

# LSUS Safety Newsletter

Newsletter 1, Spring 2010

January 14, 2010



## DR. WEBSTER WINS LSUS SAFETY AWARD

Dr Linda Webster, Chair Communications Department is the latest recipient of the LSUS Safety Recognition Award. As Chair, Dr. Webster has demonstrated a genuine concern for the safety of faculty, staff, and students in her department. She is familiar with LSUS Safety Policies and aggressively implements these policies in her department. Her active questioning has led to clarifications of these policies, notably Student Trip Travel Insurance, across campus. She promptly reports safety concerns and issues and follows up to insure proper corrective action is taken.

The LSUS Safety Recognition Award is normally awarded each quarter to any member of the LSUS family who contributes significantly to making LSUS safer. Nominations may be made to any member of the Safety Committee (page) or

directly to the Safety Guy in Human Resources (Room 109, Administration Building, 797-5279).



Dr. Webster receives the Safety Recognition Award from Dr. Marsala. Also pictured is Dr. Larry Anderson

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### Did you Know.....

- \* Drivers using cell phones while driving (both hand held and hands free devices) are 4 times more likely to be injured a an automobile accident?
- \* In 2008, over 6000 Americans died in automobile accidents involving a distracted or inattentive driver and over a half million people were injured?
- \* On any given day in 2008, over 800,000 vehicles were driven by someone talking on a cell phone?

(Source: National Highway Traffic Safety Administration)

## Fire Drills Set For January 29

Fire drills will be conducted campus wide on January 29th. This date was selected based on campus feedback following last year's drills which were conducted late in the spring semester.

As with last year's drills, alarms will sound simultaneously in 2 buildings in accordance with the following schedule:

<b>Bronson Hall/BE Building:</b>	<b>9:30AM</b>
<b>Technology Center/Science Building:</b>	<b>10:30AM</b>
<b>Noel Library/Administration Building:</b>	<b>1:30PM</b>
<b>University Center/HPE Building:</b>	<b>3:30 P</b>



*During an evacuation, those unable to evacuate on their own due to a disability should wait in the stairwell until rescue personnel arrive to assist them down the stairs.*

# The “Safety Pyramid” - Are Accidents Predictable?

Everyone has had a “close call” such as a scratch, cut, or a slip. According to the findings of several studies, such a close call is actually a serious accident giving advance notice that it is coming.

In 1929, William Heinrich developed the Heinrich Accident Triangle to explain the relationship between hazards, close calls, minor injuries, major accidents, and fatalities. As shown in the diagram below, Heinrich postulated that the relationship between hazards and close calls was 10 to 1 and the relationship between close calls and minor injuries was also 10 to 1. Furthermore, his research indicated a 10 to 1 relationship between minor injuries and major injuries as well as a 30 to 1 relationship between major injuries and fatalities.

In the 1960s, Frank Bird, Director of Engineering Services for the Insurance Company of North America expanded on the work of Heinrich by analyzing 1,753,498 accidents reported by 297 cooperating companies. His findings supported the pyramid theory, but produced different num-

bers (see diagram below).

In 2003, Conoco-Phillips conducted a similar study finding a relationship between the number of serious accidents and near misses/close (see diagram below).

While the numbers of each study vary, what emerges is a definite relationship between hazards, minor injuries, and serious injuries/fatalities. For example, Heinrich’s data suggests if LSUS had 3 accidents last year that were serious enough to report (which we did), 300 unsafe conditions that we do not know about exist and cannot therefore be corrected. Carrying this example further, a mere 30,000 such unsafe conditions will lead to a fatality.

While the different ratios in these

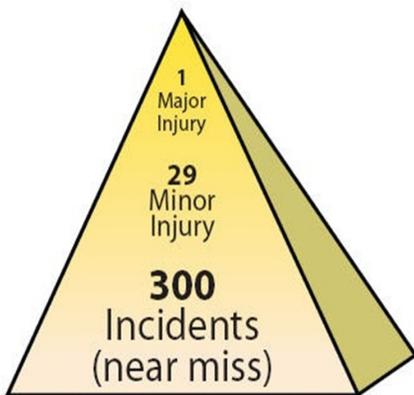
models can be debated, what we, as LSUS staff, faculty, and students need to take from this theory is the importance of identifying and reducing the number of unsafe conditions. Unsafe conditions range from physical hazards (slippery floor, office clutter), to behavior hazards (not wearing safety glasses, not following proper procedures) to training hazards ( inadequate safety orientation, supervision).

Reducing unsafe conditions is every-one’s responsibility. Resist the temptation to ignore an unsafe condition or to think that surely someone else will address it. Remind fellow employees and especially students of the need to follow LSUS safety policies and procedures. If you think it might be unsafe, it probably is. Do not hesitate to report possible unsafe conditions.

