

**University of New Orleans**

**Loss Prevention Manual**

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# **I. Policy Statement**

Our leadership team at the University of New Orleans considers the safety of our campus and the protection of our students, staff, and faculty to be incredibly important. Campus safety is not the exclusive responsibility of the Environmental Health & Safety Office (EHSO); neither is it solely the responsibility of unit supervisors, department chairs, or college deans. We all share responsibility for our own safety and for the safety of those with whom we interact. As employees, it is our responsibility to understand and follow the safety rules and safety policies that have been adopted by the University of New Orleans.

In order to help each of us make safety a part of our daily lives, we have compiled the UNO Loss Prevention Manual. This manual contains the basic information needed to promote safe practices and to provide a safe work place for our employees, as well as a safe atmosphere for student learning and faculty research.

Please take time to acquaint yourself with its contents so that we, as a University community, can work to prevent the human suffering and property damage that accidents can cause for our employees, our students, and our physical plant.

All questions concerning this policy should be directed to Mr. David Richardson, Director of Environmental Health and Safety, at darichar@uno.edu or (504) 280-6670.

# **I. Assignment of Responsibility**

Safety is everyone's responsibility and all employees must be actively involved in the General Safety Program. To meet this goal, the University of New Orleans' administration has assigned specific safety responsibilities to the following areas.

## **President and Executive Staff (President and Vice Presidents)**

Assign safety responsibilities and delegate authority required to implement UNO's Loss Prevention Program. Approve and ensure implementation of safety policies formulated by the Safety Office and other departmental Safety Committees. Review and approve recommendations on safety issues from these committees.

## **Campus Safety Committee (CSC)**

The Campus Safety Committee will provide university-wide coordination of efforts to provide a safe learning, work, and research environment for our faculty, staff and students. The CSC will oversee subcommittees charged with development and implementation of best practices in chemical laboratory safety, biological safety, and occupational safety and health. The CSC will foster the concept that safety is everyone's responsibility and work toward that goal

## **Environmental Health and Safety Office**

The Environmental Health and Safety Office has been delegated the authority to implement and maintain the university's Loss Prevention Program. In this capacity, the office is responsible for the overall safety at the University of New Orleans and will:

Develop and implement a comprehensive safety program which provides for regular and periodic facility and equipment inspections. Investigate employee job-related accidents. Develop educational and training programs for supervisors and employees. Develop programs to promote increased safety awareness and accident prevention throughout the campus.

Report to the Associate Vice President of Facilities on a bi annual basis the status of the safety program and concerns for the university. Accumulate, maintain and analyze accident records. Furnish information on losses as requested by the State Office of Risk Management. Conduct examinations for compliance with

local, state and federal rules and regulations. Be a good role model for employees under his/her supervision.

### **Associate Vice President of Facilities**

The Director of Facility Services shall work with the Environmental Health and Safety Office, administrators and supervisors to ensure that facilities are maintained in a safe condition. Ensure that all work requests identified as SAFETY RELATED are executed promptly. Conduct inspections of requested areas and report findings to the Vice President of Business Affairs and Chief Business Officer. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

### **University Deans/Department Heads/Unit Directors**

Each is accountable for safety within their areas of responsibility. Delegation of authority to supervisors, managers, etc., is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections and safety meetings. They shall: implement within their areas of responsibility, the University of New Orleans Loss Prevention Program. Train new employees on job safety requirements and procedures. Enforce safety rules and work regulations within their area of responsibility. Ensure that the mandatory Quarterly Safety Meetings are completed. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

### **Building Coordinators**

These positions are appointed by the Office of the Provost. Their primary function is coordinating any notifications and preparedness tasks for occupants of their respective building:

Considering the uniqueness of each building, they shall assist to establish a plan of action using the UNO Administrative Policy [AP-OP-09.5 – UNO Disaster/Emergency Plans](#) and the [UNO Guidelines for Building Evacuations](#) form. The completed plan shall be periodically reviewed by the UNO Safety Office. They shall: identify needed to implement the plan. Train those involved in the plan of action. Practice and evaluate the plan of action annually. Notify everyone in the building of any intended action representing water shut down, electrical outage, etc. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

### **Departmental / Area Safety Representatives (as appointed)**

This representative shall be appointed by the Dean/Vice President. This representative will serve as the liaison between the Environmental Health and Safety Office, Facility Services Department and the building they represent as follows; Convey information obtained from the Environmental Health and Safety Office or Facility Services to the Department Head or Building Coordinator and vice versa. Assist in the investigation of accidents when necessary. When an accident involving a non-employee occurs in a general occupancy area of the building they represent, he/she is responsible for completing the accident report and forwarding it to the Building Coordinator. Perform weekly walk-through inspections of designated areas, report unsafe conditions and follow up on efforts to correct. Serve as a good role model for co-workers.

### **Instructors**

Instructors are responsible for ensuring that students are informed of applicable safety rules and regulations. Instructors are further responsible for the enforcement of safety rules and regulations in their respective areas. This is especially important in those areas where students are exposed to hazardous conditions involving the handling, use, storing and disposal of hazardous materials. Instructors shall: Inform students of and enforce the safety rules and regulations of their respective areas. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements. Complete accident reports, via Workday, which involve non-employees when the accident occurs in the area they represent. Serve as a good role model for his/her students.

## **Supervisors**

Supervisors are responsible for the day-to-day implementation of safety rules and regulations. Supervisors shall; Train new employees on job safety rules, requirements and procedures. Enforce safety rules, regulations and procedures within their area of responsibility. Investigate accidents, complete accident reports and submit via Workday. Conduct safety inspections of their work areas. Complete Job Safety Analysis forms as required. Be a good role model for employees under his/her supervision.

## **Employees**

Each employee is responsible for abiding by the University of New Orleans Loss Prevention Program. Employees shall: Work in accordance with accepted safety rules, regulations and standard operating procedures and report any injury, as soon as possible, to their supervisor. Employees shall seek assistance or further information when needed from their supervisor. Report to their supervisor any unsafe conditions and practices and make suggestions for improved safety. Attend safety meetings and safety training programs as required.

## **II. Safety Inspections**

Through safety inspections, the University of New Orleans provides a method for systematically inspecting and eliminating safety and fire hazards. Along with the presence of general housekeeping safety rules, inspections must be conducted in order to identify and correct hazards. These safety inspections are a major factor in maintaining operational efficiency, assuring a safe work environment and controlling unsafe actions.

Louisiana Workers Compensation Rule 15 classifies the University of New Orleans as a Class B facility, and therefore, safety inspections are required on a quarterly basis whether or not a reportable item is discovered. If it is found that areas on campus are deemed to have a greater potential for safety hazards, the Environmental Health and Safety Office will conduct monthly inspections and take immediate action to correct unsafe conditions as they are discovered.

Employees conducting the inspections must identify and take appropriate action to correct existing or potential hazards. The appropriate checklist must be completed for each safety inspection and if a serious condition exists, a copy must be provided to the building coordinator responsible for the area. The inspector will indicate the corrective action recommended for each unsafe condition. He/She will complete an online work request to repair the unsafe condition that Facility Services can repair. If the unsafe condition is discovered and it is not a Facility Services repair issue, the inspector will contact the department head, of the area where the unsafe condition was discovered, and request that the condition be attended to. Inspection reports shall be retained for two years and be available for review. The Environmental Health and Safety Office shall conduct scheduled and unscheduled safety inspections to ensure that all operating units are in compliance with established safety standards and regulations.

### **Discovery of Potentially Hazardous Conditions**

All employees are responsible for reporting any potentially hazardous condition or practice they find. If such a condition or practice is discovered, the following must be done:

1. The employee reports the unsafe condition to his/her supervisor.
2. The supervisor is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken.
3. The Supervisor must report the hazard to his/her immediate supervisor and also the designee responsible for completing and forwarding to Facility Services a Work Request/Order Form. If immediate corrective action is needed, the supervisor should call the Facility Services Work Control Desk (x6675) and report the hazardous condition as a Trouble Call.

4. If the hazard exists for more than 30 days, the Department Head and the Environmental Health and Safety Office must be notified.
5. The Work Request/Order Forms and Trouble Calls are retained in Facility Services for at least two years.

### **Building Inspections**

Each quarter, or monthly/weekly if unsafe conditions exist, the Environmental Health and Safety Office, or a designee, will complete a building inspection and he/she will note any corrective action that may be required. If a serious condition exists, a copy of the report must be sent to the Building Coordinator within three (3) working days. If a serious condition exists, the Dean responsible for the college shall advise the Provost so that corrective action can be expedited. The Building Inspection Report shall be retained on file by the inspecting department for a period of two years.

In addition to general safety items, special attention shall be given to the following:

1. Stairs.
2. Ladders.
3. Exits and exit markings.
4. General environmental controls.
5. Fire protection.
6. Automatic sprinkler/alarm systems.
7. Electrical wiring.

## **IV. Accident Investigation/JSA**

After acquiring necessary medical aid for the injured person(s) the supervisor should follow the following steps in investigating accidents.

1. If possible, ask the person(s) involved to describe what happened. Do not fix blame or find fault, obtain only the facts.
2. Survey the accident scene for information and, if possible, take photographs. Identify, and do not dispose of, any conditions or objects that might have contributed to the accident.
3. Determine if there were any witnesses to the accident and get their accounts of the incident.
4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5. Complete the appropriate accident investigation form(s). Copies of these forms are located at the end of this section. The original forms are forwarded to the Human Resource Management office and the supervisor retains copies.

Accidents will occur in spite of an emphasis on safety and regular inspections. When an accident does occur, it must be thoroughly investigated to determine the cause and any contributing factors in order to prevent a recurrence. The supervisor of the work unit involved is primarily responsible for conducting the accident investigation. All accidents, including those involving non-employees, must be investigated. "Near misses" should be examined as thoroughly as an accident that results in injury or property damage. The Safety Officer may be involved depending upon the nature and severity of the accident.

