. Try to write down each word.
- Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statements of the caller.
- Ask the caller where the bomb is located and when it is set to go off.
- Identify the caller’s voice—whether male or female.
- Try to detect an accent or dialect.
- Try to determine sobriety.
- Note the caller’s style of speech—erratic or firm or emphatic.
- Note any background noises or conversation
- Ask the name of the caller. Oddly enough, there have been cases where correct names and addresses have been given.
- Try to determine the length of the call.
- After taking the call, do not broadcast the matter and cause panic.

When the call is completed, call the campus Administrator and advise that a bomb threat has been received. It will be the responsibility of the Campus Administrator to determine the need to evacuate.

Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.

Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.

Upon arrival of law enforcement authorities the facility director, or designee, will assist with search (i.e.: unlocking doors, identify strange or suspicious objects).

The appropriate authorities should be consulted prior to re-entry into the building.

See Appendix A for threat information sheet.
Code Green – Violent/Criminal Behavior
General Information

Actions to Take
Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Remember, however, to always avoid personal risk.

All violent/criminal behavior should be reported by calling 911 as soon as possible.

Rules
When a person has crossed from anger to rage do not attempt to control the person or the situation. He/she is in control.
The first 15 seconds in a violent situation are the most dangerous.
The passage of time increases the chance of a peaceful settlement.
The key to getting through the situation is to respond appropriately to the emotions you see.

Violence and Assault
There are numerous types of workplace violence. Acts of physical violence, threats, verbal abuse, intimidation or harassment which is committed against a person, or places them in fear for their safety during the course of employment, are common forms. This can also include stalking, continuing domestic violence situations, highly aggressive emotional behavior, sexual harassment and assault.

If a verbal altercation is reported to you, remain calm and maintain a professional and caring attitude. Take the time to listen regardless of whether or not you agree with the person. Allow “venting” and don’t interrupt. If you can provide a solution, do so, or refer the person to someone who can assist. Your attitude will many times determine the result of the conflict.

If a violent conflict occurs in your area, attempt to summon help. Do not become involved or attempt to handle the situation. Attempt to safely and calmly move yourself and others to a safe location. If given the opportunity to exit safely, do so quickly and quietly. Leave the building and area and move a safe distance away from the building. Once outside, call 911 immediately. If the action prevents you from exiting, hide in a closet, under a desk, or behind any barrier you can find between you and the conflict and remain quiet.

Police enforcement should be contacted immediately if workplace violence is suspected or threatened. If a violent act of any type occurs, call 911 immediately.

Persons with Firearms or Weapons
If you observe a person on campus with a firearm or other deadly weapon, contact Police Enforcement immediately. If a person is threatening someone, call 911 immediately.

State law forbids firearms on grounds of educational institutions even if the individual has a concealed weapons permit. State law provides for the college to regulate deadly weapons, which includes firearms, on campuses. Louisiana Community and Technical College System does not allow firearms or any deadly weapon on its campuses. Peace officers do have exemptions from these laws. However, contact the administration to ascertain that the individual has authority to carry a firearm if you observe someone with one. If a person having a weapon appears dangerous, is acting suspicious or strange, is threatening, or is behaving irrationally, stay away from the individual and call 911 immediately.

Revised 01 July 2012
Code Orange – Civil Disorder
It will be the responsibility of the Campus Administrator to determine the need to evacuate.
Do not return to your work area until you receive the all-clear signal by the authorized person.

Code Brown – Suspicious Mail or Package
Suspicious Object
If you find a suspicious object:
  Do not touch the object.
  Move people away from the object.
  Do not use portable radio equipment within 100 feet of the suspicious object.
  Dial 911 immediately to notify Police.
  Follow police instructions precisely.

Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

If a search of the building is conducted, you and other staff may be asked to accompany Police officers since you are more likely to notice something out of the ordinary in your own area or facility.

Suspicious Mail or Package
Some typical characteristics, which in combination may trigger suspicion, are:
  Restricted marking such as "Personal" or "Special Delivery"
  No return address or one that cannot be verified as legitimate
  A city or state in the postmark that does not match the return address
  Unusual weight based on size
  Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string

If you receive a suspicious letter or package:
  Do not try to open it.
  Isolate it.
  Call police at 911.

If you open a parcel containing suspicious material or alleged to contain suspicious material:
  Set it down where you are.
  Do not move the contaminated material.
  If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
  If the material is corrosive or presents an immediate danger, wash or rinse your hands.
  Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
  Call police at 911.

Stay at the scene to answer questions from police and environmental health and safety personnel. If anyone enters the closed area that houses the suspicious letter or package, that person should also stay at the scene.

Other Emergency Situations

Revised 01 July 2012
Hostage Situation
If you are involved in a hostage situation:
   Dial 911, if possible, and supply as many details as possible including number of persons involved,
description of hostage takers, weapons displayed, threats made, etc.
Do what you are told without argument.
Do not attempt to negotiate or argue with the hostage taker.
Try to get others to remain calm. Tell them to do what they are told.

Explosions
In the event of an explosion occurring on the premises of any SLCC Campus, the building will be evacuated immediately.

Chemical Spills
In the event of a spill or release, the following actions are to be taken:
The Campus Administrator or Safety Coordinator is to be notified immediately.
The Campus Administrator or Safety Coordinator will then notify all staff and instructional personnel so that appropriate safeguards can be taken to prevent exposure.
Both the Civil Defense and Fire Department will be notified.
If evacuation becomes necessary, the campus evacuation chart and evacuation procedures are to be followed.

Proximity Threats
These occur near location and can cause damage to life and property. They may require need for evacuation. Examples include:

Railroad, interstate, and water vessel disasters
1) Obtain emergency response procedures from local municipality.
2) Once notified, determine if voluntary or mandatory evacuation is required.
3) Use applicable emergency response procedures as per the local municipality.

Local chemical or nuclear plant disasters – by law, all plants must report what is produced and include all of the following emergency procedures:
1) Contact local/municipal government.
2) Once notified, determine if voluntary or mandatory evacuation is required.
3) Vertical, upwind, or downwind evacuation determined by type of incident.
4) Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place and the situation allows.

Aircraft Disasters
1) Federal, state, and local authorities will assist once notification is received.
2) Follow agency emergency action plan.

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Shelter In Place
If the emergency present prohibits the evacuation of the center, a Shelter-In-Place plan is implemented. Center staff and children will conduct a Shelter-in-Place in the classroom by doing the following:

1. REMAIN CALM
2. Be sure everyone is inside the classroom. Close all exterior doors
3. All heating and cooling ventilation systems will be shut down.
4. Shut all windows, doors, drapes and window shades.
5. Surround windows with duct tape and place wet towels under the doors.
6. Do not stand near a window or door.
7. Notify parents/guardians of situation
8. Locate Shelter-in-Place survival kit which should contain:
   - Battery operated radio
   - Towels
   - Duct Tape
   - Flashlights
   - Toilet paper and paper towels
   - Basic first aid kit
   - Gallon jug of water for medical purposes only
9. In the event that the local authority declares that our shelter-in-place plan should be extended beyond 3 hours, the college is prepared to offer snacks, water and other nourishment to our students and staff.
11. When the Shelter-in-Place has been lifted, contact parents with directions for reunification with their children.

Revised 01 July 2012
South Louisiana Community College
Care and Development of Young Children Lab
Emergency Plan

Review Dates

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<tr>
<th>Name and Title</th>
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<tr>
<td>Dr. Natalie Harder, SLCC Chancellor/Interim Regional Director</td>
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<tr>
<td>Dr. Charles Miller SLCC Dean of Instruction and Effectiveness</td>
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<td>Desiree Huggins, Assistant Campus Dean</td>
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<td>Chief of Police Dwight N. Faul LSP#U-1506 SLCC</td>
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<td>Kathy Crowley, SLCC CDYC Program Coordinator</td>
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<td>Cindy Moon, SLCC CDL Director</td>
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HAZARD PREVENTION AND CONTROL  GENERAL

After hazards of violence are identified through the systematic workplace analysis, the next step is to design measures through engineering or administrative and work practices to prevent or control these hazards. If violence does occur, incident response can be an important tool in preventing future incidents.

ENGINEERING CONTROLS AND WORKPLACE ADAPTATION

Engineering controls, for example, remove the hazard from the workplace or create a barrier between the worker and the hazard. There are several measures that can effectively prevent or control workplace hazards, such as those actions presented in the following paragraphs. The selection of any measure should be based upon the hazards identified in the workplace security analysis of each facility.

