

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SHREVEPORT

ASSIGNMENT OF SAFETY RESPONSIBILITIES

Safety is everyone's responsibility and all employees should be actively involved in the Campus Safety Program. To meet this goal, LSUHSC-S has assigned specific safety responsibilities and accountability to the following areas.

Chancellor's Office:

1. Responsibility for safety campus wide.
2. Authorizes necessary funding to provide a safe working condition.
3. Approve and implement safety policies formulated by the Campus Safety Committee and Campus Safety Officer.
4. Take under consideration recommendations on safety issues from the Campus Safety Committee and Campus Safety Officer.

Safety Officer:

The Safety Officer has been delegated the authority to act whenever conditions exist that pose an immediate threat to life, health, or property. The Safety Officer directs the planning and development of the safety program and the issuance of directives and recommendations concerning accident prevention.

1. Develop and implement a comprehensive safety program which provides for the following;
 - a. Regular and periodic facility and equipment inspections.
 - b. Investigation of employee job-related accidents.
 - c. Educational and training programs for supervisors and employees.
 - d. Programs to promote increased safety awareness and accident prevention throughout the campus.
2. Reports to the Hospital Administrator on a weekly basis the status of the safety program and concerns for the university.
3. Accumulate, maintain, and analyze accident records.

4. Maintains compliance with local, state, and federal rules and regulations.

Campus Safety Committee (CSC)

The Campus Safety Committee meets bi-monthly for the purpose of discussing and taking appropriate action on the principal of reducing potential accident/incident producing conditions.

1. Help develop a safety education/training program for the university designed to create and maintain an awareness of safety.
2. Review all critical reports from UPD, Physical Plant, Infection Control, Bio-Medical, and Safety Office.
3. Provide suggestions and/or recommendations based on professional safety advice and in compliance with applicable safety regulations (federal, state, local) to correct hazardous conditions.
4. Review existing policies and, if needed, recommend changes and/or assist in development of new policies to minimize unsafe conditions.
5. Recommend physical or structural alterations required to eliminate or control hazards.

Department Heads/Unit Directors/Supervisors:

Department Heads, Unit Directors, and Supervisors are responsible for the day-to-day implementation of safety rules and regulations.

1. Indoctrinate new employees on job safety rules, requirements, and procedures.
2. Enforce safety rules, regulations, and procedures within their area of responsibility.
3. Investigate accidents, complete accident reports, and submit reports to as required by Administrative Directive 7.2.
4. Conduct safety inspections of their work areas.

5. Report and or correct any safety deficiencies as soon as possible.
6. Be a good role model for employees under his/her supervision.

Employees

Each employee is responsible for abiding by the LSUHSC-S Safety Program.

1. Work in accordance with accepted safety rules, regulations and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor.
2. Report to their supervisor any unsafe conditions and practices and make suggestions for improved safety.
3. Attend safety meetings and safety training programs as required.