## Accidents Involving Employees

When an employee is injured, it must be reported to his/her supervisor. It is the responsibility of the supervisor to complete and submit the following forms to the Human Resource Management Office:

1. Supervisor's Accident Investigation Report
2. ORM Incident/Accident Reporting Form
3. Office of Workers Compensation Employer's Report of Injury/Illness Form

Copies of these forms are located at <https://www.uno.edu/ehso/forms> on the EHSO webpage. The information and completed forms are to be uploaded into Workday (if necessary, review the [Workday Safety Incident Report](#) procedures here)

## Accidents Involving Non-employees

When a non-employee is injured, the following must be observed:

- If a non-employee is injured in a general occupancy area of a building, the Departmental / Area Safety Representatives should be notified for proper completion of accident forms.
- If a non-employee is injured in a lab, office, classroom, or other occupied area of a building, the supervisor of that area, or his/her designee, should be notified for proper completion of accident forms.
- If a non-employee is injured outside of a building and does not require immediate medical attention, the Risk Management Coordinator should be notified for proper completion of paperwork.
- If the injured person requires immediate medical attention, Campus Police should be notified and the procedures for First Aid in Section I in this program should be followed.
- During normal working hours, the responsible party, per the stipulations above, will complete and submit the [UNO Accident Report - Non-Employees Form](#) to the Building Coordinator. After reviewing the form, the Building Coordinator will forward the form to the Risk Management Coordinator.
- If the accident occurs after normal working hours, and it requires any type of medical attention, the Campus Police Office should be notified and the procedures for First Aid in Section I in this program should be followed.

## Job Safety Analysis

Job Safety Analysis is a procedure used to review work methods and uncover hazards that may result in accidents. It is one of the first steps in hazard prevention and safety training because a hazard must be recognized before it can be eliminated. Performance of a Job Safety Analysis also assists in the determination of the cause(s) of an accident. The Job Safety Analysis must be performed:

- On all accidents causing death or major injuries.
- On tasks that have a history of resulting in personal injury or property damage and
- When new machines and potentially hazardous materials which can cause injury are introduced.

## Uses 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. He/She should also be instructed on how 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.

## Job Safety Analysis Procedure

First line supervisors are expected to perform Job Safety Analysis to evaluate jobs and work methods and to eliminate hazards.

### Step 1: Select the Job

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

1. Production of Injuries. Every job that has produced a medical treatment or disabling injury during the past three years should be analyzed.
2. Frequency of Accidents. Jobs that repeatedly produce accidents are candidates for a Job Safety Analysis. The greater number of accidents associated with the job, the greater its priority for a Job Safety Analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity. Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater the priority for a Job Safety Analysis.
4. New Jobs. New operations created by changes in equipment, potentially hazardous materials or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A Job Safety Analysis should be made on every new job created. Analysis should not be delayed until an accident or "near miss" occurs.

### Step 2: Perform the Analysis

The supervisor responsible for the task should perform the Job Safety Analysis using the Job Safety Analysis Work Sheet (JSA-1-98). This worksheet should be used as a reference as the notes taken on it can be used when determining hazards and recommendations. A reliable list will be developed through observation and discussion. The supervisor should conduct the Job Safety Analysis with the assistance of employees who regularly perform the task.



The job being analyzed should be broken down into a sequence of steps that describes the process in detail. Avoid two common errors: 1) making the breakdown too detailed so that an unnecessarily large number of steps results or 2) making the job breakdown too general so 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:

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

Select an experienced, capable and cooperative person who is willing to share ideas. He/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 the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedures should be analyzed also.

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

### **Step 3: Identify Hazards**

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

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

### **Step 4: Develop Solutions**

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

1. Find a new way to do a 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 condition (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
3. 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.”

### **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.

### **Record Keeping**

Job Safety Analysis report should be maintained on file in the department creating the documents and should be readily accessible to employees. An index naming the task and the date the Job Safety Analysis was completed should be kept on file. A copy of the Job Safety Analysis must also be filed with the Environmental Health and Safety Office.

## **V. Safety Meetings/Safety Committees**

Safety meetings vary from formal presentations to informal discussions of safety issues. The meetings are not only educational and motivational but also demonstrate management’s concern for safety. Employees’ suggestions at safety meetings often result in the implementation of new safety policies and procedures that reduce hazards, increase productivity and improve work methods.

As a Class B Agency, it is mandatory that UNO conduct Safety Meetings quarterly unless otherwise deemed necessary by the Environmental, Health and Safety Office, the Campus Safety Committee and/or the College Safety Committees. In order to be in compliance, a record must be kept for five years of all meetings illustrating the topics discussed and persons attending.

The following is a list of the safety meetings required on campus:

### **Campus Safety Committee Meetings**

The Campus Safety Committee (CSC) will provide university-wide coordination of efforts to provide a safe learning, work, and research environment for our faculty, staff and students. The CSC will oversee subcommittees charged with development and implementation of best practices in chemical laboratory safety, biological safety, and occupational safety and health. The CSC will foster the concept that safety is everyone’s responsibility and work toward that goal.

### **College Safety Committee Meetings**

College Safety Committees will conduct meetings as required, with a minimum of two (2) annually. Each committee representative will conduct meetings with supervisors in his/her assigned area and will review

the topics discussed at the Campus Safety Committee meetings. Additional meetings will be conducted as deemed necessary.

## **Safety Meetings**

The University is required to conduct a quarterly safety meeting with their respective employees. This training will be sent out electronically to every employee individually with a due date. Supervisors of those employees who don't complete the training by the due date will be notified.

Records of the topics for the training and the rosters will be kept for a period of five years by the Risk Management Coordinator.

## **VI. Safety Rules**

The University of New Orleans strives to provide a safe and healthy work and academic environment for its students, faculty and staff. In order to accomplish this, the following is a list of safety rules that should be followed.

These listed safety rules are not totally inclusive. They are intended as a guide to develop proper health and safety practices and procedures. Should you have questions or doubts about safe operations in the workplace, please contact your supervisor, the Risk Management Coordinator, or the Director, Environmental Safety and Health.

1. Possession of unauthorized firearms, alcoholic beverages, or illegal drugs will not be tolerated in the workplace. If you are required to take medication during the work hours, you may be asked to produce a written medical statement stating that the medication will not adversely affect your decision-making or physical abilities.
2. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
3. Use personal protection equipment to protect yourself from potential hazards that cannot be eliminated.
4. Operate equipment only if you are trained and authorized.
5. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
6. Immediately report any recognized potentially unsafe condition or act to your supervisor.
7. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
8. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
9. Supervisors should obtain safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
10. Follow recommended work procedures outlined for the job including safe work methods described in the Job Safety Analysis. Verify with your supervisor if there is a Job Safety Analysis for that procedure or piece of equipment.
11. 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.
12. Report any smoke, fire, spills, or unusual odors to your supervisor.

13. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
14. Never attempt to catch a falling object.
15. 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.
16. Fasten restraint belts before starting any motor vehicle.
17. Obey all driver safety instructions.
18. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
19. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
20. Adhere to rules and procedures specific to departmental operations.
21. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
22. UNO is a smoke free campus, this includes all types of tobacco and vaping products.
23. No fighting, running or horseplay allowed in the work areas or classrooms.

Employees who do not comply with university safety rules will be subject to the appropriate disciplinary action by their supervisors.

## **VII. Employee Safety Training**

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

1. To teach employees hazard recognition and methods of corrective action.
2. To involve employees in accident prevention.
3. To motivate employees to accept their safety responsibilities.
4. To provide employees information on accident causes, occupational health hazards and accident prevention methods.

The Risk Management Coordinator will conduct or sponsor training sessions for employees. These are completed electronically every quarter via email directly to the employees. A variety of topics are included but the following are required during each fiscal year –

- Agency Head Statement on Safety on Campus\
- Bloodborne Pathogens Information/Facts
- Safety Rules
- Assignment of Responsibility

These are in addition to training required by Human Resource Management.

Should an employee have a topic they would like considered for one of the quarterly safety meetings, contact the Environmental, Health and Safety Office at [safety@uno.edu](mailto:safety@uno.edu) .

## **Training**

UNO recognizes that additional training may be required by a department or necessary due to changes in procedures/operations. The Environmental, Health and Safety department is available to assist. The following are topics that a department head or supervisor may want to consider for general training:

1. Safety Program Objectives
  - a. Rights and responsibilities of the employee
  - b. Authority and responsibilities of the supervisor
  - c. Safety policy/rules
  - d. Accident and “near miss” accident reporting
  - e. Job Safety Analysis
  - f. Accident experience and trends
2. Hazard Recognition and Control
  - a. Types of hazards
  - b. Preventive measures
  - c. Inspection procedures
  - d. Recording and reporting
  - e. Temporary control
3. Emergency First Aid Procedures
  - a. On campus / off campus procedures
4. Emergency Response Procedures
  - a. Alarm systems
  - b. Evacuation routes
  - c. Fire extinguisher training
5. Personal Protective Equipment
  - a. What and when to use
  - b. How and where to store
  - c. How to check, inspect and maintain
6. Material Handling
  - a. High risk jobs
  - b. Proper lifting
  - c. Proper carrying
7. Slips, Trips and Falls
  - a. Recognizing potential problem
  - b. Minimizing exposure
8. Unsafe Environmental Conditions
  - a. Outside (heat, cold, winds, rain, hurricane, tornadoes)
  - b. Inside (noise, dust, vapor, fumes)
9. Other (fire, bomb threats)

10. Good Housekeeping Practices
  - a. Work Areas
  - b. Tools and equipment
  - c. Vehicles
  - d. Yards
11. Work from Elevations/Use of Ladders
  - a. Preventing falls
  - b. Falling safely
12. Safe Vehicle/Water Vessel Operation
  - a. Pre-operational inspection
  - b. Control of common hazards
  - c. Rules of the road

All safety related training, whether in person or computer based, shall be documented.

## **VIII. Required Records**

The following safety records must be kept by the University of New Orleans for at least two years, or for varying periods as indicated below.

