

III. WORKPLACE
PROFESSIONALISM
AND COMPANY
REPRESENTATION

A. SAFETY AND ENVIRONMENTAL RESPONSIBILITIES

It is the Greater Lafourche Port Commission's policy and our intention to provide a safe and healthful workplace for all employees. It is the responsibility of each employee to protect himself as well as his fellow workers from injury. Supervisors are to be held accountable for the results of their efforts in recognizing, evaluating and controlling unsafe acts and unsafe conditions as well as promoting safe work practices among all employees. The Greater Lafourche Port Commission Safety Manual is included as part of this Policy Manual.

1. It is the responsibility of the employees of the Greater Lafourche Port Commission to act responsibly towards the environment in the performance of their duties.
2. Employees will maintain a pro-active position in protecting the land, water, and air and recognize our responsibility to help our customers remain sensitive to the environment.
3. Particular attention will be paid when handling hazardous substances. The Greater Lafourche Port Commission Hazardous Materials guidelines are further defined and described in a separate section of this policy manual.
4. Violation of this policy can result in disciplinary action up to and including termination.

B. SAFETY

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1. MANAGEMENT SAFETY POLICY

The safety and health of all our employees are of prime importance to our organization. Management holds in the highest regard to safety, welfare and health of its employees. It is our belief that accidents that injure persons and damage equipment cause needless human suffering, inconvenience and expense. The company will provide our employees a work environment as free of recognized hazards as is possible and practical. Control of potential safety and health hazards and their elimination is the primary objective of the company's safety program.

One individual in this company will be designated in writing the safety coordinator, and will be responsible for all safety related training records, reports, and inspection activities.

Each supervisor at every level of management is accountable for safe, efficient work practices and procedures. Each supervisor is responsible to ensure that our safety programs are explained and understood by all employees. He/she will be provided with a copy of this Safety Manual, and is expected to keep it up to date with all additions and modifications.

All employees will do everything possible and necessary to eliminate accidents.

Reducing accidents and related unnecessary losses will help us to be more competitive in our industry, this helping to safeguard our jobs.

This policy, under the direction of management and the guidance of our supervisors, shall be observed by all employees.

Executive Director: _____ Date: _____

2. ORGANIZATIONAL SAFETY RESPONSIBILITY

a. MANAGEMENT RESPONSIBILITY FOR SAFETY

- i. Maintain an active progressive safety plan, in which all members of management will participate in order to promote safety awareness and safe work practices on and off the job.
- ii. Authorizes necessary expenditures for the safety department.
- iii. Provide within reason a work environment in which identified, occupational hazards are controlled when eliminations are not feasible.
- iv. Require that all employees follow established safety rules and safe work practices.
- v. Proved budget approvals for the achievement of all approved safety objectives.
- vi. Establish a program, with a system of accountability, in order to audit and track safety performance of all subordinates.
- vii. Actively support the Safety Program as an example to subordinates, and with the decisions and directives that are required.
- viii. Delegate authority to others under his and/or her supervision to expedite and facilitate the application of the Safety Program.

b. SAFETY COORDINATOR RESPONSIBILITY FOR SAFETY:

- i. Identify and appraise the needs of the organization, as well as the needs of the employees.
- ii. Develop and implement a plan to meet the needs of the organization and of the employees.
- iii. Communicate the plan to the persons involved with its implementation.
- iv. Evaluate and monitor the plan to determine its strengths and weaknesses.
- v. Coordinate safety activities.
- vi. Keep and analyze accident records and trends.
- vii. Conduct safety educational programs for supervisory personnel.
- viii. Coordinate departmental safety interest and motivational programs.
- ix. Evaluate all OSHA recordable case investigations.
- x. Assist in scheduled facility inspections.
- xi. Periodically attend scheduled safety meetings.
- xii. Provide safety orientations to all new employees.

c. MAINTENANCE SUPERVISOR

- i. Maintain a regular maintenance schedule on all equipment from a standpoint of safety.
- ii. Work with the safety coordinator.
- iii. Make regularly scheduled inspections as instructed by safety department and make reports.

d. SUPERVISOR RESPONSIBILITY FOR SAFETY

- i. See that all new workers are taught company operations procedures and policies. Explain the company's personnel and safety program and make every effort to get the employees interested in safety procedures, stressing the point that each worker is an important part of the team and give him/her every opportunity to learn.
- ii. Respond to all employee recommendations, either by implementation or explanation.
- iii. Encourage and give credit to employees who report unsafe conditions or practices.
- iv. Investigate and discuss all accidents and injuries with the workers to develop complete information as to the cause and corrective measures.
- v. Constantly study the guidelines so that all work and equipment will be up to company standards and policies.
- vi. See that all safety equipment is used, and is in proper working condition.
- vii. Be knowledgeable of all rules and regulations of the Federal Government pertaining to the company and ensure these rules and regulations are strictly followed.
- viii. Make sure all new and inexperienced workers are instructed in safe operating procedures and the hazards of their jobs.
- ix. Instruct the workers to inspect their equipment regularly to ensure that it is in good and safe working condition.
- x. Do pre-job planning to help foresee any problems or hazards.
- xi. Take necessary steps to correct hazardous conditions and incorrect work practices.
- xii. See that protective devices are in good condition and that they are being used.
- xiii. Promptly report any unsafe equipment to the maintenance department.
- xiv. Stress the importance of teamwork. We must work as a team to prevent accidents and to get the job done.
- xv. See that workers complete each job in an orderly fashion and leave the area hazard free.
- xvi. Be sure that workers are mentally and physically fit for the job.

- xvii. Remind workers frequently how accidents affect them personally and cause hardships on their families such as: pain, suffering, loss of income, etc.
- xviii. Set an example for workers by wearing proper clothing and safety equipment yourself.
- xix. Maintain good housekeeping on all work sites.

