

Louisiana State University

Office of Facility Services

**Operating Instruction 4102**

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**SUBJECT: ASSIGNMENT OF RESPONSIBILITY FOR SAFETY**

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**I. Procedures**

A. Each employee is responsible for performing their duties in a safe and efficient manner. Safe work habits are essential to satisfactory job performance. Each employee is responsible for immediately reporting any potentially unsafe conditions and work practices. The employee should take action to minimize the risk to themselves and others. Specifically, employees should:

1. Work in accordance with accepted safety practices
2. Report unsafe conditions and practices
3. Follow Operating Instructions and other safety rules
4. Offer safety suggestions
5. Participate in Facility Services safety meetings
6. Ask for assistance or clarification if Operating Instructions or safety rules are not understood

B. Each supervisor will be held accountable for the actions of the employees they supervise. They are responsible for ensuring that employees are following all Operating Instructions and safety rules. If an employee notifies a supervisor of a safety concern/issue, the supervisor must take appropriate corrective action.

This action may include contacting the Facility Services HRM office or the LSU Office of Environmental Health and Safety to investigate a safety concern/issue or implementing immediate temporary measures to reduce the risk. If the supervisor does not have the authority to implement temporary measures, the supervisor should immediately report the issue to a higher level of OFS management and offer recommended solutions.

**Department Heads**

1. Manage safety activities within their work areas
2. Ensure that safety policies/rules are implemented and enforced

**Supervisors**

1. Inspect work areas for compliance with safe work practices and safety rules
2. Correct unsafe practices and/or unsafe conditions and report concerns to the Facility Services HRM office or the LSU Office of Environmental Health and Safety. Report unresolved safety issues to Executive Director or Directors
3. Train employees to work safely and discuss safety issues with individual employees
4. Hold departmental safety meetings on a regular basis, at a minimum of one (1) per month
5. Investigate accidents in the work area and collaborate with department heads and Facility Services HRM to determine cause of the accident and solutions for the issue
6. Obtain prompt First Aid for the injured or those who become ill on the job

**Assistant Vice Chancellor (AVC)**

1. AVC has full authority over safety issues
2. Approves new or revised Operating Instructions and safety policies
3. Authorizes expenditures necessary to provide safe working conditions
4. Reviews safety reports

**II. Facility Services Maintenance Operations**

- A. Encompasses a wide variety of activities, all of which relate to the operation and maintenance of campus buildings, grounds or utility systems. Personnel who are involved in Facility Services maintenance operations include Building Services, Facility Maintenance, Facility Systems, Landscape Services and Facility and Utility Operations employees. They are responsible for:

1. Executing work/job orders promptly and efficiently
2. Maintaining a regular maintenance schedule on all equipment and keeping records of work performed
3. Working with the Office of Environmental Health & Safety to ensure safe working conditions
4. Inspecting work sites for safety issues on a regular basis