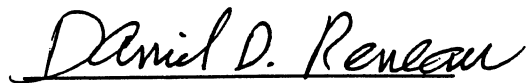


LOUISIANA TECH UNIVERSITY SAFETY POLICY

It is the policy of the Administration of Louisiana Tech University to provide a work and educational environment which is free from recognized hazards that are or can be responsible for injury or illness. In addition, it is essential that the assets of the University be protected from losses which could result in loss to equipment, research, materials, or buildings. To coordinate these policies, an extensive loss control program has been established as part of the total administrative effort.

Responsibility for the implementation of this program is assigned to the Environmental Health & Safety Department. They will work with the guidance and advice of the University Safety Committee to provide programs for the recognition, evaluation, and control of hazards and potential losses. The ultimate responsibility for safety, however, cannot be delegated as a staff function; it must be assumed by every member of the University community. Each individual is expected to comply with all identified life safety and health standards and all rules and regulations pursuant to our policy for the prevention of accidents and job-related illness.

Deans, Directors, Department Heads, and other supervisors are required to be continuously cognizant of the health and safety needs of their personnel and are responsible for initiating the necessary preventative and corrective measures to minimize safety hazards associated with activities under their direction. It is essential that all supervisory personnel accept this responsibility for the safety of all persons coming into their areas and for the safety of all personnel under their jurisdiction. In addition, whenever possible, safety should be incorporated as an integral part of all courses in which there is a potential for hazard from accidental injury or illness in the classrooms, laboratories, or shops.

A handwritten signature in black ink that reads "Daniel D. Reneau". The signature is written in a cursive style with a horizontal line underneath the name.

Daniel D. Reneau, President

ASSIGNMENT OF SAFETY RESPONSIBILITY

The assignment of safety responsibility is managements list of persons responsible for safety practices at the university and it is also their responsibility to control accidents and loss prevention. At Louisiana Tech University safety will be managed at the administrative level. We intend to institute a combination of safety and loss prevention programs that will allow us to set and achieve goals on the highest levels throughout the entire university. The following is a list of responsibilities for various positions at Louisiana Tech so that accountability can be established.

President

1. Has oversight responsibilities and receives periodic report from Vice President of Administrative Services.

Vice President Administrative Services

1. Authorizes necessary expenditures to provide safe working conditions.
2. Approves safety policies and formulated by the Environmental Health & Safety Office.
3. Participates in the safety program as recommended by the Environmental Health & Safety Officer, (conducts safety tours, reviews and responds to safety reports, ensures safety awareness among key management personnel, reviews safety audits, evaluates safety program).
4. Notifies Environmental Health & Safety Office of any verbal or written plans submitted to Facility Planning prior to submittal.

Safety Officer

The safety officer is responsible for the development and implementation of the agency safety program. He or she collaborates and reports to the vice president of Administrative Services who has direct access to the head of the agency. His/her duties include but are not limited to the following:

1. Has primary responsibility for coordinating the safety operations at Louisiana Tech.
2. Plans and directs a regular program of safety inspections and accident investigations.
3. Supervises and reviews accident reports to evaluate the investigation, identification of causative factors, and corrective actions.
4. Manages the accident prevention program.
5. Keeps the Vice President informed of the accident prevention program.
6. Plans and directs basic safety inspection checklists for departmental safety personnel or supervisors to use during their inspections.
7. Checks for compliance with applicable safety laws and codes.

Director of Physical Plant

1. Directs activities of O & M crew along with providing fiscal support regarding said activity.
2. Provides manpower and support for the Emergency Response Team.

Vice Presidents

1. Directs activities of Division Heads and Budget Unit Heads as related to safety.
2. Communicates with Environmental Health & Safety Officer concerning any discrepancies in the following of procedures.

Budget Unit Heads(Deans, Directors and Department Heads)

1. Designate person responsible for safety in their department.
2. Ensure safety is included in all aspects of training.
3. Ensure that all forms provided by safety officer are filled out properly and to certify said information.
4. Ensure that replies to safety surveys are prompt and corrective action is initiated to include follow-up until positive corrective action is complete.
5. To insure that all safety policies are followed by Department Heads and/or building Managers.
6. Certifies all quarterly safety meetings before they are submitted to Environmental Health & Safety Office.

Departmental Safety Person Designee:(DSP)

In academic departments, Safety designee will also perform activities of supervisors.

1. Ensure safety surveys of facilities are provided for safety information.
2. Where applicable bulletin boards are provided for safety information.
3. Discuss unsafe working conditions or practices with supervisors or University personnel so corrective action can be taken.
4. Responsible for filling out forms provided by Safety Officer.
5. Ensure that accidents are reported promptly and investigations are conducted to determine causes.
6. Discuss unsafe working conditions or practices with supervisors so corrective action can be taken.
7. Actively support the accident prevention program.
8. Report all accidents immediately to Safety Officer.

Professors and other Supervisors:

1. Actively supports the university's safety plan.
2. Ensure compliance with appropriate safety standards, to include the use of personal protective equipment.
3. Conducts surveillance of operations and work sites and facilities for unsafe personnel action, procedures, or conditions and takes the appropriate corrective steps.
4. Continually discuss safety awareness with students and employees.
5. Hold safety meetings and documents with appropriate form.
6. Consult with appropriate staff agencies when guidance is needed to evaluate changes, new procedures, and personal protective equipment requirements, as they relate to health and safety.
7. Report all accidents immediately to the Environmental Health & Safety Office.
8. Investigate accidents using La. Tech's accident investigation form furnished by the Personnel Office.

9. Responsible for job safety training to ensure personnel are properly trained for jobs to which they are assigned.
10. Responsible for counseling employees as necessary, both verbally and written, memorandums when continuous violations or accidents indicate the need. Copies of which should be forwarded to Environmental Health & Safety.

Employee:

1. Works in accordance with accepted safety practices.
2. Reports unsafe conditions and practices to their supervisors.
3. Observes safety rules and regulations.
4. Serve as safety assistants to their supervisors.
5. Asks for assistance or further explanation when needed.
6. Be receptive to all instructions concerning safety practices.
7. Do not undertake jobs they do not understand.
8. Report all accidents to supervisor.