NOTE: The ultimate responsibility for the control of accidents remains with you, the supervisor, as part of your regular operational duties.

e. EMPLOYEES' RESPONSIBILITY FOR SAFETY

- i. Be expected to review the Safety Program, read and follow the safety rules
- ii. Support and participate in the Safety program.
- iii. Be expected to perform their jobs in the safest manner possible.
- iv. Be on the alert constantly for any unsafe conditions and report them immediately.
- v. Remember that sound suggestions for the improvement of your jobs are appreciated and are encouraged.
- vi. Observe the same principles of accident prevention on and off the job.
- vii. Take pride in your work and be proud of a job well done.
- viii. Make every effort to keep morale high. Good morale is essential for a safe and happy work environment.

3. WORKPLACE INSPECTIONS

a. INSPECTIONS SERVE TWO BASIC FUNCTIONS:

- i. To maintain a safe work environment and control the unsafe actions of people.
- ii. To maintain operations profitability. Management inspections can be a good tool to measure supervisor's performance in safety. This practice will assure that line managers inspect their areas more often to ensure that conditions remain safe and to reduce the occurrence of unsafe acts.

b. REASONS FOR INSPECTIONS ARE:

- i. To check results against the safety plan.
- ii. To re-awaken interest in safety.
- iii. To re-evaluate safety by example.
- iv. To display the supervisor's sincerity about safety.
- v. To collect data for safety meetings.
- vi. To note and act upon unsafe behavior trends.

- vii. To improve safety standards.
- viii. To spot unsafe conditions.

c. THE INSPECTION PROCESS SHOULD COVER THE FOLLOWING AREAS:

- i. The supervisors should conduct inspections of their areas monthly.
- ii. Inspections may also be conducted by the Safety Coordinator on a random schedule.
- iii. Inspections must be documented in writing.
 - 1. This report is designed to cover the identification of recognized unsafe acts, conditions and any other items inherent in a particular job.
 - 2. This report should include corrective action.
- iv. The completed report will be routed to the company Safety Coordinator and retained on file for a period of one year.

4. ACCIDENT INVESTIGATIONS

- a. All accidents involving personal injury or equipment damage must be reported immediately.
- b. Supervisors are responsible for completing the appropriate form(s) filling in all details.
- c. Accident report forms are in the appendix.
Recommended Corrective Action:
Once you have developed recommendation designed to correct all contributing factors, your report should be submitted, it is very important to follow up with those people involved to be sure that recommended changes have been implemented.
- d. Summary:
Remember, all accidents should be investigated as soon as possible. All people involved should be interviewed in an effort to determine exactly how the accident occurred. Once all the facts have been put together, a report should be submitted to top management. The report should answer the questions: Who, When, Where, What, How and Why?

5. SAFETY MEETINGS

- a. Safety meetings can vary from a formal presentation to a five-minute “tailgate” meeting. The frequency of the meetings needs to be determined by the type of operation and the nature of the business.

However, there should be sufficient items of business for at least one meeting a month.

- b.** Besides arousing interest, promoting discussion and getting input, meetings can serve many different functions such as being informative and motivational. These meetings also reflect management's concern towards safety.
- c.** Seek input from workers; they have often given management information in safety meetings, which has contributed to safety policy, as well as increased production and improved operation.
- d.** A record of meetings should be kept showing the topics discussed, date the meeting was held and the names of persons attending the meeting. (Attendees should sign their name to the roster).
- e.** SAFETY MEETING FORMS – see last page of this policy for GLPC Form

6. SAFETY RULES

a. PERSONAL CONDUCT

- i.** The work place is no place for clowning. Scuffling, practical joking, or horseplay of any kind will not be tolerated. Such conduct is prohibited. The unauthorized introduction, possession, or use of intoxicating beverages, illegal drugs, narcotics, firearms or other weapons, explosives, or other hazardous items or substances shall be prohibited on job sites.

b. HOUSEKEEPING

- i.** During the course of work all waste material and rubbish shall be removed from the immediate work area as the work progresses and all other debris shall be kept cleared from work areas, passageways, stairs and in and around buildings or other structures. Garbage and other waste material shall be disposed of at frequent and regular intervals.
- ii.** Office safety should not be overlooked. Orderly and commonsense housekeeping will reduce the number of office accidents by eliminating potential hazards.

c. SANITATION

- i.** Drinking water, toilet facilities, washing facilities, etc., shall be provided as per OSHA J 1910.141.

d. SAFETY & WARNING SIGNS

- i. When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, flagmen or other appropriate traffic controls shall be provided.
- ii. The use, color, and design of danger signs, caution signs, exit signs, safety instruction signs, directional signs, and accident prevention signs and tags shall be as specified in OSHA Subpart J-1910.145, ANSI 235.1 and ANSI 235.2, latest editions.

e. LIGHTING

- i. Work areas, aisles, stairs, ramps, runways, corridors, offices, shops and storage areas where work is in progress shall be lighted with either natural or artificial illumination.
- ii. When working at night, adequate spotlights or portable lights shall be provided as needed to perform the work safely. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb unless the bulb is deeply recessed. They shall be equipped with connections and insulation maintained in safe condition.
- iii. Temporary lights shall not be suspended by their electrical cords and splices shall have insulation equal to that of the cable. The cord shall not be used if it is defective. Working spaces, walkways, and similar locations shall be kept clear of cords so as to not create a hazard.

f. VEHICLES

- i. All operators of motor vehicles shall have a valid and appropriate driver's license in their possession and shall be familiar with and abide by all traffic regulations effective therein. Getting on or off a vehicle or heavy equipment while it is in motion is strictly forbidden, as is riding on the running board, fenders, or anywhere not designed for passengers.
- ii. Gasoline or diesel fuel shall not be supplied to the fuel tank of a motor vehicle while its engine or the engine of the servicing unit is running. Smoking shall not be allowed near the vehicle while it is being refueled.
- iii. Seat belts shall be worn by drivers and passengers of all company vehicles.

g. WEATHER

- i. Sufficient clothing should be worn to protect against the cold, but tight clothing that restricts the circulatory system should be avoided.
- ii. If a storm approaches while work is progressing in the field, employees should discontinue working in the open. Employees should be kept away from wire fences, telephone lines, metal tools, rivers and lakes.
- iii. Appropriate measures should be taken in hot weather to avoid sunburn, sunstroke and heat exhaustion.

