

Safety Newsletter

August 17, 2011

Slips & Falls Cause Most LSUS Accidents

Slips and falls are the leading cause of death and injuries in the workplace. According to the National Safety Council, there are over 25,000 slip/fall accidents in the United States each day.

Slips and falls **continue** to be the biggest cause of all accidents and injuries at LSUS. To date in the calendar year, there have been **twelve** accidents, six of which involved slips or falls. Several of these accidents resulted in injury, requiring medical attention.



FOLLOW THIS FOUR STEP PROCEDURE TO PREVENT SLIP AND FALL INJURY:

1. **HAZARD RECOGNITION**: Spot hazards in advance, don't create them with poor housekeeping
2. **HAZARD AVOIDANCE**: Go around hazards, wipe your shoes, slow down, take small steps, be attentive (cell phone etc.)
3. **HAZARD CONTROL**: Alert others, notify supervisor of hazard, fix or mark hazard
4. **APPROPRIATE FOOTWEAR**: Caution with heels, leather soles etc.

Trey Gibson Receives LSUS Safety Award



Trey Gibson receives the LSUS Safety Recognition Award from Dr. Marsala. : Looking on: The Safety Guy

We all know what a great job Trey Gibson does coaching the LSUS Debate Team to national recognition. What we don't see is the extraordinary effort Trey makes to insure our debaters follow all state and university risk management procedures. Whether its Student Trip Travel Insurance or Authorized Driver Procedures, Trey is always 100% in compliance with these sometimes cumbersome requirements. (Safety Guy note: and he is timely too!).

Congratulations Trey!!

The LSUS Safety Recognition Award may be given to any member of the LSUS community who helps make LSUS safer. Nominations for the award may be made to any member of the Safety Committee or directly to the Safety Guy in HR.

General Safety Rules

Each year, LSUS is required to conduct training on the General Safety Rules which are listed below. The General Safety Rules are located in LSUS policy 6.01 which may be found on the LSUS website. Please read our rules and direct any questions to Bill Wolfe, LSUS Risk Management Officer

1. No smoking inside any campus building, or within 25 feet of any building entrance
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Operate equipment only if you are trained and authorized.
5. Immediately report any recognized potentially unsafe condition or act to your supervisor.
6. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
7. Report any smoke, fire, or unusual odors to your supervisor immediately.
8. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
9. If your work creates a potential slip or trip hazard, correct the hazard immediately. Special attention should be paid to electrical cords that stretch across walkways.
10. Fasten restraint belts before starting any motor vehicle.
11. Obey all driver safety instructions.
12. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
13. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
14. Adhere to departmental rules and procedures specific to departmental operations.
15. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

NOTICE TO LSUS EMPLOYEES AND STUDENTS

The LSU 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

What is "LO/TO?"

LO/TO is an acronym for Lock Out/Tag Out which is a process to ensure employee safety by identification of 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 anything 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. If you observe equipment that is not operating properly, immediately discontinue use and report the problem to Facilities Services.



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2011 Safety Committee Members

Tulin Melancon	Cont Education
Dr. Kui Chen	Chemistry
Dr. Tim Winter	HPE
Dr. Laura McLemore	Noel Library
Aaron Suckle	UC
Don Bloxom	Facility Services
Rebecca Chiles	Campus Police
Bill Wolfe	Safety Guy

Helpful Links....

LSUS Authorized Driver Program: <http://www.lsus.edu/offices-and-services/human-resource-management/forms/risk-management>

Student Trip Travel Insurance: <http://www.lsus.edu/offices-and-services/human-resource-management/forms/risk-management>

Safety Policies: <http://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>

Blood Borne Pathogen Training (Low Risk): <http://scripts.lsus.edu/hr/bbp/launch.htm>

From the Safety Guy...



Welcome back from what continues to be a record breaking hot summer. One day it will **rain** and that means very slippery conditions across campus, especially on stairs and near entrances. As the statistics on page 1 indicate, slips and falls continue to be the leading cause of injuries on our campus. So.....be careful and report slippery or unsafe conditions!

We've had some changes to the Safety Committee. After years of service, Dr. Cindy Sisson will be leaving the Committee. Dr. Sisson was an invaluable asset to the committee, especially in the areas of lab safety and hazardous materials. *Thank You* Dr. Sisson! Dr. Kui Chen, also from the Department of Chemistry will carry on as her replacement from the College of Arts and Sciences. The Committee also welcomes Dr. Laura McLemore from Noel Library. Dr. McLemore brings expertise in the area of disaster preparedness which will prove helpful as the Committee examines our campus emergency preparedness plans. Please contact any member of the Committee about safety concerns and issues.

The state Office of Risk Management will be on campus soon to conduct an annual Compliance Review of our Risk Management program. Since results of this review are used to determine our insurance premium it is important that we are prepared. Please review any risk management responsibilities you may have to ensure we do well on this audit.

Finally, a "thank you" to our college representatives who have the challenging (and thankless!) task of consolidating responses to our quarterly newsletters. Per agreement with ORM, our newsletter is an acceptable alternative to quarterly safety meetings as long as everyone formally acknowledges reading it. Please continue to support your representative by promptly acknowledging the letter - note that this requirement applies to all faculty, staff, adjuncts, graduate assistants, and student workers.

Best of luck in the new academic year—note that the LSUS Safety Office has moved from AD 110 to AD 103. Be safe!!

Safety Guy