Assess any plans for new construction or physical changes to the facility or workplace to eliminate or reduce security hazards.

Install and regularly maintain alarm systems and other security devices, panic buttons, hand-held alarms or noise devices, cellular phones, and private channel radios where risk is apparent or may be anticipated; and arrange for a reliable response system when an alarm is triggered.

Provide metal detectors—installed or hand-held, where appropriate—to identify guns, knives or other weapons, according to the recommendations of security consultants.

Use a closed-circuit video recording for high-risk areas on a 24-hour basis. Public safety is a greater concern than privacy in these situations.

Place curved mirrors at hallway intersections or concealed areas.

Enclose public service areas, such as nurses’ stations and drivers’ license centers, and install deep service counters or bullet-resistant, shatter-proof glass.

Provide employee “safe rooms” for use during emergencies.

Provide waiting areas designed to maximize comfort and minimize stress.

Arrange furniture to prevent entrapment of staff. In interview rooms or crisis treatment area, furniture should be minimal, lightweight, without sharp corners or edges, and/or affixed to the floor. Limit the number of pictures, vases, ashtrays, or other items that can be used as weapons.

◆ Provide lockable and secure bathrooms for staff members separate from student and visitor facilities.
◆ Lock all unused doors to limit access in accordance with fire codes.
◆ Install bright, effective lighting indoors and outdoors.
◆ Replace burned-out lights, broken windows, and locks.
◆ Keep automobiles well-maintained. Always lock automobiles.
ADMINISTRATIVE AND WORK PRACTICE TOOLS

◆ Administrative and work practice controls affect the way jobs or tasks are performed. The following examples illustrate how changes in work practices and administrative procedures can help prevent violent incidents.
◆ State clearly to customer, students, clients, and employees that violence is not permitted or tolerated.
◆ Establish liaisons with local police and state prosecutors. Report all incidents of violence. Provide police with physical layouts of facilities to expedite investigations.
◆ Require employees to report all assaults or threats to a supervisor or manager (e.g., can be confidential interview). Keep log books and reports of such incidents to help in determining any necessary actions to prevent further occurrences.
◆ If needed, advise and assist employees of procedures for requesting police assistance or filing charges when assaulted.
◆ Provide management support during emergencies. Respond promptly to all complaints.
◆ Set up a trained response team to respond to emergencies.
  Use properly trained security/police officers, when necessary, to deal with aggressive behavior, or dial 911 or 9-911, as appropriate. Follow written security procedures.

◆ Ensure adequate and properly trained staff for restraining offenders or clients.
◆ Provide sensitive and timely information to persons waiting in line or in waiting rooms. Adopt measures to decrease waiting time.

Ensure adequate and qualified staff coverage at all times, taking into account the times of greatest risk at each facility. Institute a sign-in log procedure with passes for staff after hours. Enforce staff and visitor hours and procedures.

Control access to facilities other than waiting rooms or other public access rooms.

Prohibit employees from working alone in areas of substantial risk, particularly at night or when assistance is unavailable.

Establish policies and procedures for secured areas and emergency evacuations.

Ascertain the behavioral history of new and transferred students to learn about any past violent or assaultive behaviors. Establish a system—such as chart tags, log books, or verbal census reports—to identify students with assaultive behavior problems, keeping in mind student confidentiality and worker safety issues. Update as needed.

Treat and/or interview aggressive or agitated individuals in relatively open areas that still maintain privacy and confidentiality (e.g., rooms with removable partitions).

Use case management conferences with co-workers and supervisors to discuss ways to effectively treat potentially violent individuals.
Prepare contingency plans to deal with individuals who are “acting out” or making verbal or physical attacks or threats.

Transfer assaulted clients to “acute care units,” “criminal units,” or other more restrictive settings.

Periodically survey the facility to remove tools or possessions left by visitors or maintenance staff which could be used inappropriately.

Provide staff with identification badges, preferably without last names, to readily verify employment.

Provide staff members with security escorts to parking areas in evening or late hours. Parking areas should be highly visible, well-lighted, and safely accessible to the building.

Use the “buddy system,” especially when personal safety may be threatened. Encourage employees to avoid threatening situations. Staff should exercise extra care in elevators, stairwells, and unfamiliar surroundings; immediately leave premises if there is a hazardous situation; request security/police escort if needed.

Develop policies and procedures covering how off-site visits will be conducted, the presence of others during the visits, and the refusal to provide services in a clearly hazardous situation.

Establish a daily work plan for field staff to keep a designated contact person informed about workers’ whereabouts throughout the workday. If an employee does not report in, the contact person should follow up.

Conduct a comprehensive post-incident evaluation, including psychological as well as medical treatment, for employees who have been subjected to abusive behavior.

INDUSTRIAL/MAINTENANCE SAFETY RULES AND INFORMATION

General Information

Safety is especially important for employees and students who work in industrial environments because of the higher number of risks in these areas. College departments that utilize industrial machinery, large amounts of mechanical equipment, devices that operate at high voltage (208 v. or higher), radiation and hazardous materials, and/or heavy off-road equipment also qualify as industrial areas and should follow these guidelines.

Industrial Safety Guidelines

Information in this section addresses specific hazards and other areas of safety that pertain to persons who work in industrial environments as described in section 1.1. These guidelines and policies are to be followed in addition to those given in the previous section on general safety rules and information.

Personal Protective Equipment

Note: Information in this section is based on regulations set forth in OSHA 1910.132 through 1919.138. To review more details on this matter, consult:

Personal Protective Equipment (PPE) is anything that is used to protect the human body from the dangers of hazards. PPE is used to protect a person’s eyes, face, ears, head, extremities, respiratory system, and other parts of his or her body. Statistics and other data show that failure to use PPE is a leading cause of accidents.

Every employee and student is responsible for using PPE whenever a task or job requires it. Supervisors and Departmental Safety Coordinators are responsible for making sure that PPE is available and in good working condition. Whenever necessary, departments are required to provide PPE to its employees and students. Departmental supervisors must ensure that all employees and students know how to use PPE properly. Whenever an employee or student provides their own PPE, then supervisors are responsible for inspecting it and assuring its adequacy and sanitation.

Anyone who knowingly fails to use PPE is a subject to disciplinary action.

Eye and Face Protection – OSHA 1919.133

- Eye and face PPE is required for all persons that are exposed to hazards that include flying objects, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation, or dust.
- All eye PPE purchased before July 5, 1994 must conform to ANSI z87.1-1968.
- All eye PPE purchased after July 5, 1994 must conform to ANSI z87.1-1989.
- Whenever hazards from flying objects exist, eye and face PPE must provide side protection to prevent these objects from entering the eye indirectly.
- Persons who wear prescription eyeglasses must use PPE that can be worn over these prescription glasses without disturbing the proper position of the prescription glasses.
- Persons who use contact lenses must also use proper eye and face PPE. Contact lenses are not a form of PPE.
- Persons who are exposed to injurious light radiation shall use eye and face PPE that incorporates filter lenses with an appropriate shading capability necessary to remove the danger of light radiation.
- Eye and face PPE shall be inspected regularly and, if inadequate, disposed and replaced.
- Any modification of eye and face PPE is prohibited.

Hearing Protection – ANSI 53.19

- Hearing PPE shall be worn by persons whenever they are exposed to noises above 90 decibels as measured on the A-scale of a standard sound meter.
- All hearing PPE must conform to ANSI 53.19.
- Disposable hearing PPE may not be shared and must be replaced or cleaned daily to ensure sanitation.
- Permanent hearing PPE must be inspected regularly and, if inadequate, disposed and replaced.
- Any modification of hearing PPE is prohibited.

Revised 01 July 2012

187.
Hand and Foot Protection - OSHA 1919.138, OSHA 1919.136

Note: More information on Hand PPE can be found in the Safety Manual

• Hand PPE shall be worn by persons who are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
• Hand PPE shall be worn by persons while working on moving machinery such as drills, saws, grinders, or other rotating equipment.
• Hand PPE must be inspected regularly and, if inadequate, disposed and replaced.
• Foot PPE or appropriate shoes shall be worn by persons who are exposed to hazards such as falling objects, rolling objects, piercing objects, and electrical hazards. Open toe shoes are not acceptable in any of these applications.
• Any modification of hand or foot PPE is prohibited.

