



**Office of the President**

**GENERAL SAFETY MANUAL MANAGEMENT POLICY STATEMENT**

A major goal of Grambling State University is to provide efficient services to its students, employees and visitors by providing a safe environment. The responsibility for administration of the safety policies and procedures is a function of managers and supervisors at the various levels. However, all employees must take personal action and responsibility for their own safety and well being. All individuals must follow safety rules, use safety devices, support safety programs, and offer constructive suggestions for improving the safety program.

Grambling State University must adhere to and comply with all state, federal and local safety requirements, codes and standards. Managers will implement a safety program with your protection in mind. This task is accomplished with the assistance of the safety officer and the safety committee through training and safety education. Employees and students are expected to report all accidents to responsible personnel. Managers are also required to report, investigate and document the circumstances of accidents and “near misses” in their areas.

It is the intention of the university to provide excellent supervision, effective training and safe equipment on the job. The success of Grambling State University’s safety and loss prevention program depends upon the efforts of all employees.

Frank G. Pogue, Ph.D.  
President

## **General Safety Program**

Grambling State University's general safety program is designed to meet the requirements of a Class B Agency and prescribed by the Louisiana Workman Compensation Rule 15 and conforms to the 16-point operational safety plan mandated by the Office of Risk Management in its Loss Prevention Manual. It also incorporates requirements for controlling hazardous materials as required by federal and state rules and regulations. This 16-point safety program is organized in accordance with the following elements:

1. A management safety policy statement
2. Assignment of safety responsibility
3. Inspections program
4. Job safety analysis
5. Investigation program
6. Safety meetings
7. Safety rules
8. Employee safety training
9. Record keeping
10. First Aid
11. Housekeeping program
12. Hazard control program
13. Equipment management program
14. Driver safety program
15. Water vessel operator safety program
16. Bonds and crime program