

ISSUE #4 – SPRING 2 2022

MAY 2022

YOU NEED A WHAT?

Scenario: You are planning an off-campus seminar to be held at the Alexandria Riverfront Center. When reviewing your contract with the Riverfront Center, you note that it requires LSUA to provide a Certificate of Insurance naming the Riverfront Center as an “Additional Insured”.

Q: What is a Certificate of Insurance?

A: It is a certificate from an insurance company that verifies the type and amount of insurance carried by an organization. As our insurance provider, the Louisiana Office of Risk Management (ORM) prepares our Certificates.

Q: What does “Additional Insured” mean?

A: Additional Insured is a status that provides coverage to other individuals/groups that are not named on the original certificate. Citing the Riverfront Center as an “Additional Insured” in the example above means that if the Riverfront Center is sued for something associated with our event, they may use our insurance to cover the claim as well as their own, but only if LSUA is found negligent.

Q: How do I get a Certificate of Insurance for my event if needed?

A: Contact me, Chad Gauthier, Safety & Risk Manager, at cgauthier@lsua.edu, and provide a copy of the agreement or contract that specifies insurance requirements. I will coordinate with ORM for the Certificate. Please allow at least 1 week to receive the Certificate from ORM. Waiting until the last minute may result in a cancelled event if we cannot provide the certificate in time.

LOCK-OUT/TAG-OUT PROCEDURES

Employees fall under two classifications:

Authorized Employee – Trained employees performing the LO / TO on the equipment across campus (usually a member of the Facility Services Department or a contractor on campus performing maintenance.)

All lockout/tag out work is done only by trained qualified employees (**Authorized Employee**)

Affected Employee – All other LSUA employees

If you see lockout/tag out devices are being used **DO NOT TOUCH** any equipment to which these devices are attached.

EXAMPLES OF LO/TO DEVICES THAT YOU MAY SEE ON CAMPUS!



DO NOT TOUCH!



SAFETY NEWSLETTER

BLOODBORNE PATHOGEN POLICY P.S.260

The O.S.H.A. blood borne disease standard requires that "only trained personnel may clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to blood or body fluids, wash with soap and water immediately, report to the supervisor, and the employee should be referred to the Safety & Risk Manager for evaluation. In all cases, treat spilled body fluids as if they were a hazardous material and refrain from touching or spreading the material until proper personnel arrive to decontaminate and remove. For additional information, see LSUA policy statement 260, which can be found on-line at <https://www.lsua.edu/chancellor/policies>

If you are identified as "high risk", you will be required to participate in a separate annual training session. You will also be required to attend additional training. Ask your supervisor if you are identified as a "high risk" for Bloodborne Training.

LSUA SAFETY RESPONSIBILITIES

Administration, Department Heads

- A safe working environment is only achieved through a top-down approach.
- Implement safety and environmental programs within their respective organizations and ensure that implementation is met.

- Provide for the conduct of periodic self-inspections in their areas of responsibility utilizing the appropriate inspection form.
- Provide for the immediate investigation of all accidents resulting in personal injury to personnel for whom they are responsible and submit a report of the findings, utilizing the "DA 2000 and DA 3000" form.
- Cooperate with the University Safety Committee when called upon to do so.

Other Supervisors

- Assure that safety and environmental procedures are followed in everyday operations on campus.
- Have a working knowledge of all safety principles and safety rules applicable to their area of responsibility.
- Conduct periodic self-inspections of their area of responsibility and submit appropriate inspection reports.
- Investigate all accidents or incidents that could have resulted in injury and/or property damage to determine cause and prevent recurrence.
- Promote good housekeeping and proper safety performance.
- Ensure that students/employees are educated in the proper use and maintenance of supplied safety equipment, including personal protective equipment, and are supplied with same.

All Employees

- Obey safety and environmental rules and regulations.
- Report to appropriate authorities any unsafe conditions and procedures.
- Refrain from actions which could cause injury or damage to property due to employee lack of training, their condition, or the condition of the equipment being used.

- Look out for their coworkers and others to warn/stop actions on their part which could cause injury or property damage.

required to control access to hazardous locations by others.

If the hazard poses an emergency, Call 911!

WORK ORDER & HAZARD CONTROL

Identified hazards shall be corrected or made safe in the most expedient method available at the time. Reporting of hazards by all members of the university community, including visitors, shall be encouraged. Where a hazard has been identified, a means of tracking the corrective action to completion is employed.

Hazards are to be reported to Facility Services and are tracked through the work order process. Requests are reviewed and prioritized by Facility Services. They are treated with appropriate priority to assure that the hazards are corrected in a timely manner. Any workplace hazard can be reported by either calling 473-6475, or emailing candyd@lsua.edu.

A work order is made and assigned based on the priority. Each work order is issued a number that can be used for tracking by MicroMain XM. ORM requires state agencies to maintain the ability to track all reported hazards and remedies used to correct the problem.

When needed, temporary measures must be taken to guard against the hazardous condition. The person receiving the report should assure that these measures are taken and follow up on any long-term measures needed. LSUA Police should also be notified in any emergency hazardous situation or in the event immediate assistance is



HURRICANE PREPAREDNESS

This week, May 1st – May 7th is Hurricane Preparedness Week for 2022. Below you will find measures for preparing for a hurricane. For more information, please visit

www.ready.gov/hurricanes or <http://www.gohsep.la.gov/>

BEFORE A HURRICANE

To prepare for a hurricane, you should take the following measures:

- To begin preparing, you should [build an emergency kit](#) and [make a family communications plan](#).
- Know your surroundings.



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SAFETY NEWSLETTER

- Learn the elevation level of your property and whether the land is flood-prone. This will help you know how your property will be affected when storm surge or tidal flooding are forecasted.
- Identify levees and dams in your area and determine whether they pose a hazard to you.
- Learn community hurricane evacuation routes and how to find higher ground. Determine where you would go and how you would get there if you needed to evacuate.
- Make plans to secure your property:
- Cover all of your home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking.
- Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage.
- Be sure trees and shrubs around your home are well trimmed so they are more wind resistant.
- Clear loose and clogged rain gutters and downspouts.
- Reinforce your garage doors; if wind enters a garage, it can cause dangerous and expensive structural damage.
- Plan to bring in all outdoor furniture, decorations, garbage cans and anything else that is not tied down.
- Determine how and where to secure your boat.
- Install a generator for emergencies.
- If in a high-rise building, be prepared to take shelter on or below the 10th floor.

- Consider building a safe room.

Hurricanes cause heavy rains that can cause extensive flood damage in coastal and inland areas. Everyone is at risk and should consider flood insurance protection. Flood insurance is the only way to financially protect your property or business from flood damage. To learn more about your flooding risk and how to protect yourself and your business, visit the Federal Insurance and Mitigation Administration (NFIP) Web site, www.floodsmart.gov or call 1-800-427-2419.

LSUA SAFETY WEBSITE

<https://www.lsua.edu/fas/safety>

This website contains various information on campus safety including our Safety Manual and General Safety Rules.

COVID-19 IS STILL HERE!

Although we have come a long way in our battle with COVID-19, we are not yet out the woods! During the semester, the mask mandate was lifted but we still encourage individuals to keep wearing masks, especially if they are experiencing symptoms, are in a high-risk group, or not yet vaccinated. COVID-19 cases and hospitalizations are rising again in the United States, especially in the NorthEast.

The Louisiana Department of Health states that "your best protection against COVID-19 is getting yourself vaccinated, getting your children and loved ones vaccinated, and if you're eligible, getting yourself boosted. Schedule your vaccine or booster appointment, if eligible, today!"