h. STORAGE OF FLAMMABLE LIQUIDS

- i. All gas or gasoline leaks or other potentially hazardous leaks shall be reported immediately. If immediate repair is not possible, adequate warning signs should be posted and extra precautions against fire instituted. Employees required to handle or use flammable liquids, gases or toxic materials shall be instructed in the safe handling and use of such materials. Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Gasoline or any other highly volatile material shall not be stored indoors. Appropriate outdoor storage shall be provided.
- ii. Filling of fuel containers for trucks or motor vehicles from bulk storage containers shall be performed not less than 25 feet from the nearest building. Filling of portable containers or containers mounted on skids from storage containers shall be performed not less than 50 feet from the nearest building. Cans of oil, kerosene, oily rags, waste, etc. shall not be allowed near stoves, furnaces, or gas fires. Use of gasoline as a cleaning agent is strictly forbidden.

i. FIRE PROTECTION & PREVENTION

- i. All accidental fires, no matter how small, shall be reported. The prevention of fires is of utmost importance. Good housekeeping and equipment maintenance shall be followed to eliminate fire hazards.
- ii. The telephone number(s) of the local fire department(s) and reporting instructions shall be posted conspicuously at telephones and at employee entrances.
- iii. Personnel shall be instructed in the basic application of fire extinguishers.
- iv. A fire extinguisher, rated not less than 2-a shall be provided for each 3000 square feet of protected building area. Travel distance

from any point of the protected building area to the nearest extinguisher shall not exceed 100 feet.

- v. Partially used fire extinguishers shall be discharged of pressure, recharged or replaced immediately. The hose nozzles should be kept free of obstruction at all times. In areas where insects tend to nest, the nozzle should be protected to prevent plugging. All employees should be instructed in the proper use of available fire fighting equipment and any special precautions against fire that must be taken.

j. PERSONAL PROTECTIVE EQUIPMENT

General:

Employees are required to wear appropriate personal protective equipment in all operations where there is an exposure to injuries without such equipment. No unprotected person shall be knowingly subjected to a hazardous condition or situation.

i. WORK CLOTHING

Ordinary work clothes provide sufficient protection for most construction work operations. Complete clothing is required for outside work, and shorts shall not be worn.

ii. HEAD PROTECTION

Hard hats shall be worn whenever head injury hazards may exist. The hats shall meet specifications contained in ANSI Z89.1, Safety Requirements for Industrial Head Protection, latest revision.

iii. EYE PROTECTION

Safety spectacles as a minimum shall be worn at all times on the job by all employees. Side shields shall be added if peripheral protection is needed. Impact-type goggles shall be worn when chipping scraping, buffing, grinding and hammering, or when engaged in any activity involving hazards to the unprotected eye by flying or falling particles or objects. A person near others who are doing work requiring the use of safety goggles shall also wear such goggles. Complete-coverage eye protection shall be worn when dust hazards exist and when using any type of pneumatic tool. Splash-proof chemical goggles shall be worn when handling hazardous chemical liquids, powders, or vapors, such as in cleaning material with chemical solutions.

iv. HEARING PROTECTION

Protection (ear muffs or ear plugs) for the inner ear against damage to hearing shall be worn in excessively noisy areas. These areas are generally defined as any area where the noise level is sufficiently high to make conversation difficult.

v. HAND PROTECTION

Gloves shall be worn as protection against abrasions and lacerations from rough or sharp materials, and against burns and skin irritants.

vi. FALL PROTECTION

An approved safety belt shall be worn at all times where there is exposure to a fall of 6 feet or more unless other adequate protection against falling is provided. A lifeline should be secured to a higher independent support. The belt shall be snugly fitted to the wearer, with no more slack in the safety line than is absolutely necessary.

vii. FOOT PROTECTION

Safety shoes and/or boots with steel toes are recommended for use on the job. The wearing of hobnailed shoes and shoes with protruding nails or metal taps shall be prohibited. Lace type boots with non-slip soles are preferable because they afford more ankle supports than the loose pull-on type. Tennis shoes or other cloth shoes should not be worn, nor should boots with thin or worn-out soles. They are easily penetrated by sharp stubs, nails, or glass. Occasionally, rubber boots may be worn when working in wet or muddy conditions.

viii. RESPIRATORY PROTECTION

Respirators shall be worn when personnel are working in an atmosphere contaminated with harmful dusts, fogs, mists, gases, smokes, sprays, and vapors. Respirators shall be one of the types approved by the National Institute of Occupational Safety and Health (NIOSH).

ix. BACK PROTECTION

1. Make sure you can handle the load alone. If not, get help.
2. Set your feet solidly and well apart.

3. Crouch as close to load as possible.
4. To lift the object, straighten your legs, keep your back as straight as you can.

THE RIGHT WAY TO LIFT

1. Feet parted – one alongside, and one behind object.
2. Keep back straight, nearly vertical
3. Chin tucked in.
4. Grip the object with the whole hand.
5. Elbows and arms tucked in.
6. Body weight directly over feet.

If an object is too heavy, do not attempt to lift, without assistance...you can avoid a back injury.

k. HAND TOOLS

- i. All hand tools and similar equipment shall be inspected regularly and maintained in a safe condition. They should be used only for the purpose for which they are designed. Any tool found not in proper working order, or that develops a defect during use, shall be removed immediately from service and not used until properly repaired. Tools and/or loose material shall never be left aloft or on moving machinery.

l. POWER TOOLS

- i. Only those workers who have been trained in the operation of the particular tool in use shall be allowed to operate a power-actuated tool. It shall be tested each day of use to ensure that safety devices are in proper working conditions.
- ii. When power-operated tools are designed to accommodate guards, they shall be equipped with such guards when in use. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating or moving parts of equipment shall be guarded if such parts are exposed to contact by workers or otherwise create a hazard.

m. HEAVY EQUIPMENT

- i. Only those employees qualified by training or experience are utilized to operate equipment and machinery. The use of any machinery, tools, materials, or equipment which is not in

compliance with OSHA-Part 1926 is prohibited. Such items shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be removed physically from its place of operation. Operators shall ensure that all machinery and equipment is maintained in safe running order and inspected regularly to ensure safe, continued operation.