Protective Clothing and Personal Hygiene

• Protective clothing shall be worn by those persons who are exposed to hazards such as solid and liquid chemicals, high or low temperatures, open flames, and large amount of ultraviolet light.
• When persons are exposed to moving or rotating equipment or machinery, protective clothing must fit snugly.
• Shirttails shall be tucked in and long sleeves shall be buttoned or otherwise secured to prevent being caught in moving or rotating machinery.
• Long Hair shall be kept in a fashion that does not allow it to become caught in moving or rotating machinery.
• Jewelry should not be worn when operating industrial equipment.

Revised 01 July 2012
POLICY AND PROCEDURES FOR JOB SAFETY ANALYSIS

When to perform a Job Safety Analysis

Each area supervisor is expected to perform a job safety analysis in the event of accident trend or if an incorrect procedure is being employed.

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

Job Safety Analysis Procedure

Step 1: Select the job

In selecting the 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 (3) years should be analyzed.

2. Frequency of Accidents:

   Jobs that repeatedly produce accidents should have a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.

Step 2: Perform the analysis

The supervisor responsible for the task should perform the job safety analysis using the Job Safety Analysis Work Sheet. The supervisor should conduct the job safety analysis with the help of employees who regularly perform the task. The job being analyzed should be broken down into a sequence of steps that describe the process in detail. Avoid two common errors: (1) Making the breakdown too detailed resulting in an unnecessarily large number of steps, or (2) making the job breakdown so general that the basic steps are not distinguishable. As a rule, the job safety analysis should contain less than twelve (12) steps. If more steps are needed, the job should be broken into separate tasks.

Job Safety Analysis involves the following steps:

- Selecting a qualified person to perform the analysis.
- Briefing the employee demonstrating the task on the purpose of the analysis.
- Observing the performance of the job, and breaking it into basic steps.
- Recording and describing each step in the breakdown.
- 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/she 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 of the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should be analyzed also.

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

Step 3: Identify Hazards

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

- Is there danger of striking against, being struck by, or otherwise making injurious contact with an object?
- Can an employee be caught in, by, or between the objects?
- Is there a potential for a slip or trip? Can someone fall on the same level or to another?
- Can an employee strain himself or herself by pushing, pulling, lifting, or twisting?
- Is the environment hazardous to one’s health (toxic gas, vapors, mist, fumes, dust, heat, or radiation)?

The Job Safety Analysis Work Sheet should be used as a reference when completing the Job Safety Analysis. Refer to the notes taken on the work sheet when determining hazards and recommendations. Using the Job Safety Analysis, document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list will be developed through observation and discussion.

Step 4: Develop solution

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

1. Find a new way to do the job

   To find an entirely new way to perform task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
2. Change the physical conditions that create the hazard

If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.

3. Change the work procedure to eliminate 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 with feet wide apart before exerting slow steady pressure." This recommendation reduces the possibility of a loss of balance if the wrench slips.

If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job safety analysis and involve personnel in the effort to reduce job hazards.

**Step 5: Conduct a follow-up Analysis**

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

**Use of the Job Safety Analysis**

The Job Safety Analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and if necessary, provide additional training.
New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. The new employee should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

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

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

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

EMPLOYEE KEY POLICY
This procedure has been developed to establish accountability for all persons at the SLCC Campuses who have a need for a key to the building.

The Facilities Coordinator or Property Manager maintains records of all persons receiving a key to the building. Any staff member requiring a key for after hours and weekend entrance to the building must complete a key authorization form prior to receiving a key. The employee and the employee’s supervisor must sign this authorization form. Keys will not be issued without the supervisor’s authorization.

Upon termination of employment or employees departing for an extended period of time (more than 60 days) the key must be returned to the Facilities Coordinator or Property Manager.

Lost or Stolen Keys
Any key lost or stolen must be reported to the Safety Officer, as soon as possible. Employees who lose their key will be required to reimburse SLCC for the cost of the key. A letter from the supervisor who originally authorized the key is required for issuance of another key.

This key policy is effective October 1, 2002.
This key policy has been reviewed in February, 2005.
This key policy has been reviewed in November, 2006
This key policy has been reviewed in February, 2011.
This key policy has been reviewed in July 2012.
PROCEDURES FOR ON-THE-JOB INJURY

After completing the Accident Investigation Form (A1-1-86), the employee should comply with the following procedures:

1. Obtain from the Safety Officer, the Office of Risk Management Incident Reporting Form. This form should be completed within twenty-four hours (24) of the occurrence. (Sample attached).

2. Should medical attention be procured, it becomes necessary for the injured person to complete the Employer’s Report of Occupational Injury or Disease (E-1) and return it to the Safety Officer within ten (10) days (sample attached).

3. Employees who are seen by a physician should refer that medical provided to the Safety Officer for verification of the on-the-job injury.

4. Before an employee receives Worker’s Compensation for loss of time, the employee must have lost seven (7) consecutive days of work. Then on the eighth (8th) day of loss of time, Worker’s Compensation will reimburse loss of time at 66-2/3%.

5. Obtain from the Safety Officer, the Office of Risk Management Incident Reporting Form. This form should be completed within twenty-four hours (24) of the occurrence. (Sample attached).

6. Should medical attention be procured, it becomes necessary for the injured person to complete the Employer’s Report of Occupational Injury or Disease (E-1) and return it to the Safety Officer within ten (10) days (sample attached).

7. Employees who are seen by a physician should refer that medical provided to the Safety Officer for verification of the on-the-job injury.

8. Before an employee receives Worker’s Compensation for loss of time, the employee must have lost seven (7) consecutive days of work. Then on the eighth (8th) day of loss of time, Worker’s Compensation will reimburse loss of time at 66-2/3%.

An effort will be made to place the employee in his/her original work unit, however, if this is not possible, the team will recommend a suitable work area and work schedule. The appointing authority of the work unit in which the “transitional” duty assignment is identified must approve the proposed placement prior to further action being taken. The return-to-work team will review the “transitional” work plan every 30 days to determine if the employee is still in transition based on the physician’s recommendation.

Applicability

To be eligible for the Return-to-Work Program, an employee must be off work as a result of work related injuries, illnesses, or diseases; be receiving Worker’s Compensation; and have the treating physician’s approval to return to transitional/light duty or work. For injuries or illnesses that occur off the job when the employee returns after an absence of ten or more working days this policy shall apply. An employee who refuses to return to “transitional” duty for which they were medically cleared will be reported to the Office of Risk Management for appropriate action.
Civil Service rules, as delineated in General Circular Number 001290 and outlined below, shall govern personnel actions for classified employees accepting “transitional” duty assignments:

◆ Employees may be detailed to special duty, with Civil Service approval, for a period not to exceed six months (usual time required for an employee to remain on Workers’ Compensation). No extension of this type of detail shall be authorized.

◆ The detail to special duty may be a lateral or downward. This type of detail will generally receive rapid approval.

◆ Details to a higher position will be allowed and approved on a case-by-case basis, when justified.

◆ A position may be double encumbered, if necessary.

◆ The employees’ pay cannot be reduced.

Unclassified employees accepting “transitional” duty assignments will be detailed to special duty for a period not to exceed six months. The detail must be approved by the College Chancellor with ratification by the LCTCS Board of Supervisors. The employees’ pay cannot be reduced during this detail to special duty.

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Early Return-To-Work Procedure

The initial consideration for returning an employee to work will be made by the employing section. In most cases, the employee’s own section should be able to find a suitable fit. However, where the employing section cannot make a suitable fit or cannot return the employee to work, a case management team will play a role in helping injured employees during the healing process. South Louisiana Community College case management team will consist of the following members, with their respective duties:

Injured Employee
- Reports injury immediately to supervisor;
- Completes all needed paperwork as soon as possible;
- Follows SLCC rules and practices;
- Maintains contact with supervisor;
- Provides regular updates, at least bi-monthly, with reports status of ability to return to the supervisor;
- Returns to offered modified duty (if any) which is within medical restrictions (if any) as set by the treating physician.

Supervisor/Section Designee
- Initiates medical treatment for injured employee when necessary;
- Conducts investigation and corrects hazard;
- Reports the injury and completes all needed paperwork as soon as possible;
- Informs employees of section work rules and practices;
- Maintains contact with the injured worker and the Human Resource/Safety Analyst;
- When appropriate, finds or develops modified work for employee, with medical restrictions;
- Identifies and offers modified duty assignment to the injured employee;
- Determines specific job tasks and suggests appropriate job modification;
- Concentrates on returning the employee to work activities that are based on physical limitations and transferable skills.