1. Inspection Reports:  
Completed quarterly, or more often as necessary, in each work unit following a general safety inspection. The completed form is retained in the area it covers for at least five years and must be made available to the department head and Risk Management Coordinator upon request. The following is a list of the appropriate work unit inspection report.
  - a. Laboratory Inspection Report
  - b. Building Inspection Report – which includes offices and classrooms
  - c. Grounds / Common Areas Inspection Report - which includes work/construction areas and receiving areas
  - d. Fire Safety – fire extinguisher inspections
2. Trouble Call / Work Order System:  
If a problem involving a hazardous or potentially hazardous condition arises, a Trouble Call is placed to Facility Services subcontractor work control at telephone number 504-280-4948. For non-hazardous conditions, a Work Request can be submitted to Facility Services subcontractor work control computer-based system. Facility Services retains the submitted electronic form for at least two years. If the hazard is not corrected in 30 days, the department head and the Risk Management Coordinator are to be notified by the person who originally submitted the request.
3. Employee Accident Reports:  
All accident reports involving employees must be submitted, via Workday, to and kept by, the Human Resource Management Department for at least five years. Copies of these forms are located at in the Environmental Health and Safety website. The following is a list of these forms:
  - a. [Employer Report of Injury](#)
  - b. [Accident/Incident Report for Employee](#) (DA 2000)

4. Employees must have written authorization from their physician to return to work following injuries that resulted in loss time (unable to work). The Human Resource Management office shall keep all records pertaining to Worker's Compensation.
5. Non-Employee Accident Reports:  
All accidents involving non-employees must be submitted to and kept by the Risk Management Coordinator and will be retained in that office for at least two years.
  - a. [Accident/Incident Report for Non-Employee \(DA3000\)](#)
  - b. [UNO Accident Report - Non-Employees Form](#)
6. Incident Reports:  
As required by State Office of Risk Management, these must be completed for each incident that occurs that does not require medical expense or lost time. Forward the original report to the Human Resource Management office and a copy to the Risk Management Coordinator. The Human Resource Management department will retain these reports for five years. Copies of these forms are located at in the EHSO folder
  - a. [Accident/Incident Report DA 2000 \(Employee\)](#)
  - b. [Accident/Incident Report DA 3000 \(Non-employee\)](#)
  - c. [UNO Accident Report - Non-Employees Form](#)
7. Job Safety Analysis:  
Completed by supervisors in each work unit. Job Safety Analysis forms are kept in a file in the originating area for the period of time the job is in existence. 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.
  - a. [Job Safety Analysis Form](#)
8. Safety Meeting Report:  
Safety meetings are conducted quarterly. The Risk Management Coordinator sends out the notice of the training electronically. Records of the topics covered and attendance are maintained by the Risk Management Coordinator for five years.
9. Training Documentation:  
Sign in sheets and/or electronic read receipts shall be completed following training sessions and maintained in the operating area for five years.

All records regarding safety shall be open and subject to inspection by any employee. Where a person's privacy is affected (in cases where an employee has been injured), the university shall follow legal requirements/allowances. Requests are to be made in writing with appropriate time allowed for response.

## **IX. First Aid Requirements**

First Aid is immediate care given to a person who has been injured or who has suddenly become ill. When properly administered, first aid can mean the difference between life and death, between a temporary and a permanent disability, or between rapid recovery and long hospitalization.

The procedures below should be followed by anyone confronted with an accident or injury on campus. The term accident is defined as any unforeseen incident during which a person or persons sustains physical injury. The term injury includes any physical trauma incurred during the accident. All accidents involving UNO Faculty and/or Staff should be documented properly and reported to the UNO Office of Human Resource Management via Workday. (See forms section below) If the injured UNO employee requires emergency medical assistance, he/she should inform the medical facility that they are a university employee, and the accident was work related. The contact at the university is Human Resource Management at 504-280-3175.

## **Procedure on Campus**

1. Notify the city's Emergency Responders at 911 and also call UNO Police Department (UNOPD) at 504-280-6666 – so that they can escort the emergency personnel to your location, if required.
2. Be prepared to tell the dispatcher:
  - a. The nature of the emergency
  - b. The exact location of the victim
  - c. Your name and telephone number
3. Do not hang up until advised that it is proper to do so.
4. Should the accident result in the death or major injury of an employee, student or other non-employee follow the procedures above and notify the Office of the President at 504-280-6201 as soon as possible. If the death occurs after 4:30 pm or on the weekend or a university holiday, please inform the UNOPD at 504-280-6666 and they in turn will inform a representative from the President's Office.

## **Procedures for Off Campus Locations**

1. Dial 911 in order to get the emergency response necessary and also call UNOPD at 504-280-6666 to inform them of the situation.
2. Be prepared to tell the dispatcher:
  - a. The nature of the emergency
  - b. The exact location of the victim
  - c. Your name and telephone number
3. Do not hang up until advised that it is alright to do so.
4. Should the accident result in the death or major injury of an employee, student or other non-employee follow the procedures above and notify the Office of the President at 504-280-6201 as soon as possible. If the death occurs after 4:30 pm or on the weekend or a university holiday, please inform the DPS at 504-280-6666 and they in turn will inform a representative from the President's Office.

## **Posted Information**

The telephone number of UNOPD (504-280-6666) must be posted in all work areas, for notification purposes and escorting emergency personnel to the area should be required. 911 should be posted at off campus locations. Sample notice for on campus locations:

**IN CASE OF EMERGENCY, PLEASE CALL THE CITY'S  
EMERGENCY RESPONDERS AT 911 OR UNO Police Department AT 504-280-  
6666,  
IF YOU CALL 911, PLEASE ALSO NOTIFY UNO Police Department OF  
THE EMERGENCY AT 504-280-6666.**

For off campus locations:

**IN CASE OF EMERGENCY, PLEASE CALL 911**

## **Requirement for First Aid**

1. All employees must report any injury, occurring during working hours, to his/her supervisor as soon as practical and at least before the end of the shift during which the accident occurred. (see forms below)



2. The employee must sign the [Accident Form for Employees \(DA 2000\)](#) confirming that the injury was the result of an on-the-job accident. A description of the accident and the name of witnesses (if any) are included in the statement.
3. The employee will provide his/her superior and/or Human Resources Management with the treating physician's diagnosis of the injury and the length of time he/she is expected to be unable to work.
4. All injuries, especially those involving lost time and medical claims, must be reported to the Human Resource Management office by the supervisor, using the Workday system and uploading the appropriate forms (see forms below).

### **Employee Guidelines**

1. Calmly and coherently report all injuries and "near miss" accidents immediately to a supervisor, if possible, or as soon as practical.
2. Unless a victim is exposed to further danger at the accident site, do not move him/her until the full extent of the injury is known, first aid has been given, and emergency transport assistance has arrived.
3. Do not attempt to perform regular job functions if abilities have been impaired by an injury.

### **FORMS**

Employee related accident reports can be accessed online through the [EH&S website](#). They should be completed by the employee's supervisor or his designee and attached to the Workday submission (if necessary review the [Workday Safety Incident Report](#) procedures).

## **X. Control of Hazardous Materials**

While the Laboratory Safety Office does not monitor use and purchasing control of hazardous materials, it is considered part of the University of New Orleans Loss Prevention Program and has been included in the General Safety Plan. The majority of the hazardous materials used and stored at the University of New Orleans are normally below the reportable quantities as prescribed by the Environmental Protection Agency and the Louisiana Department of Environmental Quality.

The Louisiana Emergency Response Commission, appointed by the Governor, within the Department of Public Safety and Corrections, is responsible for implementing Louisiana's Right-to-Know laws. In keeping with the intent of Right-to-Know legislation, UNO has established Hazardous Communication Programs (per 29 CFR - Code of Federal Regulations 1910.1200), and OSHA'S Laboratory Standard (29 CFR 1910.1450 - Chemical Hygiene Plan). These programs are implemented to provide appropriate knowledge to students, faculty, visitors and employees of proper safety practices when working in areas where exposure to hazardous chemicals is a safety consideration.

Details of these programs are available from the Laboratory Safety Officer and workplaces where hazardous chemicals are handled, stored and used.

### **Responsibilities**

To establish a program for controlling any hazardous materials used by or housed in any facility of the University of New Orleans:

#### **The supervisor of each operating unit will:**

1. Make an exhaustive search of his area to ensure all hazardous materials are reported. If any unidentified substance or material is discovered during the inventory, the Laboratory Safety Officer should be contacted for assistance in identifying the material for handling and disposition instructions.
2. Ensure all hazardous materials are properly labeled.
3. Inventory and maintain an up-to-date list of all hazardous materials in his/her area of responsibility.

4. Identify all of the types and amounts of hazardous material on hand required for the intended purpose or operation.
5. Provide safety instructions to employees/students covering proper handling, health considerations, storage, emergency response and disposition of hazardous materials.
6. Ensure appropriate Material Safety Data Sheet (MSDS) information is readily available to personnel/students in the area where hazardous material is used/stored.

**Dean of College where hazardous material is held and used will:**

Provide any needed guidance and support for the proper control, use and disposal of hazardous materials being used by the personnel in his/her College.

**Laboratory Safety Officer will:**

1. Maintain a complete listing of all hazardous materials on campus by location.
2. Assure a record of the location and amount of every hazardous substance at UNO is available to the fire department and other emergency response services. This danger underscores the importance of maintaining up-to-date data on the types, amounts and locations of all hazardous materials on campus.
3. Conduct semiannual safety inspections to ensure compliance with safety regulations for hazardous materials.
4. Provide overall direction to the Supervisors of each unit in administering the Hazardous Materials Management Program at UNO.

## **XI. WORKPLACE ANALYSIS**

### **GENERAL**

1. 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.
2. A "Threat Assessment Team," "Patient 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 should include representatives from senior management, operations, employee assistance, security, occupational safety and health, legal, and human resource staff.
3. 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.
4. 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.

### **WORKPLACE ANALYSES PROGRAM**

1. 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, workstations, and/or time of day. Tabulate these data to target the frequency and severity of incidents to establish a baseline for measuring improvement.

## 2. Monitoring Trends and Analyzing Incidents

Contacting similar local businesses, trade associations, and community workplace violence and to help identify trends. Use several years of data, and civic groups are one way to learn about their experiences with if possible, to track trends of injuries and incidents of actual or potential workplace violence.