- ii. Equipment operators shall be designated in writing as being qualified by training or experience to operate equipment or machinery.
- iii. Utility companies shall be notified and requested to locate underground equipment prior to performing excavation work.

n. BOATS AND WATER SAFETY

- i. Only those employees qualified by training or experience shall be allowed to operate boats.
- ii. All persons aboard boats and barges shall wear a proper work vest.
- iii. Precautions must be taken when boarding and disembarking from boats. Wherever practical, a boarding ramp shall be utilized.
- iv. Personnel shall not jump from docks to vessels and vice-versa.

o. ROADSIDE WORK

- i. Personnel engaged in roadside work shall wear brightly colored clothing, basically seen by approaching motorists.
- ii. Motorist shall be warned by appropriate signs or flag persons of roadside work in the area.

p. WAREHOUSE SAFETY

- i. Warehouses shall have posted smoking and non-smoking areas. Gasoline or any other highly volatile material shall not be stored in a warehouse. Appropriate outside storage shall be provided.
- ii. Allowable floor or platform loadings shall be determined by competent professional personnel and prominently posted. These posted loads shall not be exceeded.
- iii. The principles of and the necessity for good housekeeping should be stressed. If heavy fittings are placed in bins, strips shall be placed across the lower part of the bins to keep such fittings from falling out. Proper provisions shall be made to reach material safely on the higher shelves. The shelves shall be inspected for strength periodically. Aisles, stairways, hallways and loading platforms shall also be kept free of materials that can cause tripping, fire, explosion, or pest harborage. A non-skid surface shall be provided on ramps and walkways where there is potential danger of slipping.

- iv. All materials stored in tiers shall be stacked, racked, locked, interlocked, or otherwise secured to prevent sliding, falling or collapsing.

q. ELECTRICAL SAFETY

- i. All electrical work shall be in accordance with the appropriate provisions of the National Electrical Code – NFPA 70, OSHA requirements, and ANSI C2, latest revision before any work is begun on or near energized systems. The power shall be secured by de-energizing the circuits where practical or by providing the proper personnel protection to all who may come into contact with the competent energized system. Before work is begun, technicians shall ascertain by inquiry or direct observation, or by instruments, whether any part of an electric power circuit, exposed or concealed, is so located that the performance of the work may bring any person, tool, or machine into physical or electrical contact therewith. Operating voltage of equipment and lines shall be determined before working on or near energized parts.
- ii. A lock-out/tag-out system shall be utilized to protect personnel working on electrical equipment.
- iii. All cords and electric tools shall be inspected frequently for defects and either properly repaired or replaced.

r. LADDERS & SCAFFOLDING

- i. All ladders shall be used within those specifications identified by the manufacturer.
- ii. Ladders shall be inspected frequently for defects or damage and repaired or replaced accordingly.
- iii. Scaffolds shall be erected by competent persons as per OSHA requirements.

s. HAZARDOUS MATERIALS

- i. Effective May 23, 1988, all employers with employees exposed to hazardous chemicals are required to establish hazard communication programs to transmit information on the hazards to the employees.
- ii. This will be carried out by means of labels on containers, material safety data sheets (MSDS), and training through safety meetings with employees.
- iii. Upon assigning employees to work management will communicate any potential exposure, which may be hazardous to employees.

- iv. Employees are also encouraged to read and heed labels, and familiarize themselves with the hazardous nature of substances they may come in contact with.
- v. A Material Safety Data Sheet (MSDS) Manual shall be provided for reference and use. It contains the following information: Emergency telephone numbers and emergency medical advice on hazardous chemical exposure; guidelines on labeling containers; an index listing the various chemicals routinely used by customers in normal operations; a data sheet on each chemical describing composition, flash point, toxicity, personal protection requirements, etc.; and handling and storage precautions.

7. SAFETY TRAINING

- a.** In addition to safety meetings, employee training should be conducted for new employees and existing employees on a new job, or when new work practices are initiated.
 - i. Employee training should include: the correct work procedures to follow, use of personal safety equipment, company safety policy and procedures and where to get assistance when needed.
 - ii. Employee training should be conducted by the employee's immediate supervisor and/or associates.
- b.** Training should be conducted for all supervisory positions in: conducting safety meetings, conducting inspections, accident analysis and leadership skills.
 - i. Supervisory training will be conducted by the Company Safety Coordinator, Training Specialist, Corporate In-house Seminars, Outside Consultant or Industry Seminars.

8. RECORDKEEPING

- a.** Accident and injury records are essential to a successful safety program. Records supply the information necessary to transform haphazard, costly, and ineffective methods into planned safety programs that control conditions and actions, which contribute to accidents. Often it is the reluctance to maintain records that causes the failure of a safety program.
 - i. OSHA records must be kept on file for a period of five years (Federal requirement).
 - ii. OSHA yearly summaries must be posted during the month of February for the preceding year.
- b.** Other records must be kept on file for a period of one year (State requirement). These records include:

- i. Inspection reports Accident investigation
 - ii. Minutes of safety meetings
 - iii. Training records
- c. LWC-15 requires that the “Notice of Compliance” be displayed at your place of business in order to fulfill your duty of advising your employees.

NOTE: Time of retention should begin the year following the year for which the record is initiated.

9. FIRST AID

- a. In case of accidents and injury, first aid may be necessary in order to save lives and further injury before medical attention can be obtained. First aid should be rendered at once to an injured man.
- i. Handle the patient carefully and reassure him.
 - ii. Clean an open wound, apply the proper dressing. Do this with confidence.
 - iii. Sterilize all instruments before using.
 - iv. Do not tear away blood clots. Do not tear off a dressing; soak it with warm sterilized water or antiseptic.
 - v. Apply splints to broken bones. Avoid putting a strain on the injured part.
 - vi. Extreme caution must be exercise if there is a back injury. Work a blanket under the patient and lift with an even strain and then slide stretcher underneath.
 - vii. Call “911” for severe cases requiring critical emergency care.
- b. **BLEEDING**
- i. Most external bleeding can be controlled by applying pressure directly over wound, using clean cloth or handkerchief.
 - ii. Application of bare hand or fingers may be necessary for quick action until cloth material can be used.
 - iii. After bleeding is controlled, bandage snugly.
 - iv. If an extremity is involved, elevate it, using pillows or substitutes.
- c. **BURNS**
- i. Small Burns
 - 1. Immediately immerse in cold water or apply clothes wrung out in cold water.

