



SAFETY IMPROVEMENT PROGRAM, INCLUDING  
REVISIONS TO  
PS 90 AND PS 67



Risk Management and  
Environmental Health and Safety

October 8, 2013

# SAFETY IMPROVEMENT TEAM

Paul T Favaloro

Fran Guerin

Tina Jackson

David D Hurlbert

Brad Wilson

Craig P Stevens

Julie A Walsh

Steven D Waller

Karen Rockett

Colorado Robertson

Jim Roberts

Morris E Pyle

Celena R Trahan

Susan W Kohler

Jon A Desselle

Fannie J Moncrieffe

Todd W Jeansonne

David A Taylor

Michael Hooks

Patrick F West

Mike Durham



# THE TEAM'S ROLE

- Provided stakeholder input on structuring the plan
- Helped in determining the hurdles to implementation and finding solutions to get over them
- Communicated the plan to team members' respective areas and provided feedback
- Will work to meet the goals of the plan in the future.

# GUIDING PRINCIPLES OF TEAM

- Maintain focus on protecting safety of employees
- Accountability for Workers' Compensation must reside in all campus activities and programs and departments
- Managers/Supervisors must accept responsibility & accountability for their roles in accident prevention and in returning employees to productive work as soon as possible
- Employees must be motivated to work safely, and to return to work as soon as possible after a work injury
- Leadership at LSU must support the effort by holding managers accountable when evaluating work performance



# STRATEGIES FOR IMPROVING RESULTS

- Focus safety training on high frequency case types/areas after analyzing accident data
- EHS will develop means of recognizing excellent safety performance by work groups, including competition for safety awards.
- Improve our ability to treat first aid cases on site through more training for employees on First Aid/CPR and availability of first aid kits.
- Expand drug screening program to include more pre-employment, random and post accident/incident screening (PS 67)
- Return employees to work on modified duty

# ACCIDENT REVIEW

- EHS is notified immediately and will review **ALL** accidents in addition to supervisor
- Investigations will include the department personnel involved and EHS personnel
- During the investigative process, return to work plans will be formulated where appropriate and needed.
- Key decisions for drug screening will be made early in the investigative phase
- Investigation results and proposed corrective actions (Action Plan) developed after a serious accident/incident will be reviewed by the Safety Review Committee

# SAFETY REVIEW COMMITTEE

- Safety Review Committee consists of Representatives from HRM, EHS, Risk Management, and the department involved
- Responsible for reviewing and approving in a timely manner the Action Plan developed in an Accident Review of a serious accident or incident
- Purpose of the Committee is to ensure consistency in rule enforcement, high emphasis on safety and appropriate involvement by key personnel in administering the safety program
- The Director, EHS, will coordinate the Committee's activities and communicate with personnel as needed

# MANAGEMENT OF MEDICAL TREATMENT

- Student Health Center will have a central role in treatment and management of medical issues
- SHC Physicians, administrator and nurses will assist in our program
- Drug Screening will be provided by Student Health Center
- Case Management Follow-up Program will be pursued for the outstanding cases



## *POLICY REVISIONS:*

### *PS 90, WORKERS' COMPENSATION AND WORK RELATED ACCIDENTS, AND PS 67, MISUSE OF DRUGS OR ALCOHOL*

- Process for development and implementation of new requirements
  - Identification of policy needs
  - Research and drafting of initial policy language, including stakeholder input
  - Distribution to the University Safety Committee for input and review
  - Presentation to key administrators
  - Policy/program review by legal counsel and necessary governmental authorities
  - Opportunity for review and comment from campus community through publication on Risk Management Website and presentations to key groups
  - Review by FAS Vice Chancellor and Provost and approval by Chancellor
- Revisions approved effective January 7, 2013

