

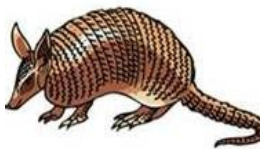
LSU SHREVEPORT

# SAFETY NEWSLETTER

NEWSLETTER 1, FALL 2012      AUGUST 15, 2012



## What Do These Critters Have in Common???



## ***BEWARE OF “WILD” CAMPUS VISITORS!!***

All of the creatures above have been reported on the campus of LSUS. In fact, more bats live in Bronson Hall than at the “bat cave” at the Red River Watershed Research Station! These visitors, who do not pay tuition, can carry a variety of diseases and can be dangerous when confronted. Some of these visitors, such as deer, possums, or raccoons are just “passing through”. Others, such as wasps, spiders, and bees have “homesteaded” in some area of the campus. Regardless of how or why they got on our campus, here are three guidelines for dealing with these visitors:

- *Never offer them food or water*
- *Steer clear—do not attempt to touch or hold*
- *If necessary, notify Campus Police or Facility 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 Facility 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 Facility Services.



## THE LSUS SAFETY RECOGNITION AWARD

The LSUS Safety Recognition Award may be given to any member of the LSUS family, including students, faculty, and staff that have helped make our campus a safer place. Nominations for this coveted award may be made to any member of the LSUS Safety Committee or directly to the Safety Guy in HR. Current members of the Safety Committee are: Tulin Melancon, Dr. Kui Chen, Dr. Laura McLemore, Aaron Suckle, Don Bloxom, Rebecca Chiles, Dr. Jesse DeMello, and the Safety Guy.

## NOTICE TO CAMPUS.....

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.

## NATURAL GAS SAFETY TIPS

Natural gas is a fossil fuel which comes from far below the surface of the ground. This gas is processed and dried for use. An odorant chemical is applied to the gas which gives it a recognizable smell. Natural gas is lighter than air, so when released it will rise to the atmosphere. If a leak is found, never approach the leak area, stay up wind and notify the proper authorities as soon as possible

LSUS Shreveport Emergency Number 318-455-5497

CenterPoint Energy 1-800-551-8983

Fire (911) or 318-673-6650

Police (911) or 318-673-7300

## FROM THE SAFETY GUY.....



A topic of frequent discussion during my ethics training in the military was dealing with a “complex ethical dilemma”. That is, what to do when faced with a decision that directly pits one of your deeply held values against another equally deeply held value. As the Safety Guy, I was faced with such a complex ethical dilemma this past summer. Here is the true version of what happened and more importantly “why”:

While in my office, I heard my name called in a tone that is difficult to replicate on paper. In fact the only words I could really discern were “snake” and “do something”. Years of intensive HR and Safety training kicked in as I quickly grabbed a 4 foot piece of iron rebar normally used to secure filing cabinets and sped to the origin of the distress call. There I found a 4 foot snake attempting to access the Administration Building through a side door. This snake appeared strikingly similar to one earlier reported to be on a SUV which was parked nearby in the Chancellor’s parking place (see pic below). Using the rebar, I encouraged the serpent to exit the building and he initially obliged. For unknown reasons he then decided to stand his ground and his menacing attitude only increased the fervor and anxiety of the ever growing crowd.

This is where my complex ethical dilemma began. I realized that allowing the creature to survive would result in endless reports of seeing “that snake” by terrified employees in offices across campus. This stress would in turn likely cause accidents that might jeopardize the safety of our employees as well as cost the university money. As the Safety Guy, it was my duty and obligation to do “whatever it takes” to prevent this. As a conservationist and member of Coastal Conservation Association, however, I was also deeply opposed to the needless killing of wildlife. As evident from the picture below, I selected the first option, mainly to preserve the safety of our employees, but also to prevent “snake anxiety” among many LSUS employees. I also wanted to provide positive reinforcement for the immediate reporting of a potentially unsafe condition.

Hope everyone had a great summer – Welcome back for what promises to be an exciting year. Don’t forget the Office of Risk Management annual audit is coming in the fall, so start preparing in your area of responsibility. And.....steer clear of campus wildlife!