2. After pain subsides, blot dry and cover with simple dressing if desired.
- ii. Extensive Burns
1. Cut clothing from burned area.
 2. Place clean cloth over burned areas to exclude air.
 3. Have patient lie down; head and chest lower than rest of body.
 4. Severely burned patients need fluids (non-alcoholic).

d. HEAT EXHAUSTION

- i. Protect victim by having him lie down in the shade.
- ii. Give fluids sparingly. If available, administer salt solution (1/2 teaspoon per half-glass of water) every fifteen minutes for three or four doses.
- iii. Nauseated patients usually can take salt solution after period of rest.

e. SHOCK

- i. Best advice is to give aid for shock to all seriously injured people. Shock symptoms are usually these: clammy skin, pale face, complaint of chilled feeling, nausea, shallow breathing.
 1. Take steps to control cause of shock
 2. Keep patient lying down.
 3. Elevate patient's legs.
 4. If weather is cold or damp, keep patient warm.

f. ORAL POISONING

- i. Serious poisoning may occur in a variety of ways: most common is by swallowing a harmful substance. Occasionally, poisoning is the result of an overdose of a drug or medication.
- ii. First aid should be given to dilute or neutralize the poison as quickly as possible; then, except as advised, to induce vomiting.
- iii. Do not give fluids to an unconscious victim.
- iv. If the victim has not swallowed a strong alkali, strong acid, or petroleum product and is conscious:
 1. Dilute the poison with water or milk.
 2. Induce vomiting.
 3. Seek medical advice and attention immediately.
- v. If the victim has swallowed a strong acid, strong alkali, or petroleum product:
 1. Keep the victim quiet and warm.
 2. Do not give fluids.
 3. Get medical help immediately.

- vi. If the specific antidote, which is described on the label of a commercial product, is available, it should be administered. Otherwise, have someone call a doctor, poison control center, or hospital for advice.

g. HEART-LUNG RESUSCITATION

When the victim's heart has stopped due to a heart attack, electric shock, or any other accident, you may be able to save a life by taking this immediate action.

i. Heart-Lung Resuscitation

1. Heart-Lung Resuscitation combines the administration of mouth-to-mouth inflations with closed chest heart compressions in a programmed sequence that provides oxygen to the brain and restoration of the heartbeat.
2. Speed is imperative.
3. The rescuers must get oxygen to the brain within 3 or 4 minutes to prevent possible brain damage.
4. Ideally, you want two rescuers – one to give mouth-to-mouth inflations and the other to do the closed chest heart compressions, however, it is possible for a single rescuer to perform both.

ii. Closed-Chest Heart Massage

1. IF PULSE IS ABSENT – Pupils dilated and deathlike appearance:
2. Place heel of one hand on lower part of breastbone. Put other hand on top of it.
3. Press downward with both hands, until breastbone is depressed from one or two inches. Continue pressure and release at one-second intervals.
4. ONE OPERATOR – alternate 2 quick inflations with 15 compressions.
5. TWO OPERATORS – interpose on inflation after every fifth compression.

iii. MOUTH TO MOUTH RESUSCITATION

1. When a person cannot breathe for himself due to electric shock – drowning-asphyxiation, you may preserve a life if you do the following at once: The first several seconds are vitally important. Do not delay.
2. IF UNCONSCIOUS – OPEN AIRWAY

3. If air passage is not yet cleared, clear at once with several sharp blows between shoulder blades.
4. IF NOT BREATHING - BREATHE FOR HIM
5. Open your mouth wide and cover victim's mouth completely by placing your mouth over his with airtight contact also closing victim's nose by pinching it between thumb and finger.
6. Blow air into victim's lungs until you see his chest rise.
7. Take your mouth away and watch the chest fall, now blow again. Continue this rhythm at least 12 times/minute (20 times/minute for children) until victim can breathe for himself.

10. EMERGENCY RESPONSE PLAN

a. GENERAL EMERGENCIES

- i. The most probable emergencies such as injuries, fires and vehicle collisions that require attention beyond the in-house capabilities of our employees can be attended by the professional agencies that exist in the near proximity of all of our work locations by calling 911.
- ii. All vehicles and boats have telephone and/or radio communication at these work areas.
- iii. Office personnel are aware of the access and egress passageways and doors in our main office. These will be inspected monthly to ensure that they are clear, unobstructed and operable.

b. HURRICANES

- i. Our staff and personnel participate in an annual Hurricane Preparedness and Evacuation Plan review with Lafourche Parish agencies and local Civil Defense officials.
- ii. This plan is reviewed and updated just prior to hurricane season each year.

C. ACCIDENT REPORTING

EMPLOYEE:

If an employee is either involved in an accident or otherwise requires medical attention while in the workplace or on port property, the employee shall immediately report the incident to his/her immediate supervisor or, if the immediate supervisor is unavailable, the Safety Coordinator. If needed, the supervisor will administer first aid and/or have the employee transported to one of the following, according to severity of injury:

<u>SEVERITY</u>	<u>PROVIDER</u>
MINOR	DOCTOR (EMPLOYEE CHOICE)
SERIOUS	NEAREST HOSPITAL
LIFE THREATENING	911

In all the above instances, the employee shall tell the healthcare provider whether the injury is related to work done for the Greater Lafourche Port Commission.

If the immediate supervisor and Safety Coordinator are unavailable, then the employee shall follow the chain of command or call the office for assistance.

All accidents and required medical attention in the workplace or on port property shall be reported to the Safety Coordinator as soon as possible (within one hour) giving full details of the accident. The Safety Coordinator shall respond to all such accidents and medical attention and handle all investigations and reporting. In the event the Safety Coordinator is unable to respond, the supervisor SHALL supply a detailed written report to the Safety Coordinator within 4 hours. The Human Resource Coordinator shall be notified by the Safety Coordinator of the accident and injury status.

