



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

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**1 Golf Cart & ATV Policy**

Lamar has a new Golf Cart & ATV Policy. Several training sessions will be scheduled and mandatory for all approved operators to attend. Below are some highlights from the policy.

To operate a golf cart or ATV, a LU employee must be trained and certified. EHS & Risk Management will provide this training.

An operator must be a Lamar approved driver and follow the below standards:

- The vehicles are to be operated at speeds no greater than 15 MPH or as safety concerns demand.
- Operators will stop at “blind intersections” and then proceed with caution.
- Vehicles shall be operated in such a manner that does not impede or interfere with normal pedestrian traffic on sidewalks, ramps, or roadways.

- In order to allow a pedestrian the proper right-of-way, the vehicle should pull from the improved surface area onto the landscaped area, come to a full stop, and then proceed on the improved surface after the pedestrian has passed.
- Vehicles will not be parked
  - In Fire Lanes
  - In Handicap Parking
  - In Reserved Parking
  - Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
- Cell phone usage is prohibited while operating a vehicle.
- All passengers must be in seats designed for such use. At no time should passengers be transported in vehicle beds or on the sides of vehicles.

The entire policy will be published soon and presented at training.

**2 Fire Safety, Emergency Egress, and Evacuation**

In less than 30 seconds, a small flame can grow into a major fire. Knowing what to do in the event of a fire can mean the difference between life and death.

To be prepared the Lamar Community must be familiar with emergency procedures. This begins with keeping exits and exit corridors clear and unobstructed at all times to provide full use in the event of fire or other emergency.

If the fire alarm is activated, treat it as a fire event. Evacuate using the nearest exit and assemble at the designated meeting site. Do not prop open exit doors. Keep them closed to prevent smoke and fire from spreading into the stairwells.

All should be familiar with stairwells. Never use the elevator to exit a burning building. Elevators can stop working in a

fire event, even with occupants inside. Even if the stairs cannot be navigated, the exit stairwell landing is still the appropriate location. Evacuating occupants should alert first responders of the people who need assistance and are waiting at the stairwell landing.

In case of fire, remember **RACE**:

- R – Rescue** persons in immediate danger
- A – Alert** others by activating the building fire alarm and calling 911
- C – Confine** the fire by closing doors
- E – Extinguish\*/Evacuate** to the designated meeting site

\*Attempts to extinguish the fire should be initiated if the fire is small and contained, the appropriate extinguisher is available, and the user has been trained on how to use a fire extinguisher.

Any department needing fire extinguisher training can contact [EHS & Risk Management](#).

**3 Stop the Bleed**

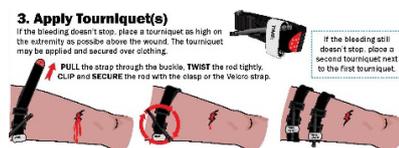
No matter how rapid the arrival of professional emergency responders, bystanders will always be first on the scene. A person who is bleeding can die from blood loss within five minutes. Therefore, it is important to stop the blood loss quickly. Those nearest to someone with life threatening loss of blood are best positioned to provide care.

The following actions can be used to stop blood loss:

- Apply Pressure with Hands – Expose to find where the bleeding is coming from and apply firm, steady pressure to the bleeding site with both hands if possible.
- Apply Dressing and Press – Expose to find where the

bleeding is coming from and apply firm, steady pressure to the bleeding site with bandages or clothing.

- Apply Tourniquet(s) – Pull the strap through the buckle. Twist the rod tightly. Clip and secure the rod with the clasp or the Velcro strap.



#### 4 Health & Safety Manual (Chapter X Personal Protective Equipment, Section 5 Eye & Face Protection)

Employees must wear protection if hazards exist that could cause eye or face injury. Eye and face protection should be used in conjunction with equipment guards, engineering controls, and safe practices.

**NOTE:** *Safety glasses are required in laboratories. Chemical goggles should be worn when handling chemical materials that may splash.*

Always wear adequate eye and face protection when performing tasks such as grinding, buffing, welding, chipping, cutting, or pouring chemicals. Safety glasses with side shields provide protection against impact, but sealed, unvented, chemical safety goggles provide protection against impact, splashes, and hazardous atmospheres.

Follow the below information regarding eye protection:

- If prescription glasses worn, wear goggles or other safety protection over the glasses
- Safety glasses with side-shields provide primary protection to eyes and are four times as resistant as prescription glasses to impact injuries.

- Goggles protect against impacts, sparks, dust, and irritating mist. Wear chemical splash goggles, not just safety glasses, when working with chemicals.
- A welding helmet protects from flash burn when welding, soldering, or brazing. It does not provide primary eye protection. Safety glasses or goggles should be worn with the helmet.
- A face shield is designed to protect the face from some splashes or projectiles, but does not eliminate exposure to vapor. Goggles or safety glasses should be worn with a face shield.
- To reduce eyestrain from glare and outdoor sun exposure, use safety glasses with UV protection to minimize the ultraviolet light exposure.

#### 5 Lab Decommissioning

All things eventually come to an end, and this includes the experiments that you conduct within a laboratory at Lamar University. When this end comes, it's important to leave the laboratory in a safe, easily operable condition for the next user of the space. It keeps your colleagues safe, and prevents unnecessary expense.

Effective decommissioning of a laboratory starts with fundamental lab maintenance. Outside immediate use, keep your samples well-labeled, so that someone with no idea what you were researching knows their contents, and their general hazards. Keep your workspace clean and organized, and dispose of outdated chemicals. Not only does this make it easier for the eventual lab decommissioning, but it also keeps passersby safe, and helps emergency personnel respond to any accident. A clean, organized workspace can also minimize the possibility of laboratory accidents for your own personnel.

With a clean, organized

workspace, the unique elements of laboratory decommissioning are much simpler. First, discuss your departure with your colleagues, and make sure that a clear plan of succession has been developed. Second, request a Laboratory Decommissioning Checklist from the Lamar University EHS & Risk Management Building and Laboratory Safety Coordinator, and fill it out; aim to handle this process at least three months prior to departure, so that any complications can be appropriately dealt with. Major points include current inventory of major assets, verification of all hazards within the laboratory, and the steps needed to maintain control thereof. These steps will lead you through a safe and effective succession to the next user of your laboratory space.