Safety Analyst and Human Resource Staff
- Facilitates all case management activities;
- Reviews all forms for full completion by correct persons;
- Informs the injured worker of benefit options, rights, and responsibilities;
- Maintains contact with Office of Risk Management;
- Assists in the development of modified duty assignments;
- Maintains injury records and history;
- Makes safety recommendations when necessary;
- Reviews injury data and analyzes to spot trends on injuries and accidents;
- Develops and implements employee safety training programs;
- Acts as liaison for all interested parties;
- Meets with the supervisor to determine specific job tasks and suggest appropriate job modifications;
- Concentrates on returning the employee to work activities that are based on physical limitations and transferable skills;
- Assists in planning safety training for SLCC.

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Following receipt by the employer of a physician's certification indicating that the employee may return to work, the employee's section shall examine alternatives. The certification may or may not suggest that restrictions be placed on the employee's return and may or may not indicate whether the restrictions are temporary or permanent.

Upon receipt, the employee's supervisor and the Chancellor will review the physician's certification to determine whether it indicates any restrictions. They will then assess how such restrictions are likely to impact the employee's ability to perform his or her duties. If a question exists as to such ability; the employee's section (with assistance from the Human Resource staff if needed) will communicate with the employee's physician. This communication will include:

- A letter requesting the medical facts to support the doctor's certification of the employee's restrictions and a medical prognosis as to the duration such restrictions and a medical prognosis as to the duration such restrictions will apply;
- A copy of the employee's Position Description;
- A statement indicating the extent of physical and/or emotional demands normally encountered by this or other similarly situated employees in the performance of their work, such as bending, lifting, climbing stairs, pushing, pulling, walking, handling of heavy items, deadline demands, high-volume public contact, etc.

The employer reserves the right to obtain a second medical opinion on the employee's condition at the employer's expense.

Upon receipt of any additional information regarding the restrictions from the employee's and/or the employer's physician, the employee's supervisor, section administrator and the Human Resource Office will determine whether the employee can:

- Return to a full work load and schedule without modification of duties;
- Return to a full work load and schedule with temporary (six months or less) or permanent modification of duties;
- Return to work at a less-than-full schedule temporarily, but without modification of duties;
- Return to work at less-than-full schedule temporarily, with temporary (six months or less) or permanent modification of duties; or
- Return to work in a different position for a limited period of time, not to exceed six months.

This analysis will be done with the assistance of the Human Resource Staff, if needed, and is necessary to determine whether an appropriate position is available. Any temporary change in schedule or duties is to last for a period not to exceed six months. At the six-month limit, an assessment by the Supervisor is required.

If the employee's supervisor and the Chancellor determine that modifications in hours or duties are necessary, it will then be determined whether the employee's job can be altered or whether the temporary or permanent reassignment can be made so to return the employee to work. Among others, consideration will be given to:

- The severity of the employee's condition and the extent to which his or her ability to work is impaired;
- Whether the employee's condition is temporary or permanent, and if temporary, for what duration it is expected to continue;
- The extent to which regular job duties or hours may be temporarily or permanently altered to permit the employee to return;
- The impact of any alteration in hours or duties on the productivity, workload, or work environment of other employees;
- The availability of alternative work assignments.

* Revised 01 July 2012

196.
If the employee’s section decides to implement an accommodation, it must notify the Human Resource Office of the nature of such accommodation. The Human Resource Staff will address any issues regarding any classification, etc. concerns. In finding or developing a modified duty position, the following should be considered:

* Remember to take a positive approach and focus on what the employee can do rather than tasks he/she cannot perform
* Explain to the employee the benefits of modified duty, including: little or no loss in earning power; continued earnings of sick leave, vacation and retirement; constant communication with supervisor and co-worker; feeling of being part of the team.
* Modified duty should be a meaningful assignment, allowing injured employees to maintain their dignity.
* The employee may be able to do the regular job with only some tasks removed because of medical restrictions.
* The employee may be able to do tasks that have been put off because “no one has time” to do them, tasks that are not being done by others at the present time, or reviewing old files, organizing work area, updating plans, etc. Consider also tasks now being done, which, if assigned to someone else temporarily, would free other employees to accomplish different work.
* Ensure that employees and their co-workers fully understand that this is temporary work, and that the injured employee will be expected to return to her/his full job as soon as medically able. Encourage co-workers to build team spirit and welcome the injured employee back to work.
* It is the policy of SLCC generally not to allow overtime status to individuals working under this program; however, it shall be at the employing unit’s discretion as to whether the employee’s restrictions permit overtime work.

*Review the assignment regularly, in cooperation with the supervisor, the Chancellor and the treating physician, for continued appropriateness.

If accommodation cannot be made within the employee’s section, the Supervisor (or designee) will check with other areas within the section/agency for temporary or permanent placement of the employee.

In the event that the section cannot accommodate the employee, it must notify the Director of the Human Resources and submit written reasons for the determination. A review of the determination and of potential temporary assignments, both within and outside the section, will be made by the Human Resources Staff with representatives of the Transitional Duty Team.

If an employee cannot return to his or her former employing section, Human Resources will work with the employee in an attempt to place the employee in another position at SLCC that is commensurate with the employee’s restrictions and job skills. The employee’s section will be responsible for the wage and benefit costs during the period of a temporary placement external to SLCC.

In the event an employee refuses an accommodation or assignment to duties which are within the employee’s restrictions and ability to perform, the employer is not obligated to provide alternatives.
PROCEDURE TO SECURE EACH LOCATION AGAINST THEFT AND VANDALISM
The key policy has been established in order to maintain accountability for all persons at SLCC Campuses who have a need for a key to the building.

Facilities Coordinator and Human Resource Assistant/Analyst, maintains records of all persons receiving a key to any of the SLCC buildings. Any staff member requiring a key to the building must complete a key authorization form prior to receiving a key. Upon termination or departing for an extended period of time (more than 60 days) the key must be returned to Facilities Director or his designee. Lost or stolen keys must be reported to the safety coordinator immediately.

The New Iberia and Lafayette Campus has a security alarm system. The Security Service Monitor/Provider notifies the law enforcement agency in the event that the alarm is triggered; additionally, a list of names and phone numbers of administrative staff to notify when the alarm is triggered is provided to the alarm monitoring company.

All three locations have individuals assigned to secure the building at the close of the day. In New Iberia, the maintenance staff is assigned to secure the building when they leave the building. The alarm is automatically set to come on when evening classes are completed for the day. (Usually 9:00 p.m.) In Lafayette, contract Security Officers and janitorial crew share responsibility for securing the campus after hours. Additionally, a security alarm system is automatically set to come on after hours.

The Franklin Site Coordinator is responsible for securing the building at the Franklin site. Responsibilities include opening the building when classes begin and securing the building at the end of the day. There are a very limited number of classes taught at this location; only evening classes are taught in Franklin.

At all three locations, grades and confidential information on the computer are protected from access by anyone who does not have a password to get into the system. There is limited access to confidential information among employees. Employees are instructed to log off of the system before leaving for the day. All file cabinets containing confidential information have locks and are locked before the office staff leaves for the day. All confidential files are housed at the Lafayette and New Iberia campuses and are in file cabinets located in locked vaults.
INTRODUCTION

Employees are the State’s most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.

Recognizing the increasing incidence of violence in the workplace, the Governor the State of Louisiana issued an executive order committing the Governor and the State of Louisiana to work toward a violence free workplace for state employees.

SLCC fully supports this effort and is committed to a violence free workplace.

PURPOSES

The purposes of this plan are to:

Direct implementation of effective security measures and administrative work practices to minimize exposure to conditions that could result in harm to state workers;

Promote a positive, respectful and safe work environment that fosters employees’ security, safety and health; and

Require ongoing analysis of the workforce and each work site for hazard prevention and control.

DEFINITIONS

Assault is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.)

Battery is the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.

A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, causes such fear.

Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.

Violence is the commission of an assault or battery or the making of a credible threat.

The workplace is any site where an employee is placed for the purpose of completing job assignments.

Workplace violence is violence that takes place in the workplace.
HAZARD PREVENTION AND CONTROL

After the completed workplace analysis is reviewed and approved, workplace adaptations, engineering controls, administrative controls, and work practice controls shall be implemented by the SLCC Chancellor to prevent or control, to the extent possible, any discovered hazards. If workplace violence does occur, the post-incident response and evaluation section of this policy (Section 9.0) shall be implemented.