If employee refuses to comply with the above procedure, the Safety Coordinator shall obtain a written statement of refusal. If the employee refuses the above procedure for an accident or medical attention that occurs after regular hours or the Safety Coordinator is unavailable, the supervisor will obtain a written statement of refusal.

After the accident investigation is complete, the Safety Coordinator shall provide a detailed report to the Executive Director including causes and effects along with corrective actions needed to prevent future occurrences.

The Human Resource Coordinator will maintain communication between the injured employee and the insurance company on a regular basis to see how the employee is doing, to explain workers comp benefits, and to answer any questions the employee or insurance company may have, etc.

INSURED PORT ASSET:

If an employee is involved in an accident which results in damage to Port owned assets or an employee witnesses damage to port owned assets, the employee shall immediately report the incident to his/her immediate supervisor.

The supervisor SHALL contact the Safety Coordinator as soon as possible (within one hour) giving full details of the accident or damage reported. The Safety Coordinator shall respond to all workplace accidents or reported damage to port owned assets and handle all reporting and notifications to the Human Resource Coordinator. In the event the Safety Coordinator is unable to respond, the supervisor SHALL supply a detailed written report to the Safety Coordinator within 4 hours. If accident or reported damage occurs after regular office hours and the Safety Coordinator is unable to respond, the supervisor shall present a detailed written report to the Safety Coordinator the morning of the following business day.

Once the investigation is complete and all reports are reviewed, the Safety Coordinator shall provide a detailed written report to the Executive Director including causes and effects along with corrective actions needed to prevent future occurrences.

The Human Resource Coordinator shall contact the appropriate insurance carriers to report accident and/or damage to port owned assets and will maintain communications with supervisor and insurance carrier on status of payment of repairs.

**EMPLOYEE STATEMENT
REFUSAL OF MEDICAL TREATMENT**

I, _____, on _____, do
Employee Name **Date of Injury**

hereby refuse to seek medical treatment for injuries, which I acquired due to
accident on _____, at approximately _____.
Date of Injury **Time of Injury**

Employee Signature Date

Supervisor or Safety Coordinator Date

Witness (If Available) Signature Date

D. FLEET LOSS PREVENTION

Each employee driving a personal or company vehicle must meet established fleet safety guidelines. Preventative maintenance guidelines are also established to help insure the safety of both employees and the general public.

This program applies to all employees of the Greater Lafourche Port Commission who drive a vehicle in the performance of their assigned duties. It also applies to those persons responsible for vehicle maintenance and for program implementation and follow-through.

The Safety Coordinator will be responsible for implementation and periodic review of all fleet policies and procedures. The Safety Coordinator has the authority to delegate various fleet duties to other personnel.

Each employee operating a company or personal vehicle in the performance of their assigned job duties will be required to:

1. Be familiar with the Fleet Safety Program
2. Responsible for the safe operation and proper upkeep of any assigned vehicle.
3. Provide management with any information required to qualify as a driver.
4. Must REPORT ALL ACCIDENTS occurring in the course of company business as soon as possible.
5. Must HAVE LOCAL POLICE MAKE A WRITTEN ON-SIGHT ACCIDENT REPORT of any accident involving the employee driver and the driver of another vehicle.
6. Report any vehicle maintenance problems to the appropriate personnel immediately. A driver should refuse to operate any equipment they consider unsafe.

Report to management any medication being taken that is known to cause drowsiness, dizziness, or any impairment of normal functions.

DRIVER SAFETY RESPONSIBILITIES

Employees operating company vehicles for the Greater Lafourche Port Commission are responsible for adhering to the Fleet Safety Program, specifically:

1. Driving in a safe, lawful and courteous manner at all times.

2. Conducting a daily pre-trip inspection of the vehicle prior to beginning the day's travel.
3. Refraining from using handheld cellular telephones, pagers, radios, personal computers or any other communication device while the vehicle is in motion.
4. Knowing what to do in the event of an accident and immediately contacting your supervisor.
5. Reporting all moving violations and citations to supervisors immediately.
6. Locking the vehicle when it is unattended.
7. When putting a vehicle in reverse, the last thing to do prior to putting the vehicle in reverse gear is to check all around (360 degrees) the vehicle for obstacles or possible danger.
8. Signaling intentions when making lane changes, turning, pulling away from a parked spot, or whenever others should be advised of intended movements.
9. Maintaining a safe following distance with the vehicle ahead. In ideal conditions maintain a 3 second interval between your vehicle and the vehicle ahead of you. In less than ideal conditions, increase the intervals to at least one additional second for each adverse condition confronted with.
10. Reducing speed when approaching and entering an intersection.
11. Watching out for pedestrians, especially for persons stepping from between parked vehicles. Pedestrians include roller-bladers, bicyclists, etc.
12. Understanding that the company's Substance Abuse and Drug Free Policy and not operating a vehicle when impaired by any substance, legal or illegal.
13. Wearing seat belts and requiring any passengers to wear their seat belts.
14. Following the agency's policy on personal use of port vehicles.

DRIVING REQUIREMENTS

Anyone operating vehicles, including light duty trucks under 26,000 pounds gross weight must have a valid, current Class C driver's license. Persons operating heavy duty trucks, over 26 000 pounds gross weight must have the appropriate Class A or B driver's license and must have met all CDL requirements and must meet all D.O. T. requirements.

Employees who do not meet the agency's vehicle insurance carrier' s driving record standards will not be permitted to drive company vehicles.

Employees who cannot be covered under the GLPC vehicle insurance policy, for whatever reason, will not be permitted to drive company vehicles.

PREVENTATIVE MAINTENANCE GUIDELINES

Each company owned vehicle will be maintained in a manner that will result in safety for both the driver and for the general public. Preventative maintenance guidelines will be established for each class of vehicle owned and operated by the Port Commission.

E. PRIVACY ISSUES

REFERENCE CHECKING

From time to time, other employers or financial institutions will call to check for references on a former employee or employment data of a current employee. In the case of financial institutions, the request should be forwarded to the Human Resource Department. The only information disclosed will be dates of employment, position held or currently holding, and confirmation of a salary quoted by the person making the request. Any additional information requested should be submitted in writing with signed authorization from the employee or former employee.

