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GOVERNOR

State of Louisiana

Governor's Office of Homeland Security and Emergency Preparedness

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Safety
Policy Number: HR-0014

Issue Date: June 1, 2012
Revised Date:

Approval:

Kevin Davis, Director

I. POLICY

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that all employees are provided a work environment, which is as safe and accident free as possible. Employee safety is a legal and moral obligation, and is therefore, one of the top priorities of this agency. Each employee must help to accomplish this purpose through safe and efficient work practices.

II. PURPOSE

To authorize the implementation of a safety program for all employees to:

- Promote a safe, productive work environment for all employees
- Prevent injuries, which are painful and potentially disabling
- To be in compliance with Title 39 of the LA Revised Statutes, Sections 1527 through 1544, which mandates that "...all state agencies must implement a program to prevent and reduce employee job related accidents, injuries and loss of state property, thereby reducing the direct and indirect costs to the State of Louisiana."

III. APPLICABILITY

This policy applies to all employees of the GOHSEP.

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IV. SAFETY RULES

The following safety rules have been developed to prevent injuries; these rules are a condition of employment and must be followed by GOHSEP employees at all times.

Employees are reminded to report all accidents, near misses and those which require medical attention to the Facility/Safety Manager immediately, and complete and sign the "Incident/Accident Investigation Form" as required.

Visitors

- All visitors are to sign in and out at reception area and badges (visitor passes) are to be worn at all times.
- Those employees hosting visitors are responsible for their safety while on site.
- First time visitors are to be collected from and returned to reception area by their hosts.
- Hosts should carry out a short, informal safety induction of facility.

Smoking

- Smoke only in designated areas located outside of facilities.
- Smoking in state owned or leased vehicles is prohibited.

Fire

- Know your emergency route.
- Know your Fire Assembly Point.
- Know where Fire Extinguishers are located.
- Do not obstruct Fire Exits.
- Do not overload power strips and never plug .a power strip into another power strip.
- Do not plug in any electrical equipment which has not been authorized.

Facility

- Report any recognized potentially unsafe condition or act to the Facility/Safety Manager.
- Possession of unauthorized firearms, alcoholic beverages, or illegal drugs will not be tolerated in the workplace.
- Horseplay and fighting will not be tolerated.
- Notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Exercise caution when lifting, even small loads can cause back and neck injury. Never twist when lifting, hold object close to you and lift with your legs and not your back.
- Use a suitable trolley or lifting device to transport heavy or bulky items around

the facility.
- Keep materials out of aisles and passageways.

Mobile phones
- Do not use mobile phones on steps, stairs or areas where there may be vehicles.
- If using a mobile phone in a corridor or walkway be aware of others around you and avoid causing an obstruction.
- Adhere to the GOHSEP's Cellular Phone and Mobile Device Policy, GEN-0003 while driving.

Housekeeping
- Keep work areas safe, clean, and orderly.
- Do not store boxes or other bulky items on top of cupboards.
- Keep cables tidy to avoid creating a trip hazard.
- Never climb on desks or chairs.
- Do not leave drawers and cabinet doors open.

Vehicles
- Observe the local speed limits, traffic signs, signals, and markers.
- Drivers and passengers must wear seat belts.
- Use pedestrian walkways and crossing points.
- Always park considerately and in designated areas.
- Make eye contact with the driver before crossing in front of any vehicle.

V. Inspection Program

Safety Inspection

Through safety inspections, the GOHSEP provides a method for systematically inspecting and eliminating safety and fire hazards. Along with the presence of general housekeeping safety rules, inspections must be conducted in order to identify and correct hazards. These safety inspections are a major factor in maintaining operational efficiency, assuring a safe work environment and controlling unsafe actions.

GOHSEP is classified as a Class B facility by *Louisiana Workers Compensation Rule 15*, and therefore, safety inspections are required on a quarterly basis whether or not a reportable item is discovered. If it is found that areas on site are deemed to have a greater potential for safety hazards, the Facility/Safety Manager will conduct monthly inspections and take immediate action to correct unsafe conditions as they are discovered.

Inspection reports shall be retained for three years and is available for review.

VI. EXCEPTIONS

Requests for exceptions to this policy should be submitted to the Appointing Authority along with specific and compelling justification.

VII. RESPONSIBILITY

All employees of the GOHSEP must comply with all aspects of this policy.

VIII. QUESTIONS

Questions regarding this policy should be directed to the Facility/Safety Manager.

IX. VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.