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## CAMPUS CORRESPONDENCE

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**To:** LSU Vice Chancellors, Deans, Directors, and Department Heads

**Date:** May 27, 2013

**From:** Robert Kuhn  
Finance and Administrative Services

**Subject:** Safety on Campus

In an effort to reduce injuries and workers' compensation and property insurance claims, LSU's Offices of Environmental Health and Safety (EHS), Risk Management, Human Resources, and the [Safety Improvement Team](#) have promulgated changes to two LSU policy statements: PS-90 (Worker's Compensation and Work Related Accidents) and PS-67 (Misuse of Drugs or Alcohol). The following provides an overview of the significant changes made to the two policies:

**Department Responsibilities:**

- Accidents must be reported immediately using the [On-line Accident/Incident Report](#) and/or calling (225) 578-3297 where appropriate.
- Treatment of First Aid Injuries on the jobsite without referral to a medical practitioner will be encouraged. EHS will fund initial First Aid kits for departments based on needs and exposures (see the [First Aid Program](#) on the EHS website). Costs for first aid treatment will rest at the department level, regardless of where treatment is provided.
- If an employee is unable to return to **full duty** due to an injury arising out of the work activity, but able to return on **modified duty**, the department shall establish a suitable temporary work activity within the department or elsewhere considering the limitations placed on the employee by the attending physician, department needs, and employee job qualifications.
- To eliminate drug and alcohol influence on accident rates, random and post-accident drug and alcohol screening will be increased. An updated list of **Safety and Security Sensitive Positions** that are subject to random screening has been developed by HRM. Post-accident screening will be required when an employee's actions or behavior are suspected to be contributing factors to an accident.

**Risk Management and EHS Initiatives:**

- A special emphasis program aimed at preventing accidental injuries on campus is being implemented. The prevention of "slips, trips, and falls" through increased employee awareness, training, and infrastructure improvements are incorporated in this special emphasis program.
- Accident investigations will be conducted on all accidents reported to LSU Risk Management, with special emphasis on accidents that result in lost time from the job and property damage. Department supervisors will be involved in the investigation along with employees. Accidents involving students and visitors will also be reviewed by EHS. In addition, action plans for injury prevention will be developed and implemented.
- With the goal of reducing injuries requiring medical attention, a Safety Achievement Recognition Program will be implemented to recognize work groups that meet safety improvement goals set each year.

These programs and policy changes will reduce lost-time injuries incurred by employees, and improve the University's ability to control costs due to accidents and property insurance claims. Insurance coverage's are 'high deductible programs', meaning the costs of accidents and claims will be borne by the University, and any cost savings in these programs will accrue to LSU's benefit. Please review these policy changes with your staff and faculty. Additional information can be found on the [Risk Management](#) and [EHS](#) websites.

Thank you for your support of these initiatives in keeping our campus safe.