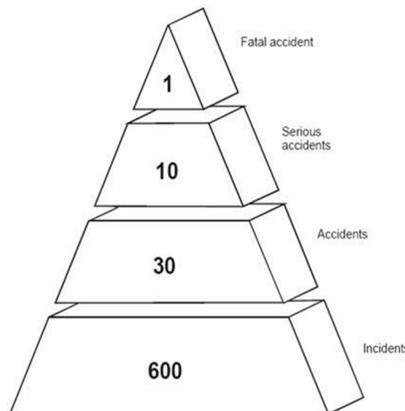
**Are accidents predictable.....  
.....you decide.**



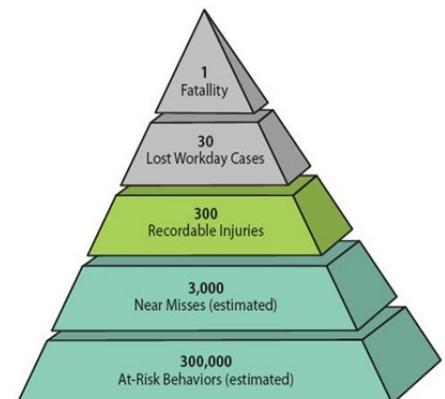
...the data suggests if LSUS had 3 accidents last year that were serious enough to report (which we did), 300 unknown unsafe conditions exist....



**Heinrich 1929**



**Bird 1969**



**Conoco—Phillips 2003**

## LSUS Employee Safety Responsibilities

Per LSUS Policy 6.01.00, assigned safety responsibilities are as follows:

### Division and Department Heads

A safe working environment is only achieved through a top-down approach. Division and Department Heads shall promote a safe working environment by setting safety goals and enforcing safety rules. They shall provide appropriate resources and allow time for training to ensure that all employees are properly equipped to perform their duties in a safe manner. They will enforce participation in all safety meetings and training and hold employees accountable for violations of safety policy and lack of participation.

### University Police

University Police provide frontline support for safety and security on campus. University Police shall act as first responders for all safety incidents and conduct an investigation into all incidents. They shall compile a police report and incident report and file those reports with the Loss Prevention Coordinator. It is the responsibility of all Police Officers to be vigilant for safety and security risks and to report them to the Loss Prevention Coordinator.

### Supervisors

Any employee with supervisor responsibilities shall enforce all safety rules

and provide employees with the tools they need in order to perform their duties in a safe manner. Supervisors shall mandate that all employees participate in safety meetings/newsletters.

### All Employees

All employees shall work in a safe manner in compliance with all safety rules and regulations. It is the responsibility of all employees to report incidents and unsafe conditions. All employees shall participate in safety meetings/newsletters and safety trainings. Employees who do not comply with safety rules and responsibilities shall be subject to disciplinary

## Improvement Noted on Newsletter Acknowledgements

Congratulations and thanks to everyone for the timely and thorough acknowledgement of the 2d Fall Safety Newsletter. As noted in that newsletter, a minimum of 75% of LSUS employees must acknowledge each newsletter since our newsletter has been approved as an alternative to conducting physical quarterly safety meetings. This requirement has recently expanded to include student workers, graduate assistants, and adjunct faculty. Our response for this last newsletter was well over the minimum required by ORM.

A very special thanks to the following employees for their efforts in making this happen:

Dr Bill Bigler      Betty Taylor  
 Rebecca Chiles      Dr Tim Winter  
 Dr Jim Ingold      Laura Upshaw  
 Stacey Martino  
 Aaron Suckle  
 Dolly Salter

**ORM now requires all employees, including student workers, graduate assistants, and adjunct faculty to read and acknowledge quarterly safety newsletters**

## Be Prepared for the Fire Drill on January 29th

### Before a fire.....

- \* Read LSUS "Emergency Procedures" chart
- \* Familiarize yourself with closest exit and alternative exits
- \* 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 designated safe area
- \* Call Campus Police if no one has done so
- \* Follow instructions of Campus Police

**Remember: Fire Drills Jan  
29th**

**2010 Safety Committee  
Members**

Dr. Cindy Sisson  
Aaron Suckle  
Dr. Tim Winter  
Don Bloxom  
Rebecca Chiles  
Bill Wolfe  
DeAnn Arnold

**LSUS Safety Award  
Recipients**

Jimmy Dillard  
Noel Library  
Dr. Linda Webster

**From the Safety Guy.....**

Welcome back and Happy New Year. In the risk management arena, 2010 promises to be busy as LSUS prepares for a formal audit from the Office of Risk Management (ORM) in September. This audit, which occurs every 3 years is used to determine premiums that LSUS is charged for insurance coverage from ORM. In our current budgetary environment, it is certainly in our best interest to do well on this audit. The Safety Committee will be working closely with the staff and faculty to prepare for this thorough external look at our safety program. The LSUS Safety Program is based on policies which may be found on the LSUS website. Feedback on these policies or any campus safety issue is ALWAYS welcome.

**Congratulations to Dr Webster for winning the  
Safety Recognition Award!**

## Office Equipment Can Be Hazardous

To a casual observer, office equipment such as shredders, paper cutters, and copiers are harmless tools we use every day without risk. Statistics, however, dictate otherwise – in 2007 over 2000 people were treated in hospitals for office equipment injuries. 30% of those injuries involved paper shredders. Common unsafe shredder acts include shredding too much at one time, failure to unplug the shredder when emptying the waste container or cleaning, allowing loose objects (hair, jewelry, necktie etc) near the feed opening, and general inattentiveness when shredding. At LSUS, two individuals have

visited the Emergency Room in the past 18 months for office equipment injuries. One person had a finger stuck in a paper shredder while the other had a staple penetrate her finger nail and lodge



**Follow correct operating procedures!**

in her finger.

New employees, including student workers and graduate assistants should be given a general safety orientation including proper operation of office equipment. Typical safety precautions correct maintenance procedures are found in the appropriate user's manual for each piece of equipment.

***Office employees should receive an orientation on safe operation of all office equipment.***