



Environmental Health and Safety Office

**DATE:** February 21, 2005  
**TO:** Deans, Directors and Department Heads  
**FROM:** Jerry Bounds  
Risk Manager  
**RE:** Second Quarter Safety meeting

In compliance with Office of Risk Management's requirement to conduct quarterly safety meetings, this is to inform you that it is time for the 2<sup>nd</sup> Quarter Safety Meeting.

Please *conduct a brief meeting* with your staff to review the assigned topics, *or route information on the topics* through all personnel in your department. (Including student workers) In order to comply with State requirements, please return the completed Safety Meeting Report form with Attendance Sheet signed by each employee to me no later than **March 11, 2005** or fax to X6078 by this same deadline.

Attached you will find:

1. Safety Meeting Report:  
Must be completed and returned to my office. **Please make sure that everyone signs the attendance sheet.** (Including student workers) If an employee has reading or language difficulties, the name of the person who read or translated the information must be included next to the employee's name.
2. Topics:  
Fire Safety Guidelines  
Safety Rules

If you have another topic that you consider important and would like to add to the Safety Meeting, please feel free to include the information in the meeting and send a copy of the material to the Safety Office for reference purposes.

If you have any suggestions for topics for future Quarterly Safety Meetings, please let me know and we will include the appropriate ones. We appreciate your continued cooperation and assistance in meeting UNO's compliance and safety goals. If you have any questions, please do not hesitate to call me at x6498 or contact me by e-mail at [jbounds@uno.edu](mailto:jbounds@uno.edu)

Risk Management  
2000 Lakeshore Drive  
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504-280-6498 fax 504-280-6078

# Safety Rules

The University of New Orleans wants to provide a safe and healthy work and academic environment for its students, faculty and staff. In order to accomplish this, the following is a list of safety rules that should be followed.

THESE LISTED SAFETY RULES ARE NOT TOTALLY INCLUSIVE. They are intended as a guide to develop proper health and safety practices and procedures. Should you have questions or doubts about safe operations in the workplace, please contact your supervisor or the Campus Safety Officer.

1. Possession of unauthorized firearms, alcoholic beverages, or illegal drugs will not be tolerated in the workplace. If you are required to take medication during the work hours, you may be asked to produce a written medical statement stating that the medication will not adversely affect your decision making or physical abilities.
2. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
3. Use personal protection equipment to protect yourself from potential hazards that cannot be eliminated.
4. Operate equipment only if you are trained and authorized.
5. Inspect the work station for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
6. Immediately report any recognized potentially unsafe condition or act to your supervisor.
7. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
8. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
9. Supervisors should obtain safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.

UNIVERSITY OF NEW ORLEANS  
Fire Safety

General Guidelines

1. Keep all exit corridors and hallways clear of obstructions and/or debris.
2. Turn off electric or heat producing equipment such as automatic coffee pots when not in use. An automatic timer can be used for this purpose. .
3. Don't dispose of cigarettes in trash receptacles.
4. Don't smoke in areas where oxygen, flammable and combustible liquids and gases are in use.

Smoking Policy Smoking Policy

General Policy

A.Smoking is prohibited in all facilities of the University of New Orleans, including:

- 1.Cafeterias and lunchrooms
- 2.Classrooms
- 3.Restrooms
- 4.Shared workplaces
- 5.Meeting rooms
- 6.Hallways
- 7.Stairwells
- 8.Indoor athletic facilities
- 9.Customer service areas
- 10.Outdoor stairwells, landings and corridors
- 11.University owned and operated vehicles
- 12.Any area where a fire or safety risk exists

B.Smoking is permitted:

- 1.In residential facilities as designated in their policies
- 2.Outdoors on the grounds at a distance not less than 10 feet from doorway

C.Enforcement of this policy and settlement of disputes will be the responsibility of the person in charge of the office or building area affected.

Fire Emergency

1. Preplan your response to a fire emergency. Know where the nearest fire alarm, extinguisher, and fire exit stairwells are located.
2. If you discover a fire...

Evaluate the situation.

Secure the immediate area by removing personnel.

Close door(s) to the room or area.

Activate the building fire alarm.

Call 280-6666 ( Campus Police) to inform them of the emergency .

Extinguish the fire if appropriate.

3. Remember P.A.S.S., when using an extinguisher:

Pull the pin.

Aim nozzle at base of the fire.

Squeeze the handle, and

Sweep from side to side.

Be sure to use the properly rated extinguisher for the type of fire involved.

Type A - for use on wood, paper, cloth, and trash fires.

DO NOT use on electrical or burning liquid fires.

Type B - for use on paint, oil, grease, and flammable liquids.

Type C - for use on electrical fires.

4. Before entering fire room, feel the closed door with the back of your hand. If it is warm or hot to the touch, then do not open the door. Assist with evacuation and/or other functions. If the door is not warm or hot, then slowly open the door and extinguish the fire by applying the extinguishing agent at the base of the fire. Also, do not enter the room if it is filled with smoke, and never let the fire come between you and the door.

5. If you hear the fire alarm...

Standby for evacuation orders if the building is equipped with a public address system. If there's no PA system, don't delay, evacuate the building immediately.

Use the nearest stairwell to exit the building.

Once outside, stay at least 100 feet from the building and do not interfere with fire department personnel and equipment.

Do not re-enter the building until an "All Clear" is issued by UNO Police.