◆ Engineering controls and workplace adaptations remove the hazard from the workplace or create a barrier between the worker and the hazard. Examples of engineering controls and workplace adaptations can be found in Attachment 2, "Hazard Prevention and Control."
◆ Administrative and work practice controls affect the way jobs or tasks are performed and, therefore, affect the security of the workplace. Examples of administrative and work practice controls can also be found in Attachment 2.
◆ At SLCC, the responsibility for hazard prevention and control is assigned to the Safety Coordinator.

INCIDENT RESPONSE AND EVALUATION

Assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation as necessary, in accordance with existing statutes.

An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the Safety Coordinator and Human Resources Coordinator.

Written statements shall be obtained from all involved, including those who witnessed the incident. A statement form, which may be used, is found in Attachment 3, “Violence Incident Statement.” The form is designed to answer the WHO, WHAT, WHEN, WHERE, HOW, and WHY of the incident while the event is still fresh. Concurrent with obtaining the written statements or as soon as possible thereafter, the Safety Coordinator, and the Human Resources Coordinator shall interview all parties to the incident, including victims, subjects and witnesses, and prepare written summaries of the interviews. The summaries shall be the bases on which to determine the facts of the event.

The following actions should be taken in accordance with the severity of the incident:

The situation is not dangerous:

• separate employees involved and isolate until they are interviewed and their statements are taken;
• separate witnesses until they are interviewed and their statements are taken; and
• document all actions and statements.

The situation is dangerous:

• contact the Campus Police, local Police or Sheriff’s Dept.;
• order all those presenting the danger to leave the facility immediately (unless this action must be taken by police/security);
• do not attempt to physically remove an individual (leave it to the police/security); and
• document all actions and statements.

Additional information concerning post incident response and evaluation can be found in Attachment 4, "Incident Response."

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RECORDS

Records associated with violence in the workplace need to be kept in a permanent, secure, and confidential manner. It shall be the responsibility of the Safety Coordinator and the Safety Committee to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes as part of the violence prevention program;

◆ Reports of work injury, including workers’ compensation injuries, if necessary;
◆ Report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
◆ Police reports of incidents occurring in the workplace;
◆ Minutes of safety meetings, records of hazards’ analysis, and corrective actions recommended;
◆ Violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and
◆ Other appropriate reports.

EVALUATION

Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. At SLCC, this evaluation shall be the responsibility of the Loss Prevention Audit Team.

The evaluation program consists of:

Reviewing reports and minutes from staff meetings on safety and security issues;

◆ Analyzing trends in illness/injury or fatalities caused by violence;
◆ Measuring improvement based on lowering the frequency and severity of workplace violence;
◆ Surveying employees before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness;
◆ Requesting periodic outside review of the workplace for recommendations on improving employee safety; and
◆ Interviewing employees who experience hostile situations about the medical treatment received (initially, several weeks later, and several months later).
COMMUNICATION

At SLCC, we recognize that to maintain a safe, healthy and secure workplace, we must have open communication among employees, including all levels of supervision, on these issues. The open communication process includes, but is not limited to:

- Periodic review of this policy with all employees;
- Discussions of violence in the workplace during scheduled safety meetings;
- Posting or distributing information on violence in the workplace; and
- Procedures to inform supervisors about violence in the workplace, hazards, or threats of violence.
- The Safety Loss Prevention Audit team shall provide an appropriate place for employees to discuss security concerns with assurance that necessary confidences will be maintained.

TRAINING AND EDUCATION

At SLCC,

All employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices;

At SLCC, workplace violence training shall be the responsibility of the Loss Prevention Audit team. {NOTE: For assistance, contact the Office of Risk Management, Loss Prevention Unit, in your geographical area.} General violence in the workplace training and instruction address, but are not limited to, the following areas:

* Explanation of the violence in the workplace policy as established by SLCC
* Measures for reporting any violent acts or threats of violence;
* Recognition of hazards including associated risk factors;
* Measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervision;
* Ways to defuse hostile or threatening situations;
* Measures to summon others for assistance;
* Routes to escapes available to employees;
* Procedures for notification of law enforcement authorities when a criminal act may have occurred;
* Procedures for obtaining emergency medical care in the event of a violent act upon an employee; and
* Information on securing post-event trauma counseling for those employees desiring or needing such assistance.

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ADDITIONAL INFORMATION CONCERNING WORKPLACE VIOLENCE

* “Workplace Violence Checklist,” may be used in identifying present or potential workplace violence problems.

* “Recognizing Inappropriate Behavior,” may be helpful in identifying the types of behavior this policy forbids.

* “Personal Conduct to Minimize Violence,” may be helpful to an individual in understanding what he/she might do to prevent violence.

WORKPLACE ANALYSIS

GENERAL

Workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for workplace violence. This entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop.

A “Threat Assessment Team,” “Student / Customer Assault Team,” similar task force, or coordinator may assess the vulnerability to workplace violence and determine the appropriate preventive actions to be taken. Implementing the workplace violence prevention program then may be assigned to this group.

The team or coordinator can review injury and illness records and workers’ compensation claims to identify patterns of assaults that could be prevented by workplace adaptation, procedural changes, or employee training. As the team or coordinator identifies appropriate controls, these should be instituted.

The recommended program for workplace analysis includes, but is not limited to, analyzing and tracking records, monitoring trends and analyzing incidents, screening surveys, and analyzing workplace security.

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WORKPLACE ANALYSIS PROGRAM
Records Analysis and Tracking

This activity includes reviewing medical (in as far as permitted), safety, workers’ compensation, and insurance records to pinpoint instances of workplace violence. Scan unit logs and employee and police reports of incidents or near-incidents of assaultive behavior to identify and analyze trends in assaults relative to particular departments, units, job titles, unit activities, work stations, and/or time of day. Tabulate these data to target the frequency and severity of incidents to establish a baseline for measuring improvement.

Monitoring Trends and Analyzing Incidents

Contacting similar local businesses, trade associations, and community and civic groups is one way to learn about their experiences with workplace violence and to help identify trends. Use several years of data, if possible, to track trends of injuries and incidents of actual or potential workplace violence.

Workplace Security Analysis

The team or coordinator should periodically inspect the workplace and evaluate employee tasks to identify hazards, conditions, operations, and situations that could lead to violence. The periodic review process should also include employee feedback and follow-up.

To find areas requiring further evaluation, the team or coordinator should:

• Analyze incidents, including the characteristics of assailants and victims, an account of what happened before and during the incident, and the relevant details of the situation and its outcome. When possible, obtain police reports and recommendations.

• Identify jobs or locations with the greatest risk of violence as well as processes and procedures that put employees at risk of assault, including frequency and time/day/date.

• Note high-risk factors such as types of clients or students and or Staff/Faculty (e.g., psychiatric conditions or customers or students disoriented by drugs, alcohol, or stress); physical risk factors of the building; isolated locations/job activities; lighting problems; lack of phones and other communication devices; areas of easy, unsecured access; and areas with previous security problems.

• Evaluate the effectiveness of existing security measures, including engineering control measures. Determine if risk factors have been reduced or eliminated, and take appropriate action.

Independent reviewers, such as safety and health professionals, law enforcement or security specialists, insurance safety auditors, and other qualified persons may offer advice to strengthen programs. These experts also can provide fresh perspectives to improve a violence prevention program.
INCIDENT RESPONSE

Incident response and evaluation are essential to an effective violence prevention program. In accordance with existing statutes, all workplace violence programs should provide comprehensive assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident.

Victims of workplace violence may suffer a variety of consequences in addition to their actual physical injuries. These could include short and long-term psychological trauma, fear of returning to work, changes in relationships with co-workers and family, feelings of incompetence, guilt, powerlessness, and fear of criticism. Consequently, a strong follow-up program for these employees will help them to deal with these problems.

There are several types of assistance that could be incorporated into the post-incident response. For example, trauma-crisis counseling, critical incident stress debriefing, or employee assistance programs may be provided to assist victims. Certified employee assistance professionals, psychologists, psychiatrists, clinical nurse specialists, or social workers could provide this counseling; or the employer can refer staff victims to an outside expert. In addition, an employee counseling service, peer counseling, or support groups may be established.