# PS 90, *WORKERS COMPENSATION AND WORK RELATED ACCIDENTS* (NEW TITLE)

- Streamlined to Primarily Address Workers Compensation Program - 15 pages to 3.5 pages
- Outlines employee, supervisor and department responsibilities
- Requires immediate injury reporting and follow-up investigation
- Requires injured employee to return to duty as soon as he/she can perform light (“modified”) duty
- Requires departments to participate by facilitating return of the employee on modified duty
- Policy language clarifies use of compensatory time or vacation for lost time accidents.
- PS 105 “Return to Work Procedures for Employees on Workers Compensation” incorporated into PS 90. (Eliminated PS 105)

# *PS 67 ON DRUGS/ALCOHOL IN WORKPLACE*

- Added definitions:
  - “Employee Assistance Program” and “Fitness for Duty”
- Strengthened drug screening rules:
  - Fitness for Duty Screening – behavior based
  - Pre Employment and Random Screening (safety and security sensitive roles – expanded list to include more LSU positions)
  - Post Accident/Incident Screening where employee had causative role
  - Rehabilitative and return to work
- Student Health Center to play important role in support of this effort
- Budget support is being provided for the screening for expanded list of safety and security sensitive positions.

# DEPARTMENT RESPONSIBILITIES FOR FIRST AID

- PS 90: The Department shall assume responsibility for first aid training, readily available first aid supplies, and costs for first aid treatment at a health care facility if the facility provides treatment and a physician's treatment is not necessary. (First aid refers to medical attention that is usually administered immediately after the injury occurs. It often consists of a one-time, short-term treatment and requires little technology or training to administer. First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; treating blisters; removing debris from the eyes; massage; and drinking fluids to relieve heat stress. For example: A worker goes to the Student Health Center and has a dressing applied to a minor cut by a registered nurse or physician. Although the person providing the treatment is a health care professional, the worker simply received first aid.) For a more thorough definition of First Aid Cases visit [www.ehs.lsu.edu](http://www.ehs.lsu.edu).

# FIRST AID PROVISIONS

- First Aid Kits available from EHS at no cost
  - Future costs of maintaining kits rests with department
  - Someone should be assigned to keep the kit up to date
- First Aid Training available from EHS at no cost to department
- First Aid Provided at a health care provider will be charged back to department
  - Through internal transaction
  - Directly from Student Health Center (\$21.60 - 5 minute treatment)

# MODIFIED DUTY REQUIREMENTS

- PS 90 - Subject to the Guidelines Related to Modified Duty, below, 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 considering the limitations placed on the employee by the attending physician, department needs and employee job qualifications. Contact the LSU Office of Risk Management if the employee cannot return to modified duties.

# RETURN TO DUTY REQUIREMENTS – PS 90

- The employee must meet the required qualifications for the modified job assignment which the employee will be required to perform,
- The work must be a meaningful and productive part of the department's operations,
- The work must conform to the medical restrictions set by the health care provider.

## CONT'D - RULES ON RETURN TO DUTY

- Employees may be detailed to special duty for a period not to exceed one year.
- The detail to special duty may be lateral or downward, but detail to a higher position may also be approved on a case-by-case basis, when justified.
- A position may be double encumbered, if necessary.
- The employee's base pay cannot be reduced during the detail to special duty.
- The appropriate administrator of the work unit in which the modified duty assignment is identified must approve the proposed placement



# THANK YOU

- Training for Departmental Supervisors available – Contact EHS (85640) or Risk Management (83297)
- Information available on [EHS](#) and [Risk Management](#) Websites:
  - EHS: <https://sites01.lsu.edu/wp/ehs/lsu-safety-improvement-program/>
  - RM: <http://sites01.lsu.edu/wp/riskmgt/>
- Website Address for PS 90 :  
[http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/C0491592419C9CD86256C250062AE77/\\$File/PS+90+R01+1+7+2013.pdf](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/C0491592419C9CD86256C250062AE77/$File/PS+90+R01+1+7+2013.pdf)
- Website Address for PS 67 :  
[http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/5C2C4DE706B5226386256CBF007AFAA4/\\$File/PS+67+R05+1+7+2013.pdf](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/5C2C4DE706B5226386256CBF007AFAA4/$File/PS+67+R05+1+7+2013.pdf)