

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

**E-mail:**  
[riskmanagement\\_ehs@lamar.edu](mailto:riskmanagement_ehs@lamar.edu)

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

**Contacts:**  
Gary Rash – Director  
Phone: 409-880-7115  
Email: [gary.rash@lamar.edu](mailto:gary.rash@lamar.edu)

Akilah Cooper-Edmond – Risk Management and Occupational Safety Coordinator  
Phone: 409-880-8008  
Email: [acooper16@lamar.edu](mailto:acooper16@lamar.edu)

Nathan Macy – Lab and Building Safety Coordinator  
Phone: 409-880-8276  
Email: [nmacy@lamar.edu](mailto:nmacy@lamar.edu)

## 1 Hurricane Prep

Hurricane prep season is here, 60 days before the official June 1 start to the 2022 Atlantic Hurricane Season. Review the preparations for all departments:

- Update the employees needed to perform critical functions in case of a campus closure
- Have all employees update contact and evacuation information
- Update contact list, print copies, and distribute to all department employees
- Upload the contact list to Emergency Management OneDrive
- Backup all computer files on a network drive or approved cloud-based storage program
- Remove and/or surplus any unnecessary items from office, workspace,

hallways, exterior storage

- For insurance claims and FEMA reimbursement, photograph all workspaces and high-value equipment
- Be familiar with current [Hurricane Annex](#) of the Lamar University Comprehensive Emergency Management Plan

Contact Emergency Management (880-7115) with any questions.

## 2 Permits

EHS & Risk Management currently manages six permit programs. These programs are:

- Confined Space Program
- Hot Work Program
- Potluck Meal Program
- Hazardous Waste Program
- Temporary Food Dealer Program
- Approved Driver Program

Program guidelines are posted at [EHS & Risk Management website](#).

## 3 Broken Glass Management

Glass, in all its many formulations, is a useful material. Transparent, shelf-stable, and largely chemically inert, it allows long-term storage of many products. However, it also carries a well-known hazard- its tendency to shatter into sharp shards.

While many of us grew up with a tendency to just deliver broken shards of nontoxic materials into the garbage, when dealing with large quantities of broken glass, there is an increased risk of the shards tearing through the bag that they are stored in, and possibly

injuring disposal personnel, such as custodial staff, garbage collectors, or team members taking the bags containing broken glass to the dumpster. The severity of possible injury from broken glass is also increased in laboratories, where a break in the skin can increase the likelihood of exposure to chemical or biological agents.

Thus, for laboratories, and other areas where large quantities of glass are used, it is important to understand appropriate management of broken glass.

To appropriately manage any glass breakage, first determine whether any hazardous materials have been released. If so, then manage the entire waste system with the same precautions as you would when handling that hazardous material. The hazards of the glass should also be managed, but avoiding exposure of self, coworkers, community, and environment to the hazardous material takes precedence. Your work area should have procedures in place for management of any hazardous materials within its space. If you need to set up such procedures, then contact your area's manager, or the Building and Laboratory Safety Coordinator, at 409-880-8276, or [nmacy@lamar.edu](mailto:nmacy@lamar.edu).

Once any other hazards are contained, collect the broken glass using appropriate collection tools, preferably while wearing sturdy work gloves. Avoid handling broken glass with bare hands. If the glass is not contaminated, then it can be collected with a broom and dustpan; if it is contaminated, then forceps may be a better choice.

If you have a disposable glass waste box (readily purchased from lab supply shops- essentially a

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sturdy cardboard box with a polyethylene liner), then deliver any uncontaminated glass to that box. Contaminated glass should be stored in sturdy secondary containment that will not be damaged by the contaminant or the broken glass. In some cases, particularly with minor contamination, a disposable glass waste box can serve this purpose; if so, then use a new box for the contaminated glassware, so that all of the clean broken glass already within the other box does not need to be treated as hazardous waste.

Once a disposable glass box is ~2/3 full of clean glass, seal it thoroughly with packing tape, and dispose of it in the nearest dumpster.

In cases of contaminated broken glass, please label the secondary container as appropriate for hazardous waste, and contact the Hazardous Waste Disposal Coordinator at 409-880-8276, or [nmacy@lamar.edu](mailto:nmacy@lamar.edu), for hazardous waste disposal.

#### 4 Temporary Power Use

When needing extra outlets in a workspace, avoid using an extension cord as permanent wiring. Instead, use a relocatable power tap (RPT). A RPT should be equipped with the following safety features:

- Circuit Breaker
- On/Off switch & multiple outlets
- 15 Amp Rating or above
- Listed as UL 1363

Some reminders/precautions:

- Do not use an RPT for large machinery or high-powered devices
- Never subject a cord to damage
- Make sure the gauge of cord can handle the power load

More information can be found at [NFPA 1: Electrical Fire Safety](#)

### 5 Near Miss Reporting

EHS & Risk Management needs help from all employees recognizing and reporting Near Misses.

A Near Miss is an event, action, or condition that has the potential to cause injury, illness, or damage. A Near Miss is also known as “an accident waiting to happen.”

Near Miss incidents precede losses. By recognizing and reporting Near Misses, student and employee safety can be improved.

Near Miss examples:

- Chemical spill
- Failure to wear PPE when required
- Working with incorrect posture or technique

Near Misses can be reported through the [Safety Hazard & Near Miss Report Form](#).

### 6 [LU Health & Safety Manual](#) – Ladder and Step-Stool Safety

The following information on office use of ladders and step-stools is located in LU’s Health & Safety Manual, Chapter III, Office Safety, Section 8.5.

Always use an approved ladder or stool to reach any item above extended arm length. Never use a makeshift device, such as a chair, desktop, file cabinet, bookshelf, or box as a substitute for a ladder.

Follow these guidelines when using a ladder or step-stool:

- Do not load ladder or stool above intended weight capacity
- Place on slip-free surfaces even if they have slop-resistant feet. Secure if a slip-free surface is not available
- Avoid placing in walkways. Secure if location could cause an accident
- Keep areas around

ladders and stools clean and free of debris

- Do not use in front of a door unless the door is locked and barricaded