In any case, persons assigned to respond to incidents of violence must be well trained and have a good understanding of the issues and consequences of assaults and other aggressive, violent behavior. Appropriate and promptly rendered incident debriefings and counseling should reduce psychological trauma and general stress levels among victims and witnesses. In addition, appropriate response educates staff about workplace violence and positively influences the workplace.
RECOGNIZING INAPPROPRIATE BEHAVIOR

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and disciplined in accordance with the organization’s policies:

✓ Unwelcome name-calling, obscene language, and other abusive behavior.

✓ Intimidation through direct or veiled threats.

✓ Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object.

✓ Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.

✓ Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking.
PERSONAL CONDUCT TO MINIMIZE VIOLENCE

Follow these suggestions in your daily interactions with people to defuse potentially violent situations. If at any time a person’s behavior starts to escalate beyond your comfort zone, withdraw from the situation.

**Do's**

* Project calmness: move and speak slowly, quietly, and confidently.

* Be a good listener: encourage the person to talk, and listen patiently.

* Focus your attention on the other person to demonstrate your interest in what he/she has to say.

* Maintain a relaxed yet attentive posture and position yourself at an angle rather than directly in front of the other person.

* Acknowledge the person's feelings by gestures such as nodding your head.

* Ask the person to move to a less public, quiet area, if appropriate.

  * Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.

  * Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).

  * Be reassuring and point out choices. Identify and deal with specific issues.

  * Accept criticism in a professional manner.

  * Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you.

  * Position yourself so that a visitor cannot block your access to an exit.
Do Not's

* Make false statements or promises you cannot keep.

* Try to impart a lot of technical or complicated information when emotions are high.

* Take sides or agree with distortions.

* Invade the individual’s personal space. Make sure there is a space of 3’ to 6’ between you and the person.

* Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules, or giving the run-around.

* Reject all of an individual’s demands from the start.

* Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger-pointing, or long periods of fixed eye contact.

* Make sudden movements which can be seen as threatening. Notice the tone, volume, and rate of your speech.

* Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.

* Criticize or act impatiently toward the agitated individual.
The following forms and charts have been attached below for your convenience:

• Forms
  o Blood borne Pathogens (Standard)
  o Description of Driving Safety
  o Driving History Form
  o Driving Records, Request for
  o Driving Safety
  o Drug / Alcohol Reasonable Cause Observation Checklist
  o Hazard Control Log
  o Hepatitis B Vaccination Declination
  o HIV and HBV Testing Post-Exposure Consent and Agreement
  o Incident / Accident Investigation
  o Job Safety Analysis
  o Key Use Authorization and Acceptance Form
  o New Hire Checklist
  o Policies Received (Verification)
  o Safety Inspection Checklist
  o Safety Meetings
  o Violence / Incident Statement
  o Workplace Violence Checklist

• Charts
  o SLCC Safety Organization and Administration Pillar

*All forms and charts have been revised as of 01 July 2012*
THE BLOODBORNE PATHOGENS STANDARD (OSHA)
Hepatitis B Vaccination Documentation Form

Employee’s name: __________________________________________

Social Security #: __________________________

Position: __________________________________________

HBV Vaccination

<table>
<thead>
<tr>
<th>Series</th>
<th>Date</th>
<th>Administered by</th>
<th>Lot#</th>
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</thead>
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</tbody>
</table>

Employee’s signature

Vaccine 1

Vaccine 2

Vaccine 3
Definitions: to promote clear communication of frequently used terms in Driver Safety Program.

**South Louisiana Community College Driving History Form (DA2054):** This form is maintained by the agency on each employee who drives on state business. The form shows when an employee was authorized to drive, the type of vehicle the employee may use, and information on the employee’s driving record. Use the information provided on this form to request ODRs.

**Request for Operator Driving Record Form (LCTCS SM1):** This form is to be used by the Transportation Officer when requesting Operator Driving Records for annual review and for new employees.

**State Loss Prevention Driver Safety Audit Form:** This form is to be used by the Transportation Officer and Driver Safety Reporter for the purpose of completing a self-audit of an office and related work site.

**South Louisiana Community College Driver Safety Program Audit:** This form is also to be used by the Transportation Officer and the Driver Safety Reporter for the purpose of completing a self-audit of the office and related work site.

**Driver Safety Program Accident Report Form (DA 2041):** This form is to be used when reporting vehicle accidents as described in this manual. (It is filed in the office of the Safety Coordinator).
SLCC AUTHORIZATION AND DRIVING HISTORY FORM

Name: 
Driver's License #: 

Address: 
Lic. Office #: 

City: 
Expiration Date: 

Class License: 
Date of Birth: 

Social Security #: 
ISSUE DATE: 

Employed By: 

Section: 
Unit: 

Job Title: 

Immediate Supervisor Name: 

Phone Number: 
Fax Number: 

Is it this employee's primary purpose to drive vehicles? YES NO 

Is a current Motor Vehicle Record Attached? YES NO 

Has it been verified as accurate? YES NO 

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? YES NO 

Date of last Driver Training Course: 

<table>
<thead>
<tr>
<th>Class of License</th>
<th>Endorsements</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Combinations Vehicle</td>
<td>T: Double Trailer</td>
<td>L: Airbrakes</td>
</tr>
<tr>
<td>B: Heavy Straight Vehicle</td>
<td>P: Passenger Vehicle</td>
<td>Other</td>
</tr>
<tr>
<td>C: Light Vehicle</td>
<td>N: Tank Vehicle</td>
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</tr>
<tr>
<td>D: Commercial Vehicle</td>
<td>H: Haz. Material</td>
<td></td>
</tr>
<tr>
<td>E: Personal Vehicle</td>
<td>X: Comb. N + H</td>
<td></td>
</tr>
</tbody>
</table>

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by La. R.S. 32:900(B)(2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor.

Employee Signature: 
Date: 
AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual’s genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type equipment to be operated, and 1 year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

<table>
<thead>
<tr>
<th>Agency Head (or designated individual):</th>
<th>Date of Authorization:</th>
</tr>
</thead>
</table>

Form #DA2054
REQUEST FOR DEPARTMENT VEHICLE OPERATOR’S DRIVING RECORDS

ATTENTION: Evelyn Acosta  
Department of Public Safety and Corrections  
Post Office Box 64886  
Room 110  
Baton Rouge, Louisiana 70896  
(225) 922-0399

Operator Driving Records for the following individuals are requested from your office.

<table>
<thead>
<tr>
<th>NAME</th>
<th>OPERATOR’S LICENSE NUMBER</th>
<th>SOCIAL SECURITY NUMBER</th>
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<tbody>
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</table>

