



**POLICY TITLE**  
***Risk Management***

**POLICY NUMBER**  
***12-003***

<b>Responsible Unit:</b> <i>Office of Vice President for Finance and Business Affairs</i>	<b>Effective Date:</b> <i>09/16/2023</i>
<b>Responsible Official:</b> <i>Vice President for Finance and Business Affairs</i>	<b>Last Reviewed Date:</b> <i>N/A</i>
<b>Policy Classification:</b> <i>Safety and Security Policies</i>	<b>Origination Date:</b> <i>09/16/2023</i>

**I. POLICY STATEMENT AND RATIONALE**

This Policy is to provide a safe work environment for all employees of the Southern University System (System) in order to protect them from accidents that not only directly impact their quality of life but also has the added benefit of reducing the System's insurance costs. This dual benefit ensures the safety and health of System employees and the protection of the taxpayer's hard-earned dollars by keeping insurance costs down.

The purpose of this Policy is to authorize the implementation of a safety program for all employees that will promote a safe, productive work environment for all employees and prevent injuries that are painful and potentially disabling. This Policy has cost savings potential to both the System and the taxpayers of the State of Louisiana.

**II. POLICY SCOPE AND AUDIENCE**

This Policy applies to all employees, students, personnel, offices, departments, and institutions under the Southern University System.

Any and all resolutions, policies, orders, and directives adopted or enacted by the Board which are in conflict with any section of this Policy are repealed and superseded by this Policy, except those resolutions authorized by the Board subsequent to this Policy.

**III. POLICY COMPLIANCE**

Violations or failure to adhere to this Policy may result in action under the appropriate handbook for faculty and staff, including termination.

#### **IV. POLICY DEFINITIONS**

None.

#### **V. POLICY IMPLEMENTATION PROCEDURES**

The Office of Vice President for Finance and Business Affairs shall coordinate the development of a Comprehensive Loss Prevention Plan for the System in compliance with Louisiana laws and the rules and regulations established by the Louisiana Office of Risk Management.

The Comprehensive Loss Prevention Plan and its components shall be approved by the President and comprised of the following components:

- General Safety Program
  - Management Policy Statement
  - Assignment of Safety Responsibility
  - Inspection Program
  - Job Safety Analysis
  - Investigation Program
  - Safety Meetings
  - Safety Rules
  - Employee Training
  - First Aid Program
  - Transitional Return to Work Policy
  - Blood Borne Pathogens Program
  - Drug-Free Workplace Policy
  - Emergency Preparedness Plan
  - Hazardous Materials
- Driver Safety Program
- Bonds, Crime, and Property Program
- Equipment Management Program
- Water Vessel Safety Program (if required)
- Flight Operations Safety Program (if required)
- Any other program developed by the Loss Prevention Unit of the Louisiana Office of Risk Management for the prevention of or reduction in events that may cause injury, illness, property damage, or any other damage/loss.

#### **VI. POLICY RELATED INFORMATION**

- La. R.S. 39:1543
- La. R.S. 49:1001, et seq.

**VII. POLICY HISTORY AND REVIEW CYCLE**

The Office of Vice President for Finance and Business Affairs along with each campuses' Office of Vice Chancellor for Finance and Management will be charged with implementing this Policy.

This Policy replaces and supersedes any previous policies regarding any components of the Comprehensive Loss Prevention Plan and is subject to a five-year review cycle.


**VIII. POLICY URL**


The approved policy will be posted on the Southern University System website under Board Policies at [www.sus.edu](http://www.sus.edu).


**IX. POLICY APPROVAL**

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

  
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**Dennis J. Shields**  
*President-Chancellor, Southern University and A&M College System*

  
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**Effective Date of Policy**

  
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**The Honorable Myron K. Lawson**  
*Chair – Southern University System Board of Supervisors*

  
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**Effective Date of Policy**