

**EHS & Risk Management
Emergency Management
Campus Fire Marshal
Occupational Safety
Laboratory Safety**

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Web: <https://www.lamar.edu/about-lu/administration/risk-management/index.html>

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1 Drone Policy

The UAS (Drone) Operation policy is now posted on the EHS & Risk Management website ([Unmanned Aircraft Systems \(UAS\) Operation](#)). Features of the policy include:

- The policy applies to all faculty, staff, and students.
- All UAS purchases using University funds must be approved by EHS & Risk Management and LUPD using the UAS Request Form.
- Employees and third parties must obtain EHS & Risk Management & LUPD approval prior to using a UAS over LU property. The UAS Request Form must be completed and submitted to EHS & Risk Management.
- During approved UAS operation, operators must take all reasonable measures to avoid violations of areas normally considered private.

2 Approved Driver

Any employee operating a vehicle under the following conditions must be approved by EHS & Risk Management before operating the vehicle:

- Vehicle owned by LU
- Vehicle rented by LU
- Vehicle leased by LU
- Courtesy vehicle
- Carts & ATVs
- Using personal vehicle for LU business

The Request to Drive Lamar University Vehicles is located on the EHS & Risk Management website ([Request to Drive Lamar University Vehicles](#)).

3 On the Job Accidents

EHS & Risk Management investigates all on the job accidents. Any employee involved in a work-related accident is required to submit an Employee's Report of Injury form as soon as possible after the accident. The employee's supervisor must investigate the accident and complete the Supervisor's Investigation of Employee's Accident/Incident. Both forms are located on the Human Resources website ([Human Resources Forms](#)) and should be submitted to Carolina Bryan in HR, cbryan@lamar.edu.

Once the forms are submitted to HR, EHS & Risk Management receives them and begins its investigation. The Occupational and Risk Management Coordinator conducts the investigation. The investigation includes interviews of the injured employee and any witnesses of the incident. When the investigation is completed, training recommendations will be submitted to the injured employee's supervisor to present in the next staff meeting. The training recommendation includes handouts, a quiz, and attendance sheet to complete and

submit back to EHS & Risk Management.

EHS & Risk Management offers training to supervisors on how to conduct a thorough work-related injury investigation. If interested in the training contact Gary Rash, wrash@lamar.edu.

4 Hazard Communication

Hazard communication signage and labels are a very important safety tool. If we know what a material or process is, and what hazard it presents, we can much more easily prevent exposure to those hazards. Consequently, commercial products and University equipment are labeled in accordance with GHS standards, and Safety Data Sheets (SDSs) are available for industrial and research materials on campus. If you notice unlabeled hazardous materials or processes, or a fading label, please replace the label immediately, or contact your supervisor for assistance if you cannot do so. If a new, hazardous product or process is being added to your work area, make sure that your supervisor explains the particular hazards, showing you the SDS for any hazardous chemicals, and showing you how to work around them safely.

For more information about general hazard communication, investigate [Hazard Communication](#), or contact EHS.

5 Health & Safety Manual

EHS & Risk Management publishes a safety manual. The manual is located on its website ([Health & Safety Manual](#)). Supervisors are encouraged to use the manual to prepare safety briefings for organized staff meetings. Staff meetings should include a safety briefing for employees.
