

SAFETY NEWSLETTER

SPRING 2009, ISSUE 2 APRIL 15, 2009

CAMPUS FIRE DRILLS SCHEDULED IN APRIL

The Office of Risk Management mandates that LSUS conduct an annual fire drill. This year, the fire drill will be conducted the week of April 27 - May 1.

Each building on campus will conduct an individual fire drill during that week. Specific fire drill times and procedures for each building will be published via campus e mail in the near future.

LSUS students and employees should familiarize themselves with the procedures for structure fire contained in the blue and yellow "Emergency Procedures flip chart" as well as review evacuation plans for all campus buildings they may frequent.

Before a fire.....

- * Read LSUS "Emergency Procedures" chart
- * Familiarize yourself with closest exit and alternative exit
- * Know where the stairs are located

During an evacuation.....

- * Exit building via closest safe route
- * Do not use the elevator
- * Do not attempt to fight the fire
- * Upon exiting, go immediately to a safe area
- * Call Campus Police if no one has done so
- * Follow instructions of Campus Police



WHAT IS LOCK OUT/TAG OUT?

LO/TO is an acronym for Lock Out/Tag Out which is a process to ensure employee safety by indentifying devices that have been turned off or shut down while they are being repaired or when a hazard exists. The Department of Facilities Services manages

the LSUS LO/TO Program and will coordinate placement of all LO/TO devices on campus.

Examples of LO/TO devices are pictured at right.. **NEVER** remove or touch one of these safety devices or attempt to operate any-

thing that has been locked or tagged. Never reset a circuit breaker, even if it is not locked out – it tripped for a reason and should be reset only after Facilities Services has identified and corrected the cause of the problem.

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- *Lock/Tag Out*
- *Natural gas leaks*
- *Safety Committee Notes*
- *Incident/Accident Reporting*

Since January 2008, there have been 15 fires in classrooms or administrative buildings at 15 universities across the United States, resulting in one student death.



EXAMPLES OF COMMON LOCK AND TAG OUT DEVICES

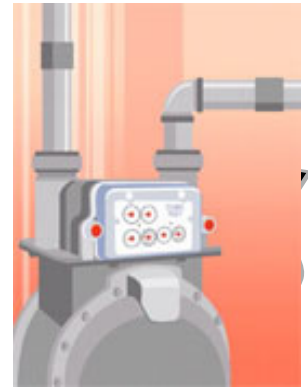


NOTICE TO LSUS EMPLOYEES: NATURAL GAS

The LSU in Shreveport campus has natural gas pipes located underground throughout the campus. The gas is used for heating buildings, water and preparing food in the University Center building. The natural gas is purchased from CenterPoint Energy at a single metering point located in the southwest corner of the

campus. From this point there is a single 2" steel gas line underground delivering gas to the following buildings: Central Utility building, Physical Plant, Physical Plant office, Science Building, backup generator, Fine Art Complex, University Center, Health & Physical Education Building and museum.

The natural gas being delivered from CenterPoint Energy has an odorant chemical applied to the gas so it can be detected by smell if a leak should ever occur. If anyone on the campus of LSU Shreveport smells a gas leak or suspects a leak, they should contact the LSUS Campus Police at (318) 455-5497 as soon as possible.



Immediately report any unusual smells to LSU S Facilities Services

SAFETY COMMITTEE MEETING NOTES

The 3d Quarter meeting of the LSUS Safety Committee was held on February 19th. The following issues were discussed:

Progress continues on implementation of the campus Hazard Communication Plan. Departments that maintain hazardous materials have made good progress toward the inventory and training

requirements prescribed by the state Office of Risk Management.

The committee discussed the concept of appointing a building coordinator in each building to serve as a point of contact for facilities and safety issues.

The Office of Risk Management will visit LSUS on April 13th and 14th to conduct a

compliance audit of the new risk management procedures published in July 2008.

The committee revisited the issue of emergency preparedness and remains convinced of the need to develop a coordinated campus wide Emergency Preparedness Plan.

The idea of implementing an employee Safety Award was discussed.

SAFETY IS AS
SIMPLE AS ABC.....

ALWAYS
BE
CCAREFUL!

NEW SAFETY POLICIES PUBLISHED

Several new policies have been released by the Office of the Chancellor. These policies have been grouped together to form the LSUS comprehensive Safety program. The purpose of this program is to provide a safe environment for students, faculty and staff as well as comply with recent requirements from the state Office of Risk Management Loss Prevention Program.

These new policies have been consolidated into a new section on the Policy Statement page of the LSUS website. In order to align LSUS policies with the new ORM Program, some policies, such as Drug and Alcohol have been renumbered.

All policy statements can be found at the following link:

<http://www.lsus.edu/facultystaff/policieshb/policystatements/>

Report ALL accidents, incidents, or injuries to Campus Police Immediately