

University of New Orleans
Campus Correspondence

July 30, 1982

from: Campus Safety Office
to: Deans, Directors, Department Chairmen, and other Administrative Officers
re: Administrative Policy and Procedure 48.1

Per above reference, please send an updated list of names of safety committee(s) chairperson(s) to the Safety Office.

David R. Hamill
Campus Safety Officer

DH/wa

cc: Chairman of Campus Safety Committee, Office of Administration

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 48.1
Effective Date: 1/5/82

SUBJECT: UNO Program, Environmental Health and Safety

PURPOSE

To establish policies and procedures related to the Safety, Loss Prevention and Control Program for the University of New Orleans. (See Introduction, attached copy of detailed program dated January 10, 1977.)

GENERAL POLICY

On the UNO campus, the Campus Safety Officer shall administer the program. He shall report organizationally to the Director of Physical Plant Services, who reports to the Vice Chancellor for Administration. The Campus Safety Officer shall also accomplish necessary coordination with the LSU System Safety Officer domiciled on the Baton Rouge campus.

There shall be a safety committee appointed by the Chancellor to monitor the safety program and to assist and advise the Campus Safety Officer.

AUTHORITY

Article VII, Section 4 of the LSU System Bylaws.

Direction from the Vice President for Administration of the LSU System, to whom the LSU System Safety Officer Reports.

This document supersedes Chancellor's Memorandum CM-14, which is rescinded.

PROCEDURE

1. The Campus Safety Officer shall issue through the Office of the Chancellor codified supplemental memoranda to this procedure to augment the comprehensive program described in the attachment.

2. All department heads on campus shall familiarize themselves with the comprehensive program, paying particular attention to the following sections:

Section 4, page 5 - Duties of Management

Section 5, page 6 - Responsibilities

Section 7, page 10 - Safety Committee

Section 9, page 12 - Safety Inspection

Section 10, page 17 - Accident Investigation and Reporting

Section 10, paragraph C-3, page 19 - Oral Reports of Fatal or Serious Accidents

3. Department heads are encouraged to issue "Internal Management Directives" (IMD's) as necessary to address particular problems within departments regarding safety. Copies of such IMD's should be forwarded to the Campus Safety Officer.

Leon J. Richelle
Chancellor

LJR:mc
Attachment

DRAFT

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy &
Procedure (AP) - 48.1
Effective Date: 1/5/82

SUBJECT: UNO Program, Environmental Health and Safety

PURPOSE:

To establish policies and procedures related to the Safety, Loss Prevention and Control Program for the University of New Orleans. (See Introduction, attached copy of detailed program dated January 10, 1977.)

GENERAL POLICY:

On the UNO campus, the Campus Safety Officer shall administer the program. He shall report organizationally to the Director of Physical Plant Services, who reports to the Vice Chancellor for Administration. The Campus Safety Officer shall also accomplish necessary coordination with the LSU System Safety Officer domiciled on the Baton Rouge campus.

There shall be a safety committee appointed by the Chancellor to monitor the safety program and to assist and advise the Campus Safety Officer.

AUTHORITY:

Article VII, Section 4 of the LSU System Bylaws.

Direction from the Vice President for Administration of the LSU System to whom the LSU System Safety Officer reports.

This document supersedes Chancellor's Memorandum CM-14, which is rescinded.

PROCEDURE:

1. The Campus Safety Officer shall issue through the Office of the Chancellor codified supplemental memoranda to this procedure to augment the comprehensive program described in the attachment.

2. All department heads on campus shall familiarize themselves with the comprehensive program, paying particular attention to the following sections:

Section 4, page 5 - Duties of Management

Section 5, page 6 - Responsibilities

Section 7, page 10 - Safety Committees

Section 9, page 12 - Safety Inspection

Section 10, page 17 - Accident Investigation and Reporting

Section 10, paragraph C-3, page 19 - Oral Reports of Fatal or Serious Accidents

3. Department heads are encouraged to issue "Internal Management Directives" (IMD's) as necessary to address particular problems within departments regarding safety. Copies of such IMD's should be forwarded to the Campus Safety Officer.