## 3. 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:

- i. 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.
  - ii. 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 patients (e.g., psychiatric conditions or patients 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.
  - iii. Evaluate the effectiveness of existing security measures, including engineering control measures. Determine if risk factors have been reduced or eliminated and take appropriate action.
4. 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.

## RETURN TO WORK

Injured workers should be returned to gainful employment as soon as medically possible after a job-related injury/illness. A successful transitional return to work plan shall be based on medical prognosis and recovery. Refer to UNO's [Transitional Return to Work for Employee's on Worker's Compensation AP-BA-56.2](#) for the complete plan.

## XII. Exposure Control Plan

### PURPOSE

The University of New Orleans is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) has been developed in accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030. The purpose of this ECP includes; elimination or minimization of employee occupational exposure to blood or certain other body fluids, compliance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, and the protection of the Students, Faculty, Staff, and Visitors of UNO.

The ECP is a key document to assist the university in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

## **PROGRAM ADMINISTRATION**

The Environmental Health and Safety Office is responsible for the implementation of the ECP. The department will maintain, review and update the ECP at least annually and whenever necessary to include new or modified tasks and procedures. The Environmental Health and Safety Office can be contacted at x36670

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. The Human Resources Management Department will be responsible for ensuring that all medical actions required are performed and that appropriate employee health records are maintained.

The Environmental Health and Safety Office will be responsible for training, documentation of training, and making the written ECP available to employees.

The Environmental Health and Safety Office will be responsible for the proper disposal of all medical waste produced by the UNO campus in the pursuit of the proper application of the Blood borne Pathogen Program.

## **EMPLOYEE EXPOSURE DETERMINATION**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

Job Classification Categories -- Ongoing Exposure Risk

This exposure determination is required to list all job classifications in which all employees will incur such occupational exposure, regardless of frequency

1. Job Classification Categories -- Periodic/Function-Specific Risk  
In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed. In order to clearly understand which employees in these categories are considered to have occupational exposure, the job classifications and associated tasks for these categories are as follows:
  - a. University Police Officers
  - b. Recreation and Intramural Sports Employees
  - c. Residential Assistants (RA's) in Campus Housing
2. Procedures Involving Potential Risk of Occupational Exposure
  - a. Clean up of blood or OPIM
  - b. Responding to crime scene involving blood or OPIM
  - c. Administering CPR

## **IMPLEMENTATION OF METHODS OF EXPOSURE CONTROL**

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. It is the universities policy to comply with this requirement. Employees covered by the blood borne pathogen standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shift by contacting the custodian of the UNO

Loss Prevention Manual in their departmental office. If requested, the Safety Office will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

## COMPLIANCE STRATEGIES

1. The Centers for Disease Control (CDC) UNIVERSAL PRECAUTIONS: will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
2. ENGINEERING AND WORK PRACTICE CONTROLS: will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:
  - a. Hand washing Facilities  
Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities are located:
    - i. In all university lavatories: Employees should not have to open doors or use stairs to access washing facilities in order to avoid further surface contamination.
    - ii. Supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
    - iii. Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as feasible following contact.
  - b. Sharps, Contaminated Needles & Glassware  
Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.
  - c. Disposal of Sharps, Contaminated Needles & Glassware  
All sharps must be placed in a labeled, biohazard sharps container. All needles are to be placed in a labeled biohazard needles/sharps container.
    - i. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom and labeled or color coded. University of New Orleans will provide leak-proof containers for contaminated sharps capable of resisting punctures and labeled as a biohazard. These containers are to be used for gathering and storage of all contaminated sharps, including glassware.
    - ii. During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., Laboratory, and Training rooms).
    - iii. The containers shall be maintained upright throughout use, replaced routinely and not be allowed to overfill. They are to be checked every time there is a pickup of infectious waste and changed when they are nearly full.

- iv. When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
  - v. The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color-coded to identify its contents.
- d. **Other Regulated Waste:**  
University of New Orleans will provide containers sufficient to contain regulated wastes capable of resisting punctures and labeled as a biohazard (as appropriate). Regulated Waste includes the following:
- i. Liquid or semi-liquid blood or other potentially infectious material.
  - ii. Items contaminated with blood or other potentially infectious material that would release these substances in a liquid or semi liquid if compressed.
  - iii. Items that are caked with blood or other potentially infectious material and are capable of releasing these substances during handling.
  - iv. Pathologic and microbiological waste containing blood or other potentially infectious material.
- e. Other regulated waste shall be placed in containers, which 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 and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Disposal of all regulated waste shall be in accordance with applicable United States, State and Local regulation.

Types of regulated waste used in our facility -

<b>Waste</b>	<b>Container for disposal</b>	<b>Label</b>
Towels	regulated waste	Biohazard / red
Gloves	regulated waste	Biohazard / red
Gowns	regulated waste	Biohazard / red
Sheets	regulated waste	Biohazard / red
Lab Specimens	regulated waste	Biohazard / red
Soiled Gauze	regulated waste	Biohazard / red
Glass Tubes and Slides	sharps container	Biohazard / red
Sharps (needles, blades)	sharps container	Biohazard / red

3. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** must be used to prevent blood or other OPIM's from passing through to, or contacting the employee's work or street clothes, undergarments, skin, eyes, mouth, or other mucus membranes, unless engineering controls and work practices have eliminated occupational exposure. An employee may temporarily decline to wear PPE only when, in a life-threatening situation, the use of protective equipment will prevent

the delivery of health care and public safety services or pose an increased hazard to workers. Incidents during which an employee elects not to wear protective equipment are to be documented in order to determine whether changes can be instituted to prevent occurrences in the future.

- a. UNO Departments assume the financial responsibility for purchasing PPE that protects its employees and students against contact with blood or OPIM as we reasonably anticipate encountering in its setting.
4. All PPE must be removed prior to leaving the work area, removed as soon as possible following penetration by blood or OPIM and placed in a designated area or container for storage, washing, decontamination or disposal.
- a. Gloves
    - i. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, or other potentially infectious materials; non-intact skin, and mucous membranes; when handling or touching contaminated items or surfaces.
    - ii. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Hypoallergenic gloves, powder less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
    - iii. Location and Circumstances Where Gloves Must be worn.  
Laboratories (both sides) Accident Scenes
    - iv. Circumstance: clean-up of blood or OPIM.
    - v. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. Additional conditions of use include: Gloves are to be used anytime a person is handling potentially infectious biomedical waste.
  - a. Masks and Other Eye Protection
    - i. Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin-length face shields, are required to be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.
    - ii. Those situations include: Eyewear in the form of goggles, and/or face shields is to be worn whenever there is a splash potential. Safety glasses are to be worn at all times when you are dealing with Potentially Infectious Biomedical Waste and there is splash potential.
  - b. Additional PPE
    - i. Additional PPE selections and such as use of head nets, smocks, foot covering and aprons maybe necessary to ensure employee safety in regards to blood borne pathogens in certain workplace situations. Those situations require gloves and a dust mask to be worn at all times when dealing with Potentially Infectious

Biomedical waste. The dust mask does not have to be worn if you are working under a hood.

5. HOUSEKEEPING:

Regulated Waste is to be placed in containers, which are closable, constructed to contain all contents and prevent leakage, appropriately labeled and color coded, and closed prior to removal, to prevent spillage or protrusion of contents during handling.

Work surfaces are to be decontaminated with a detergent or 10% bleach solution after completion of procedures, immediately upon contamination by any spill of blood or OPIM and at the end of each work shift.

Protective Coverings - Non-absorbent, protective coverings, are to be used to cover equipment and surfaces when they have become overtly contaminated and at the end of a work shift if they have become contaminated.

Reusable Receptacles like bins, garbage receptacles, and pails will be decontaminated weekly. When contamination is visible, receptacles should be decontaminated immediately.

Broken Glassware, which may be contaminated must not be picked up directly with the hands. Tools used in cleanup of broken glass are to be decontaminated and broken glass discarded in a sharps container. Do not use vacuum cleaner for cleanup of contaminated glass.

Clothing which has been contaminated with blood or other potentially infectious material should be removed as soon as reasonable possible. It should then be washed with a disinfectant detergent with hot water – if bleach or bleach alternatives are not feasible for the material.

6. LABELS: Are to be used to warn employees who may have contact with containers, of the potential hazard posed by their contents. Labels are to be attached to container of regulated waste, to refrigerators containing blood and OPIM, and to other containers used to store, transport, or ship blood or OPIM. The warning label must be fluorescent orange or orange red, containing the biohazard symbol and the word “biohazard” in a contrasting color and be attached to prevent loss or unintentional removal of the label.

Types of regulated waste vs. disposal container

<b>Waste</b>	<b>Container for disposal</b>
Hand Towels	regulated waste
Gloves	regulated waste
Gowns	regulated waste
Sheets	regulated waste
Lab Specimens	regulated waste
Soiled Gauze	regulated waste
Glass Tubes and Slides	sharps container
Sharps (needles, blades)	sharps container



7. PIPETTES: Oral pipetting will NOT be allowed. Employees and students are to use mechanical pipettes in the laboratories.
8. EATING, DRINKING, and APPLYING COSMETICS OR CONTACT LENSES: Food and Drinks are not to be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or OPIM's are present. Applying cosmetics or contact lenses is prohibited in areas where blood or OPIM's are present.
9. GENERAL PROCEDURES: All procedures involving blood or OPIM's must be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets of these substances.

## **HEPATITIS B VACCINE**

Health Services will provide training to employees on Hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. The Hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan.

Vaccination is encouraged unless:

- \* Documentation exists that the employee has previously received the series.
- \* Antibody testing reveals that the employee is immune.
- \* Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. This declination form will be kept with the employee's medical file in the Health Services Office. Employees who declined the vaccine may request and obtain the vaccination at a later date at no cost. Health Services will provide the required vaccinations in their office. Following Hepatitis B vaccinations, the health care professional will provide a Written Opinion, which will be limited to whether the employee required the hepatitis vaccine, and whether the vaccine was administered. This Written Opinion will also be kept in the employee's medical file in the Health Services Office.