In the case of reference checking, the call may be handled by the head of the department of the employee. The dates of employment, and position held may be disclosed, but not the salary. Persons giving out information on past employee performance should be aware that divulging information is legal if the information is accurate, but that there are some risks associated with doing so.

COMPUTERS

Employees should be aware that all data on computer hard drives and company networks is not totally confidential and can be accessed by the administrator. Information on the network is company property.

SENSITIVE INFORMATION

All sensitive business and employee information should remain protected at all times. Examples of sensitive employee information are personally identifiable information such as SSN, driver's license number, bank account number, passport number, direct deposit forms, W-2's, etc... Examples of sensitive business information are vendor, donor, or supplier banking information, internal banking information, etc.

If an email request is made for sensitive business or employee information the recipient of the email is required to verify that requestor is a legitimate party. This verification should be done face-to-face or by a phone call initiated by the recipient of the request. After the requestor is verified, the employee must receive permission from the Executive Director or Director of Finance to release the requested information to the requestor.

F. EMPLOYEE SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE

1. PURPOSE

Employees are the State of Louisiana's most valuable resource and their health and safety is a serious concern. The State of Louisiana will not tolerate any substance abuse or use, which imperils the health and well-being of its employees or threatens its services to the public.

The use of illegal drugs and abuse of alcohol or other controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse alcohol or other controlled substances on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in providing services. Ultimately, they threaten the State's ability to serve the public.

Furthermore, employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Employees who abuse drugs or alcohol are a danger to themselves and to other employees. In addition, substance abuse inflicts a terrible toll on the State's productive resources and the health and well-being of Louisiana workers and their families.

The State of Louisiana is committed to maintaining a safe and healthy workforce free from the influence of substance abuse. In addition, the State of Louisiana will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

2. DEFINITIONS

Drug-Free Workplace – a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988.

Controlled Substance – any drug, substance, or immediate precursor in Schedules I through V of LA R.S. 40:964 or Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Criminal Drug Statute – a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

Conviction – a finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

3. **POLICY**

It shall be the policy of the State of Louisiana to maintain a drug-free workplace and workforce free of other substance abuse.

- a. Reporting to work or performing work for the State while under the influence of and impaired by illegal drugs or alcohol is prohibited.
- b. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances by employees at the work site, and while the employee is on official state business, on duty or on call for duty is prohibited.
- c. Violation of such prohibitions by State employees is considered conduct detrimental to State service and may result in discipline and/or a directive to participate in a rehabilitation program.
- d. Employees are required by federal law to notify the employing state agency head or designee within five (5) days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours or when on call for duty.
- e. An employee who is convicted of violating any criminal drug statute in such workplace situations as stated above may be subject to discipline and/or a directive to participate in a rehabilitation program.
- f. Agencies who receive federal grants or contracts must report any such criminal drug statute convictions of their employees to the federal agency from which grants or contracts are received within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- g. Employees will be given a copy of the Employee Substance Abuse and Drug-Free Workplace Policy. Employees will be informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy. Notification of this policy should be required as part of new employee orientation.

4. ASSISTANCE PROGRAM

Employers shall encourage and support their employees in seeking rehabilitation services and should assist them in utilizing any available state-supported services. Use of sick, annual, and compensatory leave and leave without pay for purposes of bona fide rehabilitation efforts is encouraged.

5. AWARENESS PROGRAM

The State of Louisiana will strive to educate employees about the dangers of substance abuse.

The State of Louisiana will establish a Substance Abuse Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The State will use that program in an ongoing educational effort to prevent and eliminate abuse that may affect the state workforce.

The Substance Abuse Awareness Program will contain provisions to inform employees about the: (1) dangers and recognition of alcohol and drug abuse; (2) Employee Substance Abuse and Drug-Free Workplace Policy; (3) availability of treatment and counseling for employees who voluntarily seek such assistance; (4) sanctions the State will impose for violations of its Substance Abuse and Drug-Free Workplace Policy.

6. APPLICABILITY

This Employee Substance Abuse and Drug-Free Workplace Policy applies to all state agencies. State employees, as used in this policy, mean all classified and unclassified employees.

7. EFFECTIVE DATE

This Employee Substance Abuse and Drug-Free Workplace Policy is effective May 23, 1989.

Dennis Stine
Commissioner of Administration

G. WORKPLACE DRUG TESTING

The Greater Lafourche Port Commission has a long-standing commitment to working toward a drug-free workplace. In addition, the Louisiana legislature enacted laws, which provide for the creation and implementation of drug testing programs for state employees. Further, the Governor of the state of Louisiana issued Executive Order 98-38 providing for the promulgation by executive agencies of written policies mandating drug testing of employees, appointees, prospective employees and prospective appointees, pursuant to Louisiana Revised Statute 49:1001, et seq. The Greater Lafourche Port Commission fully supports these efforts and is committed to a drug-free workplace.

APPLICABILITY

This policy shall apply to all employees of GLPC including appointees and all other persons having an employment relationship with this agency.

DEFINITIONS

Controlled Substance – a drug, chemical substance or immediate precursor in Schedules I through V of R.S. 40:964 or Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Designer (Synthetic) Drugs – Those chemical substances that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.

Employee – unclassified, classified, and student employees, student interns, and any other person having an employment relationship with the agency.

Illegal Drug – any drug which is not legally obtainable or which has not been legally obtained, to include prescription drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed.

Reasonable Suspicion – belief based upon reliable, objective and articulable facts derived from direct observation of specific physical, behavioral, odorous presence, or performing indicators and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this policy.

Safety-sensitive or Security-sensitive position – a position determined by the Appointing Authority to contain duties of such nature that the compelling State interest to keep the incumbent drug-free outweigh the employee's privacy interests. A list of such positions within the GLPC is attached hereto and is made a part hereof. The list was determined

with consideration of statutory law, jurisprudence, the practices of this agency and the following examples of safety-sensitive and security-sensitive positions.

