


PROCEDURE MANUAL

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		Last Revision Date: 12/11/14	
		Effective Date:	
Section		Subject	Title Safety Meetings

PURPOSE

Safety meetings/trainings are intended to facilitate communication of safety issues and provide general information to stimulate safety, interest, and motivation. Safety meetings/training have many uses. Their purpose may be to discuss the safety program so that employees will better understand what is going on or they may be held to provide information about accident causes and accident types. They may be purely motivational, to create an awareness of hazards and a desire to prevent accidents / incidents.

LDCC will perform all safety meetings/training as required by ORM, LCTCS, and the State of Louisiana as required. Training may take place by group safety meetings, online training, or any other applicable means deemed necessary. The agency head and all site management (including Directors) must complete safety training.

Documentation of training shall include:

- Topic
- Date of Training
- Total number of employees at documented location
- Total number of employees at documented location that completed training
- Documentation must be kept available at each audit location

Safety Rules

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

1. No Smoking allowed on campus.

2. Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, potential hazards, and property damage to a supervisor, regardless of the severity.
10. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
11. Follow recommended work procedures outlined for the job, including safe work methods.
12. 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.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape or tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Know all rules regarding first aid, evacuation routes, and fire department notification.
21. Adhere to rules and procedures specific to Campus operations.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
23. Electrical cords present hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp plug, not cord.
24. Check all electrical cords to ensure that the wires are not frayed and that plugs are secure.
25. A good worker is a safe worker: Be sure you know the safe way to perform any job given to you. If there is any doubt, ask your supervisor.

LDCC is required to have a documented review of written policies with new employees and conduct documented awareness on the following topics within 90 days of hire. Such awareness shall be completed as indicated thereafter, and may count toward the monthly/quarterly safety meeting requirements.

- Drug-Free Workplace (once every 5 years)
- Blood Borne Pathogens –
 - High Risk Employees only (qualified instructor led, annually)
 - Low Risk Employees (once every 5 years)
- Workplace Violence (Once every 3 years)
- ADA Compliance (every 3 years)
- Hazard Communication (annually)
- General Safety Rules (annually)
- Sexual Harassment (once every 1 year, per 2012 Senate concurrent resolution 107)
- Code of Governmental Ethics (once every year 1 year, per 2012 revised statute 42:1170 (3)(a))

All new employees must be made aware of their safety responsibilities upon employment. Any employee changing to another position that requires different or additional safety responsibilities must be retrained in their new capacity within 30 days. During the orientation process, other policies or procedures may be reviewed.