If the U.S. Public Health Service recommends a routine booster dose of the Hepatitis B vaccine at a future date, such booster doses shall be made available at no cost to the employee.

## **INFORMATION AND TRAINING**

All employees who have occupational exposure to blood borne pathogens must receive training on the epidemiology, symptoms, protection from, and transmission of blood borne pathogen diseases. The Environmental Health and Safety Office will provide this training. This training will be provided at no cost to the employee and during the employees' working hours. The training will be as follows:

1. Will be provided by Environmental Health and Safety Department representative. They shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training.
2. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:
  - a. A copy of the standard and an explanation of its contents.
  - b. A discussion of the epidemiology and symptoms of blood borne diseases.
  - c. An explanation of the modes of transmission of blood borne pathogens.

- d. An explanation of the University of New Orleans Blood borne Pathogen ECP, and a method for obtaining a copy.
  - e. The recognition of tasks that may involve exposure.
  - f. An explanation of the use and limitations of methods to reduce exposure; for example, engineering controls, work practices and personal protective equipment (PPE).
  - g. Information on the types, selection, use, location, removal, handling, decontamination, and disposal of PPE's.
  - h. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
  - i. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
  - j. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up.
  - k. Information on the evaluation and follow up required after an employee exposure incident.
  - l. An explanation of the signs, labels, and color-coding systems.
3. Employees who have received training on blood borne pathogens in the 12 months preceding the effective date of this plan shall only receive training in provisions of the plan that were not covered.
  4. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## **RECORD KEEPING**

1. Medical Records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."
2. The Human Resources Management office is responsible for maintenance of the required medical records. These confidential records are kept in these said offices for at least the duration of employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. These medical records include:
  - a. Name and Social Security Number of the employee.
  - b. Employee Hepatitis B vaccination status including dates of vaccination and the records relating to the employee's ability to receive the vaccine and signed declination form if applicable.
  - c. A copy of all the results of examinations, medical testing, and follow-up procedures.
3. Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at Environmental Health and Safety Office. The training records include:
  - a. The dates of the training sessions.
  - b. The contents or a summary of the training sessions.
  - c. The names and qualifications of persons conducting the training.

- d. The names and job titles of all persons attending the training sessions.
4. UNO Human Resource Management will maintain a log of occupational injury or illness. Identifying information related to blood borne pathogens will be removed prior to granting access to the records. The log will document the following:
  - a. Date of incident.
  - b. Name and Social Security number of the exposed individual.
  - c. Hepatitis B vaccination status.
  - d. Medical follow up, examination results, and medical testing.
  - e. Confidential medical information must be retained while the employee is employed by UNO and for 30 years thereafter.
5. Employee medical records will be provided upon request, for examination and copying to the employee, the Director of NIOSH, the Assistant Secretary of Occupational Safety and Health, and to anyone having the written consent of the employee. If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact the Safety Office at the following number: 504-280-6670. The employee will be offered confidential medical evaluation and follow-up.

## **ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP**

1. UNO ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's blood borne pathogens standard, when notified of health care professional(s) contact information.
2. The Environmental Health and Safety Office ensures that the health care professional evaluating an employee after an exposure incident receives the following, when notified of health care professional(s) contact information:
  - a. A description of the employee's job duties relevant to the exposure incident.
  - b. Route(s) of exposure.
  - c. Circumstances of exposure.
  - d. If possible, a result of the source individual's blood test.
  - e. Relevant employee medical records, including vaccination status.
3. The health care professional's written opinion is to be provided to the employee within 15 days after completion of the evaluation. The healthcare professional's written opinion for post-exposure follows up shall be limited to the following information:
  - a. A statement that the employee has been informed of the results of the evaluation.
  - b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

## **PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

1. The Environmental Health and Safety Office will review the circumstances of all exposure incidents to determine:
  - a. Engineering controls in use at the time.
  - b. Work practices followed.
  - c. A description of the device being used.
  - d. Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
  - e. Location of the incident
  - f. Procedure being performed when the incident occurred.
  - g. Employee's training.
2. If it is determined that revisions need to be made, The Environmental Health and Safety Office will ensure that appropriate changes are made to this ECP. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.).

NOTE: To achieve the goals of this policy, supervisors and managers are also directed to:

- Go over this policy with your staff.
- Have Personal Protective Equipment readily available in your lab.
- Get training on spill cleanup from the Environmental Health and Safety Office.
- Have a copy of this policy in your area at all times

## **XIII. Procedures for Conducting Loss Prevention Self Audit**

As encouraged by the State Office of Risk Management (ORM), the University of New Orleans shall perform an annual self-audit in preparation for the State Loss Prevention General Safety Audit. The purpose is to ensure that all areas are in compliance with the State loss prevention program and published rules. To conduct this self-audit, UNO will use the Office of Risk Management forms that are utilized to perform the State audit. The self-audit is conducted by October 5 of each year by the UNO Self Audit Team consisting of individuals from the areas that will be affected by this audit (Financial Services, General Safety, Drivers Safety, Facility Services, Water Vessel Safety, Human Resource Management).

The following is a list of the procedures for conducting the self-audit:

1. The ORM audit forms will be divided among the team members, each member receiving the portions applicable to his/her area.
2. Each team member shall complete his/her portions and locate any records that are specifically requested in his/her section of the audit. This record (including building, room, name of person responsible for the record keeping) shall be included, in writing, next to each question that requests the information.
3. The team shall meet to review and discuss the findings.

4. The findings of the Self Audit Team will be reported, in writing, to the heads of the units that are being audited.

The Environmental, Safety and Health Office shall retain the completed forms for reference and availability to ORM when the annual State audit is performed.

## **XIV. UNO Preparedness and Action Plan for Disaster, Emergency, and Dangerous (or Potentially Dangerous) Situations.**

### **PURPOSE**

To set forth administrative policy and procedures to be followed by University employees and students concerning preparedness for and actions to be taken in the event of a disaster, emergency, or dangerous (or potentially dangerous) situation. [AP-OP-09.5 UNO Disaster/Emergency Plan\(s\)](#)

### **DEFINITIONS**

1. Action is the implementation of the appropriate established plan.
2. Disasters are categorized as fires, explosions, or natural catastrophes such as hurricanes, floods, etc.
3. Emergencies are life-threatening and /or other situations which require immediate official attention, e.g., suicidal or homicidal mental disturbances, automobile, bicycle, or pedestrian accidents, civil disorders, rapes, assaults, bomb threats, fire alarms, break-ins medical-related incidents: respiratory distress (difficulty breathing), cardiac arrest (absence of heart beat), unconsciousness, hemorrhaging.
4. Dangerous situations are not immediately life threatening, but require quick action by appropriate administrators (e.g., elevator break-downs, traffic obstructions, power failure, food poisoning, disabled water systems).
5. Preparedness entails the establishment of a plan of action to deal with disasters, emergencies, and dangerous situations; procurement of equipment required to implement the plan of action; and personnel training in equipment use and the plan of action procedures.

### **GENERAL POLICY**

1. Building Coordinators are responsible for safety within the facility of their charge. This includes the successful evacuation of all occupants should conditions so dictate. Basic to addressing this responsibility is the development and implementation of a plan of action, which establishes the procedures, personnel assignments, equipment and training needed to deal with identified situations that require evacuation, including the disabled.
2. In the event of a building emergency or dangerous situation, the Building Coordinator for the facility is responsible for initiating all steps to resolve the situation. When another UNO department requires a response (e.g., Counseling Services, Office of Disability Services), University of New Orleans Police Department (UNOPD) (ext. 6666) is the initial point of contact and will inform other departments as deemed necessary.
3. Evacuation procedures for off-campus facilities where UNO programs are housed (e.g., Coastal Education and Research Facility (CERF), St. Claude Art Gallery) shall be consistent with this policy and shall be reviewed by the UNO Administration and the Environmental Health & Safety Office. In the event of a disaster, emergency, or dangerous situation at an off-campus site,

incidents involving UNO facilities, personnel, students and/or activities shall be reported to 911 first and then to UNOPD at 280-6666.

4. In the event of a disaster, emergency, or dangerous situation that involves the entire campus (e.g., hurricane, flood), the President or a designated representative will decide whether or not to cease operations and evacuate the campus. Announcements will be made to all departments through the Provost and Vice Presidents, following organizational lines of authority. The University is large and no single communication vehicle is sure to reach all students, faculty and staff. A network of notification channels is used during an emergency. The University Alert System (Privateer Alerts), includes multiple levels of notification and redundant technology systems to minimize the probability of notification failure. This system includes; a siren, text messaging, email messaging, UNO web site, social media, campus Visix system. The university will also utilize the campus main switchboard, campus radio station and commercial media outlets to broadcast their message. The President or a designated representative, through the Chief Communications Officer, will make official notification to the media. Pronouncements from any source other than those prescribed herein should not automatically be considered correct or valid.

## PROCEDURE

### 1. Emergencies

- a. As a general policy, all emergencies should be reported to the UNOPD at extension 6666. UNOPD will notify other appropriate departments.
- b. In the event of a fire alarm, Building Coordinators or their designated representative should contact UNOPD and initiate building evacuation plans immediately. The alarm system will also notify UNOPD and Central Plant. NOTE: UNOPD will search for the cause of the alarm activation and indicate to Central Plant when to silence the alarm if no dangerous condition is found. Central Plant personnel will silence the alarm and reset the system. UNOPD will contact the New Orleans Fire Department in the event of fire. All campus buildings must complete, at a minimum, one yearly documented building evacuation.
- c. In the event of a biological, chemical and / or radioactive material spill, the Building Coordinator should immediately contact UNOPD at extension 6666 to report the exact location of the spill and material(s) spilled if known. The person making the report should remain available to provide UNOPD with other essential information. UNOPD will notify the Environmental, Health and Safety office at extension 6670 and the Lab Safety Officer at extension 4759.