1. Positions with duties that are required or are authorized to perform the safety inspections of a structure,
2. Positions with duties that are required or are authorized to have access to a prison or incarcerated individual;
3. Positions with duties that are required or are authorized to carry a firearm,
4. Positions with duties that allow access to controlled substances (drugs).
5. Positions with duties that are required or are authorized to inspect, handles, or transport hazardous waste as defined in R.S. 30:2173(2) or R.S. 32:1502(5);
6. Positions with duties that are required or are authorized to exercise any responsibility over power plant equipment;
7. Positions with duties that require on-the-job instructing or on-the-job supervising of any person to operate or maintain any heavy equipment or machinery; and
8. Positions with duties that require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee.

Under the Influence – for the purpose of this policy is, a drug, chemical substance, or the combination of a drug, chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion or scientifically valid test.

Workplace – any location on agency property including all property, offices and facilities (including all vehicles and equipment) whether owned, leased or otherwise used by the agency or by an employee on behalf of the agency in the conduct of its business in addition to nay location from which an individual conducts agency business while such business is being conducted.

To assure maintenance of a drug-free workforce, it shall be the policy of the Greater Lafourche Port Commission to implement a program of drug testing, in accordance with Executive Order No. MJF 98-38, R.S. 40:1001, et seq., and all other applicable federal and state laws, as set forth below.

CONDITIONS REQUIRING DRUG TESTS

The Greater Lafourche Port Commission shall require drug testing under the following conditions.

1. Reasonable Suspicion: any employee shall be required to submit to a drug test if there is reasonable suspicion (as defined in this policy) that the employee is using drugs.
2. Post-Accident: Each employee involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug test if the accident a) involves circumstances leading to a reasonable suspicion of the employee's drug use, b) results in a fatality, or c) results in or causes the release of hazardous waste.
3. Rehabilitation Monitoring: Any employee who is participating in a substance abuse after-treatment program or who has a rehabilitation agreement with the agency following an incident involving substance abuse shall be required to submit to random drug testing.
4. Pre-employment: Each prospective employee shall be required to submit to drug screening at the time and place designated by the agency following a job offer contingent upon a negative drug-testing result. Pursuant to R.S. 49:1008, a prospective employee who tests positive for the presence of drugs in the initial screening shall be eliminated from consideration for employment. In addition, when an employee returns from absences of six (6) weeks or more, it will be a condition of continued employment for said employee to submit to a drug screening.
5. Random Drug Testing - Safety-sensitive and Security-sensitive positions: Every employee in a safety-sensitive or security-sensitive position shall be required to submit to drug testing as required by the Agency, who shall periodically call for a sample of such employees, selected at random by a computer-generated random selection process, and require them to report for testing. All such testing shall, if applicable, occur during the selected employee's work schedule.

PROCEDURE

Drug testing pursuant to this policy shall be conducted for the presence of cannabinoids (marijuana metabolites), cocaine metabolites, opiate metabolites, phencyclidine, and amphetamines in accordance with the provisions of R.S. 49:1001, et seq. The Agency reserve the right to test its employees for the presence of any other illegal drug or controlled substance when there is reasonable suspicion to do so.

The supervisor of the employee to be tested shall determine when any of the above-named testing conditions exist and shall obtain approval from the Executive Director when the tests is being requested due to reasonable suspicion.

Testing services shall be performed by a provider chosen by the Agency. All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and privacy of the donors. The Executive Director shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation. All direct observation shall be conducted by a same gender collection site person.

CONFIDENTIALITY

All information, interviews, reports, statement, memoranda, and/or test results received by the Greater Lafourche Port Commission through its drug testing program are confidential communications, pursuant to R.S. 49:1012, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding, or hearing, or civil litigation where drug use by the tested individual is relevant.

VIOLATION OF THIS POLICY

Violation of this policy, including refusal to submit to drug testing when properly ordered to do so, will result in actions up to and including termination of employment. Each violation and alleged violation of this policy will be handled on an individual basis, taking in account all data, including the risk to self, fellow employees, and the general public.

H. SMOKE FREE WORKPLACE

INTRODUCTION

Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 that secondhand smoke is responsible for the early deaths of up to 65,000 Americans annually.

The U.S. Surgeon General has determined that the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke.

A significant amount of secondhand smoke exposure occurs in the workplace. Employees who work in smoke-filled businesses suffer a 25-50% higher risk of heart attack and higher rates of death from cardiovascular disease and cancer, as well as increased acute respiratory disease and measurable decrease in lung function.

Greater Lafourche Port Commission is dedicated to providing a healthy, comfortable, and productive work environment for our employees and the general public.

POLICY

It is the policy of the Greater Lafourche Port Commission to prohibit smoking in any enclosed company facility in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.”

EFFECTIVE DATE

This policy will become effective on June 15, 2006.

SCOPE

The Smoke-Free Workplace policy applies to:

1. All enclosed facilities owned or leased by the GLPC and occupied on a day-to-day basis by GLPC employees.
2. All enclosed facilities in which GLPC sponsored off-site conferences or meetings.
3. All vehicles owned or leased by the GLPC unless the individual is alone or has permission from “all” passengers to smoke.

4. All employees, clients, contractors and visitors to GLPC premises.

The Smoke-Free Workplace policy does NOT apply to:

1. Outside of enclosed facilities at a reasonable distance where second-hand smoke does not enter enclosed facilities via entrances, windows, ventilation systems, or any other means.
2. Facilities owned or leased by the GLPC and 100% leased to third parties not occupied on a day-to-day basis by GLPC employees.

PROCEDURES

We believe that the spirit of thoughtfulness and cooperation which is characteristic at the GLPC is adequate to resolve any disputes which might arise under this policy. Where disputes cannot be so resolved, the rights of the nonsmoker shall be given favorable consideration.

Employees who violate this smoking policy will be subject to disciplinary action up to and including discharge.

Resolving complaints about smoking:

1. Any complaints about the application of the policy to the workplace should be brought to the employee's supervisor and in turn following the applicable chain-of-command.
2. The complaint should be submitted in writing through the GLPC Grievance Procedure. GLPC will investigate the complaint and resolve it in accordance with the policy.
3. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.