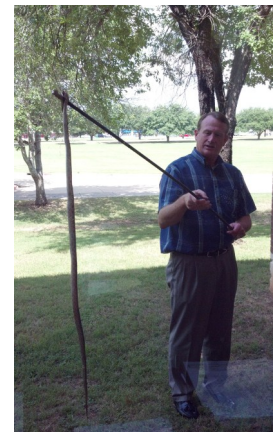
### *Safety Guy*



**Left:** A snake which is believed to have traveled to campus in an unnamed faculty member’s SUV.

**Right:** What appears to be the same snake after forcibly being denied access to the Administration Building by the Safety Guy.

**Moral of Story :** Do not attempt this on your own. Report all unwanted wildlife to Campus Police or Facility Services.



# LSUS GENERAL SAFETY RULES



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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 (AKA SAFETY GUY)

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.

# FROM HR.....



## UPDATING EMERGENCY CONTACTS

It is important to periodically check and update your emergency contacts. Many times an employee's emergency contact on file may have moved, changed jobs or even have a different home/ work / cell phone number. Employees also experience various life events during the year (marriage, divorce, loss of a loved one, etc.) which necessitate an emergency contact information change.

To view or make changes to emergency contacts, follow the instructions listed below.

Go to [www.lsus.edu](http://www.lsus.edu).

Select "Quick Links" then "MY LSUS."

Log on using your regular user ID and password.

Under quick links, select "Change Contact Info."

Under "Update Personal Information," select "Emergency Contacts"

Update contact information for up to 3 emergency contacts.

Click "Submit" to save changes.

Log off once you have made the necessary changes.

Please contact Human Resources at (318) 797-5279 with questions.

## ANNUAL ENROLLMENT COMING

Annual Enrollment is the time of year when employees can make changes to their insurance plans. Annual Enrollment will be held the entire month of October 2012 with changes being effective January 1, 2013.

***Save the date!***

2013 Annual Enrollment Benefits  
Fair

Tuesday, October 9, 2012

University Center Ballroom

10:00 am – 2:00 pm

## CHANGES TO RETIREE RETURN-TO-WORK LAWS FOR ADJUNCTS

There were some changes in the recent legislative session regarding Teachers' Retirement System of LA (TRSL) return-to-work laws. Effective July 1, 2012, lawmakers passed Act 228 which expands the criteria used to determine whether a retiree returning to work will be considered a "retired teacher" making him/her eligible to receive retirement benefits during re-employment or a "retired member." Hiring managers who are planning to hire a TRSL retiree, should work closely with Human Resources prior to hiring the retiree to determine how re-employment and return-to-work laws may affect the retiree. Failure to comply with these laws could result in loss of their TRSL retirement benefits.

### ***Expanded definition of "Retired Teacher" for Higher Education:***

- A retiree who returns to work as an adjunct professor in a TRSL-covered position

*Note: "Retired Members" are individuals who do not meet the definition of a "retired teacher" as listed here: [http://trsl.org/main/inside.php?section=retirees&tables=y&page=what\\_are\\_the\\_provisions](http://trsl.org/main/inside.php?section=retirees&tables=y&page=what_are_the_provisions)*

### ***Earnings Limitations Provision***

- Retirees who return to work as adjunct professors in TRSL covered positions are subject to a 25% earnings limitation.
- The earnings limit is no more than 25% of the retiree's annual retirement benefit in a fiscal year.
- If earnings exceed 25% of the retirement benefit, the retiree's benefit will be reduced by the excess amount.
- If a retiree returns to active service in more than one position that is subject to the 25% earnings limit in any fiscal year, the limit applies to the total earnings for all such positions in the fiscal year.

Re-employed "retired teachers" will have their TRSL benefits suspended during the 12-month period immediately following the effective date of retirement. After the 12-month waiting period has passed, some retirees who meet the definition "retired teacher" are eligible to receive TRSL benefits during re-employment subject to earnings limitations upon re-employment.