### 2. Disasters

- a. The President receives information of major disasters or pending events such as hurricanes and floods from several official sources. If a determination is made by the President to cease operations or evacuate the campus, employees and students will be notified through organizational lines of authority. The University Alert System (Privateer Alerts) will be used to ensure widespread notification. A message will be posted on the university's main switchboard at 504-280-6000/1-888-514-4275, and also on the university's web page. The President or a designated representative will notify the news media.
- b. Facility Services will immediately activate their departmental [emergency plan](#), and proceed to close all university buildings, and secure equipment and facilities. Unauthorized access to secured area will not be permitted.
- d. Building Coordinators are responsible for the following preparedness tasks for their respective building(s):
  - i. Considering the uniqueness of each facility, establish a plan of action using the outline provided ([Building Coordinator Hurricane Preparedness checklist](#)). The

Environmental Health & Safety Office should periodically review the completed plan.

- ii. Identifying resources (e.g., evacuation equipment for the disabled) needed to implement the plan.
  - iii. Training those involved in the plan of action.
  - iv. Practicing and evaluating the plan of action annually.
- e. In the event a campus evacuation order is issued, student residents (Privateer Place, Pontchartrain Hall, TRAC, and Lafitte Village) will be required to evacuate. Refer to the [Campus Evacuation Plan](#) for specific details. The President will direct all University departments to activate their emergency plans ([Facility Services](#), [Department Heads](#)) UNOPD will be responsible for ensuring that everyone has left the campus and the buildings are locked/secured. UNOPD will employ whatever means is necessary to ensure the safety and security of the employees, students and property of the University of New Orleans the return to the campus, will follow the steps explained in the, Stage Five: Aftermath of the [Hurricane Plan](#).

## **ADDITIONAL RESOURCES**

[Extreme Conditions Response Plan](#)  
[Emergency Communication Plan](#)  
[University Services Resumption Plan](#)

## **XV. Driver Safety Program**

The University of New Orleans is committed to a continuing, aggressive program of driver safety. This program is intended to increase safety awareness among drivers of university vehicles, to minimize the exposure to liability and financial losses and to develop accountability for safe driving. One of the most effective ways of accomplishing this is by restricting vehicle operations to a minimum number of drivers who have good driving records. Using the above as guidelines, UNO has developed a Driver Safety Program to limit the potential for vehicular accidents by:

- Increasing supervisory involvement in the management of vehicular operations.
- Ensuring UNO's drivers meet established criteria for granting driver authorization.
- Providing required defensive driver training.
- Investigating all accidents to determine the cause and taking necessary action to prevent recurrences.

### **Components of Driver Safety Program**

#### **University Vehicles**

Any licensed vehicle owned, leased and/or rented by the University of New Orleans is considered a university vehicle. Also included is any privately-owned vehicle used in the course and scope of employment. Vehicles are assigned to various colleges/departments. These areas are responsible for ensuring that the vehicles are kept and maintained in a safe operating condition.

#### **Driver Authorization**

Any University of New Orleans employee whose position may require the operation of a university owned, rented or leased vehicle *must obtain driver authorization*. This authorization is required to be obtained annually. The following must be accomplished in order to obtain authorization:

- Approval by his/her supervisor.
- Employees must take the Driver Safety course within three months of entering the program and must complete a refresher course at least once every three years unless their class of license requires other training or testing. Supervisors shall allocate time for training of designated drivers.

([Driver Safety Class link click here](#)) Completion, by employee, of the Authorization and Drivers History Form and forwarded by the supervisor to the Environmental Health and Safety Office, along with a copy of the employees driver's license, certificate from the Driver Safety course, and a copy of their personal insurance card – if they are approved to drive their own vehicle.

- The form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety. Employees who have non-Louisiana driver's license must provide a copy of their official driving record from the state they are licensed in.
- Upon review of the Authorization and Drivers History Form and the ODR, it is determined if the employee is allowed to operate any vehicle for the university.
- Drivers who have a conviction(s) on their ODR shall be required to retake a driver's safety course. **High Risk Driver** shall not be authorized to drive vehicles on state business. A high-risk driver is defined as:
  - a. Any individual having three or more convictions, guilty pleas and/or *nolo contendere* pleas for moving violations.
  - b. An individual 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.

## Responsibilities

Environmental Health and Safety Office - is responsible for coordination and implementation of the Driver Safety Program for UNO. It ensures that the policies and procedures are implemented, that training courses are conducted and that driving records are maintained. The Environmental Health and Safety Office will also perform the following:

- Verify each driver has a valid and properly classed driver's license.
- Reviews ODR's to determine if an employee is approved to drive.
- Certify each employee has completed the ORM recognized defensive driving course.
- Notify supervisor if an employee is not authorized to drive based upon their ODR.
- Maintain a list of employees who have been authorized to drive.
- Before authorization to drive vehicles on university business is issued, it will ensure that the completed form shall be signed and dated by all parties.

Supervisor - must ensure that all Driver Safety Program policies and procedures are followed. He/she shall be responsible for the following:

- Ensure that the authorized driver has a valid and proper class license for the vehicle operated.
- Enroll employees designated as regular drivers in the Driver Safety Course within three months of authorization and once every three years thereafter unless their driving record dictates need for additional training.
- Ensure that all accidents are reported properly and records maintained.
- If the employee is to operate a University vehicle, the supervisor must ensure that the driver follows the Driver Safety Program, AP-BA-59.3
- If a department has custodianship of a vehicle, the supervisor is responsible for seeing that the vehicle provided to the employee is in safe operating condition and that a [MV3/MV4](#) report is completed and submitted to Facility Services by the 3<sup>rd</sup> of each month. Included in this report is an ORM mandatory maintenance checklist which must be completed.

Facility Services - shall be responsible for the upkeep and maintenance of all UNO vehicles (based at the main campus).

UNO Risk Management Office - is responsible for the following:

- Report all vehicle accidents to the Louisiana State Office of Risk Management.
- Monitor and assist in ORM investigations of accidents.
- Assist departments where accident claims have been reported to address issues and make recommendations of loss prevention.
- Assist Environmental Health and Safety Office as requested.

Employee Driver - must abide by the policies and procedures of the Driver Safety Program. The following must be adhered to:

- Employees will be authorized to operate only those vehicles for which there is a genuine job



- requirement and for which they are licensed and trained.
- Operate university vehicles in a safe and responsible manner, using good defensive driving techniques.
- Prior to use, ensure vehicle has been inspected and all installed safety equipment is functional and use seat belts in accordance with State law. Unsafe conditions must be reported to the supervisor.
- Employees who are authorized to drive their personal vehicle must provide proof of automobile insurance.
- An employee may be subject to disciplinary action, up to and including termination, if he/she:
  - a. As a regular driver, knowingly and intentionally operates a university vehicle without a current driving authorization.
  - b. Fails to report an accident/incident involving a university vehicle.
  - c. While driving a university vehicle is convicted for Reckless Operation of a Motor Vehicle, Driving While Intoxicated, or in such a manner as to cause negligent injury and/or similar violations.
  - d. Fails to report revocation of his/her driver's license and does not notify the supervisor of any driving citations received.

## **Accident Reporting**

An accident is defined as any incident in which a vehicle comes in contact with another vehicle, person, object, or animal. It is also considered an accident regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible. This also applies even if there is no visible damage. All accidents shall be reported to the supervisor on the day of the accident or as soon thereafter as possible.

Accident reporting forms (DA-2041) are provided in the glove compartment of each university vehicle or can be obtained from the Facility Services, the UNO Risk Management Office or can be downloaded from [here](#). In the event of an accident, please follow the [Vehicle Accident reporting procedures](#).

**In order to comply with the State Office of Risk Management regulations, the DA-2041 form shall be submitted to the UNO Risk Management Office within 24 hours after an accident occurs.**

## **XVII. Equipment Management Program**

The Department of Facility Services is responsible for the implementation of the University of New Orleans Loss Prevention Equipment Management Program. This program is designed to reduce losses of equipment, decrease operational downtime and extend the life of UNOs equipment. The Department's goal is to ensure proper function and maintenance of all Facility Services areas through equipment management, maintenance scheduling and record retention; this includes water heaters, boilers, the HVAC system, Plumbing, and electrical equipment.

### **Equipment Maintenance & Repair Procedures**

Equipment at the University of New Orleans is maintained and monitored through the use of specific manuals. These manuals are located at UNO Central Plant and are kept current with information used in the maintenance of the equipment. These manuals are available to all employees.

Equipment history and maintenance requirements are documented through the Asset Essentials Work Order Tracking system. This computerized system was introduced in 2020 and provides an inventory of and the history/maintenance requirements of equipment which include water heaters, boilers, HVAC, pressure vessels, transformers and electrical components. This system tracks a work request or a preventive maintenance request from inception to completion.

All confined entry operations will be performed by an authorized contractor in accordance with their Confined Entry Program.

Each authorized contractor will follow their companies approved Lockout/Tagout and Personal Protective Equipment programs.

### **Facility Services – Administration**

Ensures that the contractors that have received the service contracts for the University of New Orleans equipment are performing these contracts to agreed upon levels.

Manages the inspection and repairs of fire safety related equipment in UNO buildings (ie. fire alarms, sprinkler systems, kitchen suppression systems, etc.)

Manages the inspections and repairs of all campus elevators.

### **Facility Services - Central Utilities Plant / (Bernhard Mechanical)**

Ensures that all equipment is compliant with required maintenance. Schedules and monitors the annual inspection of UNO boiler and machinery equipment conducted by the commercial insurance carrier.

Performs trend analysis of equipment and retains these records for a minimum of two years.

Reviews oil test results that are performed by various contractors on different types of equipment.

Monitors all aspects of Central Plant functions.

Responsible for the operation, monitoring and testing of all IWAC, pumps, boilers and refrigeration equipment.

Performs mechanical PM's issued from the Asset Essentials Work Order Tracking System.

Ensures the contractor in charge of the service contract for the maintenance and repair (mechanical and electrical) and testing (i.e., eddy current and pressure leak) of all chillers on the UNO campus.

### **Facility Services – Grounds and Housekeeping (ABM)**

Performs housekeeping and landscaping duties throughout university buildings and grounds.

Responds to work requests from university personnel on campus, that pertain to their housekeeping and grounds responsibilities.

