LOUISIANA HOUSING CORPORATION

POLICY NO. 27

SUBJECT: SAFETY PROGRAM

I. POLICY:

It is the policy of the Louisiana Housing Corporation to provide to all employees 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 Corporation. It is hereby instructed that each employee devote daily attention to making safety an integral part of his/her routine operations.

II. PURPOSE:

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

• promote a safe, productive work environment for all employees, and

• prevent injuries which are painful and potentially disabling. To be in compliance with Title 39 of the LA Revised Statutes, §§ 1527 - 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 Louisiana Housing Corporation.

IV. RESPONSIBILITY:

The Appointing Authority is responsible for:

1. Creating a safe work environment for all employees in their area of supervision.

2. Holding all supervisors accountable as an aspect of job performance for the establishment and maintenance of an effective safety program in his/her section.

3. Insuring compliance with the policy and procedures of the safety program by all supervisors and employees under his/her immediate supervisor.

4. Appointing a safety manager for his/her section and providing that appointee the necessary authority to implement and manage a successful safety program.

5. Communicating and demonstrating support for the safety program and the safety manager.

6. Holding the safety manager accountable as an aspect of job performance for the management of a successful safety program.

7. Authorizing necessary expenditures for the implementation of the safety program whenever possible.

8. Supporting efforts to remedy unsafe work conditions existing in work environments under his/her area of supervision.

9. Periodically participating in safety meetings of supervisors and safety managers.

Supervisors are responsible for:

1. Establishing and maintaining a safe work environment for all employees in his/her section.

2. Being accountable as an aspect of job performance for the establishment and maintenance of an effective safety program in his/her unit.

3. Communicating and demonstrating support for the safety program.

4. Facilitating any training necessary to assure safe operation of equipment or performance of job duties by employees in his/her section.

5. Insuring compliance with the policy and procedures of the safety program by all employees.

6. Authorizing necessary expenditures for the implementation of the safety program whenever possible.

7. Supporting efforts to remedy unsafe work conditions in his/her work areas.

8. Periodically participating in safety meetings called by safety manager.

9. Assuring that each employee, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

10. Assuring that all safety rules and procedures are distributed to and understood by his/her employees through training, meetings, discussions, etc.

11. Counseling with employees regarding safety violations or unsafe work habits, documenting counseling and recommending disciplinary action where appropriate.

12. Immediately report any and all unsafe conditions and practices to the safety manager.

13. Correcting any unsafe conditions in the work area if it is within his/her means to do so.

14. Obtaining prompt first aid to injured individuals.

15. Investigating all accidents which occur in his/her areas of responsibility during the shift upon which the accident occurred, assuring that the proper investigation procedure is followed, and that corrective action is recommended, immediately after assuring care of any individual injured.

16. Reporting all accidents by completing and signing the Employers' First Report of Injury.

The Safety Manager is responsible for:

1. Development, implementation, and coordination of the safety program for the Corporation.

2. Development and communication of the best feasible operations, procedures, technology and policies for an efficient, successful safety program.

3. Monitoring the safety program and coordinating safety activities through the safety managers (one will be appointed on each floor).

4. Acting as liaison between employees the Corporation, and the Office of Risk Management/State Loss Prevention Program.

5. Facilitating training, whenever possible, on safety issues for employees of the Corporation.

6. Compiling and routing to the appropriate authority all applicable reports reflecting safety performance and accident trends.

Employees are responsible for:

1. Recognizing that safety will be considered an aspect of job performance in periodic performance evaluations.

2. Exercising safe work habits as an element of satisfactory work performance.

3. Observing all safety rules and regulations.

4. Accepting personal responsibility for his/her own safety and well being.

5. Reporting any potentially unsafe condition and/or work practice to the immediate supervisor.

6. Seeking training or instruction prior to operation of any office equipment or machinery he/she cannot operate or prior to performing any duty he/she is not trained to perform.

7. Asking for assistance or further explanation in safety related matters when needed.

8. Taking all available and effective action to minimize risk to self and others when hazards are recognized.

9. Helping achieve goals of preventing personal injury and avoiding loss of State property due to accidents.

10. Making suggestions to improve safety.

11. Reporting to the supervisor immediately if involved in an accident or injury.

12. Completing the Employer's First Report of Injury with the assistance of the supervisor if involved in an accident or injury.

13. Completing his/her portion of the required Accident Report when involved in an accident.

14. Reporting to the supervisor after providing any necessary assistance if a witness to an accident or injury.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

All questions concerning this policy should be directed to the Safety Manager and the Human Resources Department.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.

Approved by:

Don Hutchl July 1, 2012

Date