



SAFETY MATTERS



SAFETY NEWSLETTER

Newsletter 2, Spring 2017

Fire Drill Recap

As required by the Louisiana Office of Risk Management, LSUS conducted annual fire drills on April 12. Here are some observations from this exercise:

Participation was generally good. A small number of employees were reluctant to evacuate because it was a drill. After a brief discussion with Campus Police, these employees decided that evacuation was appropriate.

In some cases, employees did not evacuate to the correct assembly area or remained too close to the building.

In some offices, lights were not turned off and doors not closed.

Facilities Services personnel were able to identify some malfunctioning alarm components such as inoperable strobe lights.



"...for the most part, our evacuation was good. Some employees, however, were hesitant to evacuate because it was only a drill."

- Chief Donald Wray

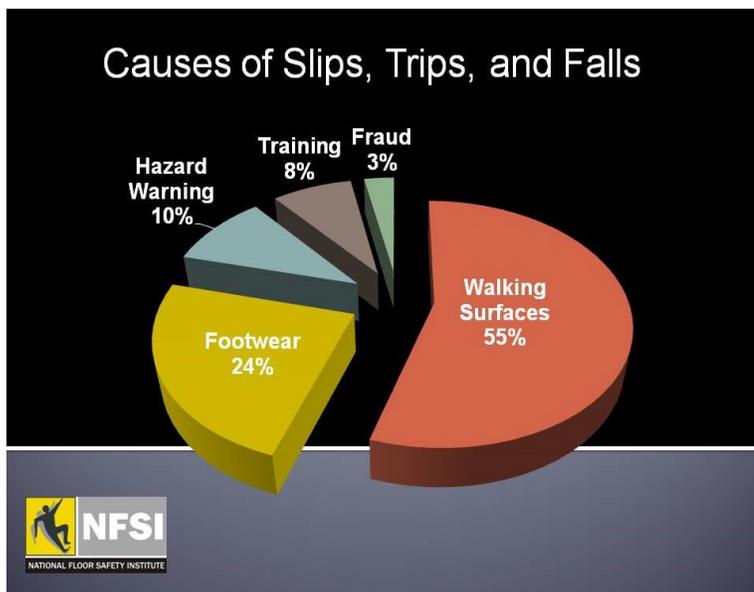
Notice to LSUS Employees & Students

The LSU Shreveport campus has natural gas pipes located underground throughout the campus. The gas is used for heating buildings, water and pre-paring 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

From the Safety Guy ...

The Safety Guy gives a shout out to everyone for the great job on the recent fire drill. In the military, there is an expression that you “fight like you train” and the same applies to fire drills—we will be better prepared for a real emergency because of these annual drills.

Slips and falls continue to be our leading cause of injuries to faculty, staff, students, and guests. Please be vigilant and immediately report unsafe conditions immediately. Don’t assume someone else will. Workday stress issues are not far behind slips and falls.



Slips and Falls CONTINUE to be our biggest cause of injuries!!

I wish everyone a great (and safe!) summer. Typical summer hazards are heat exhaustion (stay hydrated), sunburn (use sun screen), and insect bites (use bug spray). It is also the time when our campus is invaded by wild critters including snakes, raccoons, skunks, and wasps – walk the other way. *SG*

LSUS Employee Safety Responsibilities

The Office of Risk Management requires all employees to review their safety responsibilities annually. 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

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 may be subject to disciplinary action .

LSUS 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 the Safety Guy

1. No smoking is permitted on campus.
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.

Back Cover Story Headline

Use paragraphs often. A wall of white text makes it hard for the reader to skim a story and find a way to quickly drop in and out of your content. White space gives the user an opening into your information. Don't be afraid to leave spaces open.

You might also designate a consistent spot on the page for lighter, or more editorial content. That way the reader always knows where to look for a certain type of content.

Most successful publications include a mix of content types to satisfy a wide range of tastes. Consider putting your most serious content on the front page, and your lighter content inside.

It's called a story for a reason

Integrate frequent headlines to announce different sections of your story. Consider writing your content in a personal tone, in the same way you might talk to someone sitting across from you at a restaurant.

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