(SLCC) 3/00
<table>
<thead>
<tr>
<th>REQUIREMENTS/STATUS</th>
<th>EXPLANATION</th>
<th>VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES _____ NO _____</td>
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<tr>
<td>RECOMMENDATION(S):</td>
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<tr>
<td>2. Has the Agency Head assigned the responsibility for monitoring the program?</td>
<td>The “transportation coordinator” may be a full-time safety person or some other person who has been designated to coordinate the program. (Authority: R.S. 39:1527-44.)</td>
<td>2. Check appointment by name and job title.</td>
</tr>
<tr>
<td>YES_____ NO _____</td>
<td>NAME: ____________</td>
<td></td>
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<tr>
<td>TITLE: ____________</td>
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<tr>
<td>RECOMMENDATION(S):</td>
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<tr>
<td>3. Is vehicle inspected against written checklist to assure safe operating condition? Is there a preventive maintenance program for vehicles?</td>
<td>Before a vehicle is used, it is inspected to assure that it is safe to operate.</td>
<td>3. Verify records. Is check list signed by operator?</td>
</tr>
<tr>
<td>YES_____ NO _____</td>
<td>YES _____ NO _____</td>
<td>YES _____ NO _____</td>
</tr>
<tr>
<td>RECOMMENDATION(S):</td>
<td></td>
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<tr>
<td>4. Is the employees operating driving record checked and monitored using Office of Motor Vehicle records:</td>
<td>An employee’s operator driving record is checked to determine: a. does he/she have a valid drivers license? b. does employee meet High Risk driver definition as defined by State Driver Program? c. does employee have any moving violations? d. does employee have three or more violations during prior 12 months?</td>
<td>4. Verify records by reviewing ODR’s.</td>
</tr>
<tr>
<td>YES_____ NO _____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS/STATUS</td>
<td>EXPLANATION</td>
<td>VERIFICATION</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1. Have all assigned office instructor candidates been certified as such?</td>
<td>1. Instructor candidates assigned by appropriate assistant superintendent must earn instructor certification.</td>
<td>1. Verify by supplying the instructor names and their instructor numbers as issued by Risk Management on a separate sheet.</td>
</tr>
<tr>
<td>YES ___ NO ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have Driver Safety courses been conducted for all Office drivers?</td>
<td>2. All Office drivers must complete the Louisiana Driver Safety Course once every four years.</td>
<td>2. Provide on a supplemental sheet the names of Office drivers trained and the date each was trained. Also, provide names of current Office drivers not trained.</td>
</tr>
<tr>
<td>YES ______ NO ______</td>
<td></td>
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</tr>
<tr>
<td>3. Is State vehicle inspected against written check list to assure safe operating condition?</td>
<td>3. Department State vehicles must be inspected to assure that they are safe to operate. Check lists (DA424) are available in the Supply Room.</td>
<td>3. Verify records. Are check lists signed by operator?</td>
</tr>
<tr>
<td>YES ______ NO ______</td>
<td>YES ____ NO ____</td>
<td></td>
</tr>
<tr>
<td>YES ______ NO ______</td>
<td>a. If he/she has a valid driver's license;</td>
<td>a. Provide the names of appropriate Office employees that have not been checked on a supplemental sheet of paper.</td>
</tr>
<tr>
<td></td>
<td>b. If the employee meets High Risk driver definition as defined by the State Driver Program;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. If the employee has any moving violations; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. If the employee has 3 or more violations during the prior 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Driver training for vehicle users that:</td>
<td>5. Verify by checking: Training records, employee interviews.</td>
</tr>
<tr>
<td></td>
<td>a. Includes user orientation to special application/equipment or emergency procedures;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Includes continuing defensive driver education;</td>
<td>a. Provide the names of appropriate Office employees that have not been trained on a supplemental sheet of paper.</td>
</tr>
<tr>
<td></td>
<td>c. Includes documentation; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Results in a random sample of staff being able to describe the training received.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. All accidents involving State vehicles should be investigated to determine cause. Findings should be reported to the Transportation Coordinator for review and recommendations.</td>
<td>6. Verify by reviewing accident investigation reports. Submit accident reports to the Transportation Coordinator and ORM.</td>
</tr>
<tr>
<td></td>
<td>YES ____ NO ____</td>
<td></td>
</tr>
</tbody>
</table>
This checklist is intended to assist a supervisor in referring a person for drug testing. Has the employee manifested any of the following behaviors? Indicate (D) if documentation exists.

### Quality and Quantity of Work

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Clear refusal to do assigned tasks</td>
</tr>
<tr>
<td>2.</td>
<td>Significant increase in errors</td>
</tr>
<tr>
<td>3.</td>
<td>Repeated errors in spite of increased guidance</td>
</tr>
<tr>
<td>4.</td>
<td>Reduced quantity of work</td>
</tr>
<tr>
<td>5.</td>
<td>Inconsistent, “up and down” quantity/quality of work</td>
</tr>
<tr>
<td>6.</td>
<td>Behavior that disrupts work flow</td>
</tr>
<tr>
<td>7.</td>
<td>Procrastination on significant decisions or task</td>
</tr>
<tr>
<td>8.</td>
<td>More than usual supervision necessary</td>
</tr>
<tr>
<td>9.</td>
<td>Frequent, unsupported explanation for poor work performance</td>
</tr>
<tr>
<td>10.</td>
<td>Noticeable change in written or verbal communication</td>
</tr>
<tr>
<td>11.</td>
<td>Other (please specify) ____________________________</td>
</tr>
</tbody>
</table>

### Interpersonal Work Relationships

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Significant change in relations with co-workers, supervisors</td>
</tr>
<tr>
<td>2.</td>
<td>Frequent or intense arguments</td>
</tr>
<tr>
<td>3.</td>
<td>Verbal abusiveness</td>
</tr>
<tr>
<td>4.</td>
<td>Physical abusiveness</td>
</tr>
<tr>
<td>5.</td>
<td>Persistently withdrawn or less involved with people</td>
</tr>
<tr>
<td>6.</td>
<td>Intentional avoidance of supervisor</td>
</tr>
<tr>
<td>7.</td>
<td>Expressions of frustration or discontent</td>
</tr>
<tr>
<td>8.</td>
<td>Change in frequency or nature of complaints</td>
</tr>
<tr>
<td>9.</td>
<td>Complaints by co-workers or subordinates</td>
</tr>
<tr>
<td>10.</td>
<td>Cynical, “distrustful of human nature” comments</td>
</tr>
<tr>
<td>11.</td>
<td>Unusual sensitivity to advice or critique of work</td>
</tr>
<tr>
<td>12.</td>
<td>Unpredictable response to supervision</td>
</tr>
</tbody>
</table>
13. Passive-aggressive attitude or behavior, doing things "behind your back"

◆ **General Job Performance**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Excessive unauthorized absences in last 12 months</td>
</tr>
<tr>
<td></td>
<td>2. Excessive authorized absences in last 12 months</td>
</tr>
<tr>
<td></td>
<td>3. Excessive uses of sick leave in last 12 months</td>
</tr>
<tr>
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<td>4. Frequent Monday/Friday absence or other pattern</td>
</tr>
<tr>
<td></td>
<td>5. Frequent unexplained disappearances</td>
</tr>
<tr>
<td></td>
<td>6. Excessive &quot;extension&quot; of breaks or lunches</td>
</tr>
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<td></td>
<td>7. Frequently leaves work early number of days per week or month</td>
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<td>8. Increased concern about (actual incidents) safety offenses involving the employee</td>
</tr>
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<td>9. Experiences or cause job related accidents</td>
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<td>10. Major change in duty or responsibility</td>
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<td>11. Interferes with or ignores established procedures</td>
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<td></td>
<td>12. Inability to follow through on job performance recommendation</td>
</tr>
</tbody>
</table>

◆ **Personal Matters**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td></td>
<td>1. Changes in or unusual personal appearance (dress, hygiene)</td>
</tr>
<tr>
<td></td>
<td>2. Changes in or unusual speech (incoherent, stuttering, loud)</td>
</tr>
<tr>
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<td>3. Changes in or unusual level of activity-much reduced/increased</td>
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<td>4. Increasingly irritable or tearful</td>
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<td>5. Unpredictable or out-of-context displays of emotion</td>
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<td></td>
<td>6. Temper tantrums or angry outbursts</td>
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<td>7. Demanding, rigid, inflexible</td>
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<td></td>
<td>8. Major change in physical health</td>
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</table>

Other information/observations (Please be specific, attach additional sheet as needed).

_____________________________  _______________________________
Supervisor #1 - Date             Supervisor #2 - Date
HAZARD CONTROL LOG

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>AGENCY</th>
<th>DEPARTMENT</th>
<th>DATE</th>
<th>HAZARD</th>
<th>IMMEDIATE TEMPORARY CONTROL</th>
<th>LONG-TERM SOLUTION</th>
<th>HAZARD DETECTED</th>
<th>PRIORITY</th>
</tr>
</thead>
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HAZARD NOT CORRECTED AFTER 30 DAYS SEND LOG TO:
OFFICE OF RISK MANAGEMENT, LOSS PREVENTION SECTION
P.O. BOX 94095
ATON ROUGE, LOUISIANA 70804-9095

<table>
<thead>
<tr>
<th>SAFETY</th>
<th>PRIORITY</th>
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</thead>
<tbody>
<tr>
<td>PAYS</td>
<td>E = EMERGENCY</td>
</tr>
<tr>
<td></td>
<td>C = ONE MONTH</td>
</tr>
<tr>
<td></td>
<td>A = TODAY</td>
</tr>
<tr>
<td></td>
<td>D = THREE MONTH</td>
</tr>
<tr>
<td></td>
<td>B = ONE WEEK</td>
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</tbody>
</table>
HEPATITIS B VACCINATION
Declination Form

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 Hepatitis B vaccine at this time. I understand that by declining this vaccine, 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.

________________________________________              __________________________
(Employee’s signature)                                (Date)

________________________________________              __________________________
(Witness’ signature)                                  (Date)
HIV AND HBV TESTING POST-EXPOSURE
CONSENT AND AGREEMENT FORM

With my signature below, I acknowledge that I have read and understand the following information:

REASON FOR TESTING: Due to my recent exposure to blood and/or body fluids, it is necessary for me to be tested now for baseline data. Follow-up lab studies are to be done depending on whether I was exposed to a known or unknown source. There are routine follow-up studies to monitor my status after an exposure.