## **XVIII. Water Vessel Safety Program**

The University of New Orleans is committed to a continuing, aggressive program of Water Vessel safety. This program is intended to increase safety awareness among operators and crew members of university owned or leased water vessels, to minimize the exposure to liability and financial losses and to develop accountability for safe operating. One of the most effective ways of accomplishing this is by restricting water vessel operations to a minimum number of operators who have good driving records. Using the above as guidelines, UNO has developed a Water Vessel Safety Program to limit the potential for water vessel accidents by:

- Increasing supervisory involvement in the management of water vessel operations.
- Ensuring UNO's operators meet established criteria for granting operator authorization.
- Providing required water vessel operator training.
- Investigating all accidents to determine the cause and taking necessary action to prevent recurrence.

### **University Water Vessels**

Any licensed water vessel owned, leased and/or rented by the University of New Orleans is considered a university vehicle.

Water Vessels are assigned to various colleges/departments. These areas are responsible for ensuring that the water vessels are kept and maintained in a safe operating condition.

## **Vessel Registration**

Before a vessel operator plans the first outing, he/she must be familiar with the laws and regulations for boat numbering, registration and titling. The college responsible for a boat must apply for numbers on approved forms with the Department of Wildlife and Fisheries. This form can be obtained from the Department of Wildlife and Fisheries. Proof of ownership and payment of all taxes due along with the registration fee must be provided with the completed form. Upon completion of these requirements, a certificate of number along with a validation decal will be issued. The certificate of number is valid for three years and indicates the number of the vessel. When a certificate is obtained, a copy must be sent to the Environmental, Health & Safety Officer. *The certificate must be on board whenever the vessel is used.* If a vessel is lost, destroyed, abandoned, stolen or sold, the UNO Environmental, Health & Safety Officer and the Wildlife and Fisheries Department must be notified of this information within 15 days.

## **Hull Identification Number (HIN)**

All boats built since 1972 must have a Hull Identification Number (HIN) permanently attached to the transom on the starboard side, above the waterline. This number is like a serial number on a car. In Louisiana, if your HIN has been destroyed, obliterated or is missing, another number will be assigned. It must be *permanently marked on the hull and be accessible for inspection*. For assistance in obtaining a HIN, contact the Department of Wildlife and Fisheries.

## **Vessel Operation Authorization**

UNO employees wanting to use University vessels, leased or hired vessels for university business, are required to complete a [UNO Vessel Authorization/Operator History Form \(DA2066\)](#). The form is submitted to the Environmental, Health & Safety Officer and he/she uses the form to acquire information on the Water Vessel Operator Record (WVO) from the Department of Wildlife and Fisheries. Upon review of the WVO report by a Wildlife and Fisheries agent and the UNO Environmental, Health & Safety Officer, a determination is made as to whether an employee can operate a vessel on university business.

- Employees shall only operate the type of water vessel for which they are authorized and licensed.
- Employees shall be responsible for the safe operation of the vessel.
- Operators shall report any unsafe condition, accident, or citation received involving a state-owned/leased/hired water vessel to their supervisor or designee.
- High Risk Operators shall not be authorized to drive water vessels on state business.

**High Risk Operators** are those individuals:

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

Additionally, driver license suspensions and/or reckless operation convictions for automobile use now apply to a person's water vessel operating record. Specifically, R.S.32:667B (5) states that if your driver's license is suspended or revoked, your privilege to operate a watercraft upon waterways is suspended or revoked as well. R.S. 14:99 defines reckless operation of a vehicle to include: motor vehicle, aircraft, vessel or other means of conveyance in a criminally negligence or reckless manner.

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

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

An employee may be subject to disciplinary action, up to and including termination, if he/she:

- a. As a regular driver, knowingly and intentionally operates a university vehicle/water vessel without a current driving authorization.
- b. Fails to report an accident/incident involving a university vehicle/water vessel.
- c. While operating a university vehicle/water vessel is convicted for Reckless Operation of a Motor Vehicle/Water Vessel, Driving While Intoxicated, or in such a manner as to cause negligent injury and/or similar violations.
- d. Fails to report revocation of his/her driver's license and does not notify the supervisor of any driving/operating citations received.

## Operator Training

In order to operate a vessel on university business, each designated operator must successfully complete a Louisiana Boating Basics Course at least once every three years. *Operators who have violations or negligence on their boating records are required to retake a Louisiana Boating Basics Course within 90 days of discovery.* The names and locations of the appropriate courses can be obtained from the Environmental, Health & Safety Officer. The Operator must also complete the [Water Vessel – Acknowledgement of Responsibility](#) form. A copy of the course certificates (original and refreshers as needed) and the Acknowledgement form is to be forwarded to the Environmental Health & Safety Office.

## General Responsibility

The Environmental, Health & Safety Officer is responsible for reviewing operator records and identifying who will be authorized to operate UNO vessels. He/she is also responsible for conducting annual reviews of all WVO's to determine whether the delegated individuals continue to operate UNO vessels. The Environmental, Health & Safety Officer ensures that policies and procedures are implemented, training courses are conducted, WVO records are maintained and reports reflecting the impact of the program are provided to the department heads and supervisors.

The following represent the general responsibilities of water vessel safety within the University of New Orleans. All individuals are responsible to ensure that all appropriate actions are taken to eliminate an unsafe situation.

- All *supervisors* are responsible for enforcement of this program and taking such immediate actions as necessary to stop and prevent unsafe acts involving any vessel operator or equipment owned or operated by UNO.
- All *vessel operators* are responsible for the elimination of unsafe acts or conditions within their work area and to report such conditions or actions to their immediate supervisor. If their supervisor is not available, they should contact the Environmental, Health & Safety Officer.
- Any and all *vessel operators* have the responsibility to **IMMEDIATELY STOP** any observed unsafe acts and to eliminate any unsafe conditions.
- All *vessel operators* are responsible for adhering to safety guidelines for any and all equipment owned or operated by UNO and to follow safety directives accompanying equipment. This includes the use of personal flotation devices.
- No firearms are allowed on any equipment assigned to or used by a UNO staff member unless the individual is a commissioned law enforcement official.
- **All non-employees** who are passengers in UNO vessels shall read through and sign the [Non-Employee Water Vessel Safety Rules Acknowledgment](#) prior to boarding the vessel. The department in possession of the vessel shall retain these forms for two years.

## Water Vessel Operator Safety Rules

The following are rules that shall be adhered to during operation of a UNO vessel:

- A [Float Plan](#) must be filed with the UNO Police Department before a vessel is launched on UNO business. Be certain to cancel the plan upon return.
- Each operator assigned to a vessel will develop a water-tight Carry-On-Box (COB) emergency pack to be carried on board the vessel. This will include at a minimum:
  - Visual distress signals. [minimum 3 for day, 3 for night. Suggested: red flares (night/day), orange smoke (night/day), mirror].
  - Coast Guard approved fire extinguisher.
  - Sound producing device. (Air horn, whistle, bell). If the vessel is larger than 12 meters, it must have a bell and one of the other two devices listed above.
  - UHF radio. Prior to operation of a vessel assigned to, or operated by, a UNO individual, the communication system must be operable.
  - First aid kit, which is inspected before each use of the boat.
  - Flashlight.
  - Tool kit.
  - Charts and maps.
  - Potable water - ensure at least a one-day supply of potable water is on board the vessel when in operation.
  - Spare batteries for radio, phone and flashlight.
- During the operation of any vessel assigned to or operated by a UNO operator, all individuals in the vessel will wear, at a minimum unless otherwise specified, a Class III Personal Flotation Device (PFD) at all times while the vessel is in operation. In areas of open waters or in areas where dangerous conditions exist such as Lake Pontchartrain during high winds, UNO personnel shall wear, at a minimum, a Class I or Class II PFD.
- If an individual passenger refuses to wear a PFD, the individual **SHALL NOT** be allowed on the motor vessel. The senior crew member is to inform the passenger to depart from the vessel. The Professor in charge and the Department Chair shall be notified of the situation.
- UNO vessels are not to enter areas of open water unless it is absolutely necessary. If the vessels must go into the open area waters, they will make certain that their Supervisor is aware of their destination and reasons for the trip **BEFORE** leaving.
- All vessels will be equipped with a Global Positioning System (G.P.S.). Operation will be in accordance with the instructions provided with the system.
- The operational status of all safety related items will be checked before each use of the boat and appropriate corrective actions taken to repair or replace, whichever is applicable. ([Water Vessel Safety Checklist](#)) Copies of this checklist shall be kept in the department for two years.
- No vessel is to be operated in outside/unprotected waters when a small craft advisory has been issued for the area. In the event such an advisory is issued during the day, the vessel is to return to protected waters.
- No vessel is to be operated when gale warnings or tropical storm warnings have been issued for coastal Louisiana or in periods of serious visual impairment such as heavy rain or fog.
- Individuals who do not know how to swim shall not be permitted to board a UNO assigned vessel except in emergency conditions.
- Only those individuals who have completed the designated course will be allowed to operate a UNO vessel. Exceptions to this policy are for those members in training. When individuals in training are operating a vessel assigned to or operated by UNO, a senior staff operator will be on board the vessel providing necessary guidance. The senior staff operator will assume

the operation of the vessel during times of high winds, heavy rainfall, fog, or other conditions which represent a major impairment to the operator.

- No horse play is permitted in or around motor vessels at any time.
- If violations of the rules and regulations of this program are knowingly committed, there can be cause for disciplinary action.

## Fire Safety

Along with general fire safety rules, the guidelines listed below should be followed to prevent fires:

- All guidelines issued by U.S. Coast Guard concerning fire safety will be adhered to at all times.
- All fire extinguishers are to be inspected by vessel operators before each use of the boat. Inoperable units will be repaired / replaced prior to departure.
- Gasoline ***shall not be used as a solvent*** for de-greasing at any time.
- Flammable liquids shall be stored in an approved storage container and stored and used only in an area of adequate ventilation.
- All electrical equipment will be properly grounded and inspected for worn or broken wiring and appropriate repairs made before use.
- Dirty rags shall not be stored in a pile and will be disposed of if necessary.

