

Louisiana Tech University makes every effort to provide a workplace that is safe and conducive to the role, scope and mission of the University. We continue to ask for your help in monitoring your work areas for conditions which may compromise these, and to report these conditions to our office. Please conduct the following safety evaluation of each of your work areas and report any conditions that you do not answer in the affirmative to; to both your immediate supervisor and via e-mail to my office: (braswell@latech.edu). Thank you for your assistance in making our campus a safe one.

### **WORKPLACE ASSESSMENT**

1. Are emergency phone numbers posted on telephones in your work area(s)?
2. Is an emergency evacuation plan posted in your work area(s)?
3. Is the lighting which indicates exits from your work area(s) functioning?
4. Is there a fire extinguisher near your work area(s)?
5. Are electrical or plumbing services to you work area(s) functioning properly?
6. Is housekeeping in your work area(s) sufficient to keep it reasonably clean and free of clutter?
7. Is formal safety training appropriate to your work responsibilities available to you in your work unit?
8. Are doors to your work area(s) secured when no one is there?