HIV TESTING (HUMAN IMMUNODEFICIENCY VIRUS):
WHAT A REACTIVE (POSITIVE) TEST MEANS:
A. A reactive HIV test means that I have the HIV infection and can spread the virus to others by having sex, sharing needles in drug use or from a mother to her child during pregnancy.
B. A reactive test does not mean that I have AIDS - other tests are needed.
C. If my test result is reactive, I may experience emotional distress.
D. All my employee health records will be maintained by the Employee Health Department. Information regarding the exposure will be limited to those resources requested for consultation:
   Employee Health Medical Director/M.D., Employee Health Nurse, Infection Control Coordinator, or Infectious Disease Physician. Results of my HIV test will not be released without my consent.

WHAT A NON-REACTIVE (NEGATIVE) TEST MEANS:
A. In most instances, a NON-REACTIVE test means that a person is not infected.
B. Although I have a non-reactive test now, I can still become infected by having unprotected sex or by sharing needles in drug use.

HBV TESTING (HEPATITIS B VIRUS):
WHAT A POSITIVE HbsAB (HEPATITIS B SURFACE ANTIBODY) MEANS:
A positive HbsAB means that you have already developed immunity to the Hepatitis B virus either from past infection or vaccination.

WHAT A NEGATIVE HbsAB (HEPATITIS B SURFACE ANTIBODY) MEANS:
A negative HbsAB means you have NO immunity to the Hepatitis B Virus; therefore, you would be susceptible if you are exposed to blood or body fluid contaminated with the Hepatitis B virus.

WHAT A POSITIVE HbsAG (HEPATITIS B SURFACE ANTIGEN) MEANS:
A positive HbsAG means that you have been infected with Hepatitis B virus.

WHAT A POSITIVE HbcAB (HEPATITIS B CORE ANTIBODY) MEANS:
A positive HbcAB means that you have been exposed to Hepatitis B virus and have probably developed natural immunity.

I have had a chance to have my questions about these test answered.
I hereby agree to have my blood drawn for the HIV and HBV tests.

___________________________________  ____________________________  ____________________________
Signature of Employee                    Date                          Signature of Provider

___________________________________
Print Employee Name
OFFICE OR RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION

INCIDENT/ACCIDENT INVESTIGATION FORM

PLEASE TYPE OR PRINT

1. LOCATION CODE ____________________  2. ACCIDENT DATE __________  3. REPORTING DATE __________

4. JOB TITLE ____________________________  5. IMMEDIATE SUPERVISOR__________________________________________

6. EMPLOYEE’S NAME (LAST-FIRST) ________________________________  7. SOCIAL SECURITY#________________

8. DESCRIBE IN DETAIL HOW INCIDENT/ACCIDENT OCCURRED (USE ADDITIONAL SHEETS IF NECESSARY)

________________________________________________________________________

________________________________________________________________________

EMPLOYEE’S SIGNATURE  ______________________________________________________

9. NAME OF PERSON FILLING OUT REPORT________________________________________ SIGNED ______________________

10. AGENCY __________________________________________________ PHONE NUMBER ______________________

11. PARISH WHERE OCCURRED __________________________  PARISH OF DOMICILE________________________________

12. WAS MEDICAL TREATMENT REQUIRED  ___ Y ___ N  13. WAS EQUIPMENT INVOLVED  ___ Y ___ N

14. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED  ___ Y ___ N  15. INVOLVING SAME INDIVIDUAL  ___ Y ___ N

16. SAME LOCATION  ___ Y ___ N  17. EXACT LOCATION WHERE EVENT OCCURRED_____________________________________

________________________________________________________________________

18. NAME(S) OF WITNESSES____________________________________________________________________________________

CAUSE CODE

___ AA  Auto Accident  ___ AI  Heat Attack
___ AB  Contact with Skin Irritant  ___ AJ  Mental Stress
___ AC  Insect Bite or Sting  ___ AK  Traumatic Neurosis
___ AD  Poisoning  ___ AL  Exposure to Occupational Disease
___ AE  Extreme Noise  ___ AM  Inhalation of Chemicals/Other Irritants
___ AF  Animal Bite  ___ AN  Foreign Body in Eye
___ AG  Overexertion  ___ AR  Human Bite
___ AH  Stroke
1A Stuck by Moving Object Other Than a Vehicle

1B Struck by Motor Vehicle

1C Struck By Student or Employee

2A Strain by Lifting, Twisting, or Using Tool/Machine

3A Slip and Fall on Foreign Object

3B Slip and Fall from Ladder, Scaffolding & Chairs

3C Slip and Fall from Ramps, Curbing, or Stairs

4A Striking Against Object

5A Stepping on a Sharp Object

6A Caught In / Between Machinery or Other Objects

7A Burns or Exposure Due to Physical Contact

7B Burn or Exposure Involving Welding

7C Burn or Exposure Due to Extreme Heat or Cold

7D Burn or Exposure Involving Chemicals

7E Burn or Exposure involving Electricity

7F Cut, Puncture or Scrape by A Tool Object

7G Cut, Puncture or Scrape Involving Glass

7H Cut, Puncture or Scrape by A Sharp Object

8A Slip, Puncture or Scrape by A Tool

8B Slip, Puncture or Scrape Involving Glass

8C Slip, Puncture or Scrape by A Sharp Object

8D Slip, Puncture or Scrape by A Tool

8E Slip, Puncture or Scrape Involving Glass

8F Slip, Puncture or Scrape by A Sharp Object

9A Tripping

CITY

A New Orleans

B Baton Rouge

C Lake Charles

D Shreveport

E Alexandria

F Lafayette

G Monroe

H City Not Listed

I International

DAY OF WEEK

_A 12:01AM - 1:00AM
__B 1:01AM - 2:00AM
__C 2:01AM - 3:00AM
__D 3:01AM - 4:00AM

TIME OF DAY

AA Amputation

AB Animal Bite

AC Bruised / Contusion / Swelling

AD Burn / Abrasion / Redness

AE Concussion

AF Death

AG Depression and Anxiety

AH Dermatitis

AK Eye Irritation / Damage

AL Fracture

AM Hearing Impairment

AN Heart Attack

AP Heat Stroke

AQ Hernia

AR Herniated Disc

AS Insect Bite / Sting

AT Laceration

AU Loss of Vision / Headache
### Smashed or Crushed
- MENTAL ANGUISH
- MULTIPLE INJURIES
- POISONING
- PUNCTURE
- PROSTHETIC REPLACEMENT
- SEIZURE
- SPRAIN / STRAIN
- STRESS
- STROKE
- HUMAN BITE

### Sex of Employee
- **F** Female
- **M** Male
- **N** Not Given

### Length of Service
- **0** Less than 6 mos.
- **1** 7 mos. - 1 year
- **2** 1 - 3 years
- **3** 3 - 5 years
- **4** 5 - 10 years
- **5** 10 - 15 years
- **6** More than 15 years

### Age of Employee
- **A** 5 - 17
- **B** 18 - 21
- **C** 22 - 25
- **D** 26 - 30
- **E** 31 - 35
- **F** 36 - 40
- **G** 41 - 50
- **H** 51 - 55
- **I** 56 - 60
- **J** 61 - 65
- **K** Over 65

### Part of Body
- **AA** Head
- **AB** Forehead
- **AC** Eye
- **AD** Ear
- **AE** Nose
- **AF** Mouth
- **AG** Jaw
- **AH** Teeth
- **AI** Face
- **AJ** Cheek
- **AK** Throat
- **AL** Neck
- **AM** Arm
- **AN** Shoulder
- **AO** Elbow
- **AP** Wrist
- **AQ** Hand
- **AR** Thumb
- **AS** Finger
- **AT** Toe
- **AU** Foot
- **AV** Spine
- **AW** Hip
- **AX** Knee
- **AY** Ankles
- **AZ** Skin

### Root Cause

### Why Was Act Committed:

### Unsafe Act (Primary):

### Why Did Condition Exist:

### Unsafe Condition (Primary):

### Immediate Action Taken To Prevent Recurrence:

### Contributory Factors (If Any):

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**Revised 01 July 2012**

---257.

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**KEEP COMPLETED**

**FORM ON FILE FOR**

**ALL**

**INCIDENTS/ACCIDENTS TO THE**

**FOLLOWING**

**ADDRESS:**

**PREVENTION UNIT, PO BOX 94095, BATON ROUGE, LA 70804-9095**

**FORM DA 2000** **REVISED 8/12/1999**