## Personal Safety

The following are rules for personal safety when on, or near, a UNO vessel:

- All affected UNO individuals must become thoroughly familiar with the requirements of this program and adhere to them.
- No UNO staff member will operate any equipment assigned to, or operated by, UNO while under the influence of any drug, prescription or non-prescription, which impairs the judgment of the individual or causes the individual to become drowsy. The use of alcohol is strictly prohibited.
- Each individual is responsible for his/her own personal safety and shall not assume safety is the responsibility of anyone else. He/she is responsible for checking and maintaining personal safety items.
- Proper personal safety equipment will be available and worn as per manufacturers' recommendations for any vessel being operated. If an individual does not possess the necessary safety equipment, he/she must prepare a written document for his/her supervisor explaining the equipment needed and justification for the need.
- If an unsafe act is witnessed, it is the responsibility of the operator to take corrective action if possible. The supervisor or senior person available must be notified if the unsafe act continues.
- All persons are to become aware of the symptoms and immediate first aid for HEAT STRESS & HYPOTHERMIA.
- Trailer tongue jacks shall be properly maintained in working order to assist in preventing back injury.

## Accident Reporting

A boating/water vessel accident is defined as a collision, accident, or other casualty involving a state water vessel, other water vessel or individual. A vessel is considered to be involved in a boating accident whenever the occurrence results in damage by, or to, the vessel or its equipment, in injury or loss of life to any person or in the disappearance of any person from on board under circumstances that indicate the possibility of death or injury. A boating accident includes, but is not limited to, capsizing, collision, foundering, flooding, fire, explosion and disappearance of a vessel other than by theft. The UNO Environmental, Health & Safety Officer (504/280-6670) and the Wildlife and Fisheries Department shall be notified within 48 hours if death or injury is involved, or within 5 days if only property damage in excess of \$200.00 is involved (Reference R.S. 34:851.10). The following are the steps that must be followed immediately after a boating accident involving no injuries:

- All accidents shall be reported on the [Boating Accident/Investigation Report \(DWF-BIR-010-OP\)](#) to the next level of supervision by the vessel operator having the accident on the day of the accident, or as soon thereafter as possible.
- The supervisor of the individual having the accident shall review the accident report and verify for accuracy. He/she will assist the individual, if necessary, in completing the form. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or corrected information.
- In investigating complex accidents, the supervisor should request assistance from the Environmental, Health & Safety Officer.
- Any objects that may have caused/contributed to or that are suspected of causing an accident are to be retained and preserved as evidence. Property damage should be photographed if possible.
- As soon as possible after the accident, the supervisor shall notify the Environmental, Health & Safety Officer and forward the completed form to him/her. The Environmental, Health & Safety Officer will assist if more help is needed in completing the form.
- The Environmental, Health & Safety Officer will review the Boating Accident/Investigation Report, the Authorization/History Form and the Water Vessel Operating Record (WVO). He/she will submit the documentation to the State Office of Risk Management and the Wildlife and Fisheries Department. This shall be completed within 5 working days.
- The supervisor shall complete the appropriate [accident reporting forms](#) and enter the information in Workday (if necessary review the [Workday Safety Incident Report](#) procedures) when an employee/non-employee is injured and for property/liability claims.
- The Supervisor shall follow the procedures above and notify the UNO Police Department (UNOPD) at 504-280-6666 should an accident result in the severe injury or death of a student or employee. UNOPD will notify the proper UNO Departments.

Failure of a vessel operator to report any accident may be cause for disciplinary action.

## XIX. Bonds/Crime Loss Prevention Program

The University of New Orleans Bonds/Crime Loss Prevention Program provides a comprehensive system of internal fiscal controls that assign responsibility and accountability for performance of duties by employees.

Implementation of the program is ensured by following internal accounting control procedures which includes reliable, accurate financial information so that managers can make programmatic decisions. These procedures also ensure that assets and records of UNO are not stolen, misused or accidentally destroyed and that government regulations are met.

## Goals and Objectives

The following are the primary goals and objectives of the University's internal control environment:

- Reliability and integrity of information.
- Safeguarding of the University assets.
- Economical and efficient use of University resources.
- All cash intended for the University is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.
- Petty cash, cash, and other working funds are disbursed only upon proper authorization of management, for valid business purposes, and all disbursements are properly recorded.
- Payroll disbursements are made only upon proper authorization to bonafide employees, properly recorded and in compliance with related legal requirements.
- Grants, gifts, and bequests are received and properly recorded, and that compliance with the terms of any related restrictions is adequately monitored.
- Fixed assets are acquired and disposed of only upon proper authorization, adequately safeguarded, and properly recorded.

## Components of Bonds/Crime Loss Prevention Program

Documentation -

Departmental accounting records and documentation are compared with accounting system reports and financial statements to verify their reasonableness, accuracy and completeness.

Separation of Duties -

Departmental accounting records and documents are examined by employees who have sufficient understanding of the University accounting and financial system to verify that recorded transactions actually took place and were made in accordance with University policies and procedures. Duties are separated so that one person's work routinely serves as a check on another's work. No one person has complete control over more than one essential function or activity. The general internal control principles are applied to all departmental operations, including:

1. accounting records and reports
2. payroll
3. purchasing, receiving, disbursement approval
4. equipment and supplies inventories
5. cash receipts
6. petty cash funds
7. billing
8. accounts receivable

Supervision -

Department Managers are responsible for establishing, maintaining, and supporting a system of internal controls, as well as ensuring avoidance of University internal controls and policies. Adequate supervision is necessary to ensure that internal controls are operating as intended and to ensure the reliability of accounting and operational controls by pointing out errors, omissions, exceptions and inconsistencies in procedures. Department Managers periodically review departmental procedures to ensure that the general principles of internal control are followed. Management is responsible for strengthening internal controls when weaknesses are detected.

Key Control -

In order to protect and prevent losses of University of New Orleans property, the procedures for control of keys for UNO buildings are listed in the Administrative Policy and Procedure [AP-AA-28.4, Access Control Policy](#)



## Areas of Responsibilities

### A. Office of Business Affairs

The Vice President for Business Affairs manages the University's financial and physical assets in the manner which will maximize resources available. His/her duties include:

1. Ensure the financial solvency of the institution by producing and analyzing financial and budgetary information.
2. Design, operate and maintain the University's business systems and auxiliary services to serve the needs of the University community within state law and board regulations.
3. Responsible for recording accounting data, designing new systems, approving new accounts, providing assurance of the accuracy of all computer data input and interfacing with appropriate University administrative offices in the design and preparation of all internal and external fiscal reports.
4. Evaluate the safeguards used to protect all assets belonging to the University. This includes evaluating management procedures to assure that all financial transactions are properly approved and are in compliance with the Board of Regents policy, legislative intent, as well as state and federal laws and regulations.
5. Preparation of internal and external budget reports.
6. Periodically reviews the internal accounting control system and modifies it to include new circumstances and regulations.
7. Ensures that all personnel in departments reporting to the Office of Business Affairs are properly trained for their position.
8. Keeps and maintains procedure manuals and makes certain they are available to all the areas reporting to the Office of Business Affairs.

### B. Purchasing

This department reports to the Vice President of Business Affairs and the following functions are conducted:

1. Procures high quality goods and services at competitive prices to sustain, foster and support the educational and research endeavors of the University.
2. Oversees the purchasing function in accordance with the requirements of all state, federal, and university laws, regulations and policies.
3. Assures that all payments to vendors are processed in a timely manner after proper approval.

### C. Office of Accounting Services

The Director of the Office of Accounting Services reports to the Vice President of Business Affairs. He/she ensures that a system of checks and balances is followed so that no financial transaction is handled by only one person from beginning to end. These procedures also describe the administrative tasks and who is responsible for each, as well as, how functions such as paying bills and depositing cash are handled. The Director of Accounting Services and his/her designee is responsible for overseeing the day-to-day implementation of these procedures. He/she is also responsible for the following:

1. Accounts for financial assets.
2. Accumulates financial information efficiently for dissemination to the University community, government agencies and the general public.
3. Assists in the design of accounting systems to serve the needs of the University community within State and Board Regulations.
4. Responsible for recording accounting data, providing assurance of the accuracy of all computer data input.

### D. Bursar

This department reports to the Vice President of Business Affairs and is responsible for cash handling at UNO with functions which include assurances that:

1. All funds belonging to the university are properly deposited and accounted.
2. Facilities are available for the deposit of funds.
3. Collection of student fees.
4. Provides assistance to students on financial matters
5. Provides business services to faculty, staff and students through receipting, disbursement, and reporting functions.
6. Ensures the security of cash handling by surveillance cameras and an alarm system installed that is remotely monitored by University Police and covers the bursar teller windows as well as the vault.

#### E. Accounts Receivable

This department reports to the University Bursar and follows-up on student fee receivables and commercial accounts receivables. Procedures for these functions, Office of Business Operating Procedure - Departmental Accounts Receivable, are located in the Office of General Accounting.

#### F. Payroll

The Payroll Department reports to the Director of Accounting and Financial Services and assures that all salary and wage amounts are processed for payment to employees and all federal and state reports are filed on a timely basis.

#### G. Grants and Contracts Accounting

This area reports to the Provost and responsibilities include the following:

1. Oversees, administers and monitors all university sponsored research agreements which may originate from federal, state, local, or private funding sources.
2. Responsible for performing the accounting function for these agreements including the preparation of financial reports, the submission of requests for payment, the monitoring of allowable expenditures and providing technical assistance to the university research community.
3. Endeavors to ensure university compliance with various federal circulars, state and local laws and generally accepted accounting principles.

#### H. Internal Fiscal Control

The Office of Internal Audit is responsible for reviewing the adequacy of departmental internal controls and for reporting any findings to the appropriate campus management. Internal auditing has full access to all records, properties and personnel relevant to any subject under review. Department Managers are responsible for prompt corrective action on all internal control findings and recommendations made by internal and external auditors. The audit process is complete only after managers receive the audit results and act to correct internal control weaknesses, improve systems or demonstrate that corrections are not warranted.