

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

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1 12 Days of Office Safety

1. **I See You. Report a Safety Concern** such as fall hazards, defective light bulbs, faulty wiring, disposal of chemicals, and indoor air quality concerns.
2. **Two's Company.** Three's a Crowd. Do not overload outlets with too many devices.
3. **Ouch!** Prevent trips and falls by keeping cords safely along walls and out of doorways and high traffic areas.
4. **Can't Touch This!** Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
5. **That's a No-No.** Lamar is a smoke-free and tobacco-free campus. This

includes electronic cigarettes and vaping.

6. **Do You Even Lift?** Use proper lifting techniques so the legs, not the back, do the work.
7. **Step on Up.** Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.
8. **Nice and Warm.** When using space heaters, remember the following guidelines:
 - All heaters must be UL listed approved for intended use.
 - Heaters must have a tip-over automatic shutdown feature.
 - Heaters must be plugged directly into a wall outlet. Extension cords and plug strips must not be used.
 - Contact [EHS & Risk Management](#) with any questions about space heaters.
9. **Oh Snap!** Open desk drawers and file cabinets pose a hazard. Be sure to completely close them when not in use.
10. **Eyes Off the Merchandise.** Giving your eyes a rest from the computer monitor and allowing them to focus at varying distances can help reduce eye strain.
11. **Escape Route.** Know your building escape route and designated gathering areas in case of an emergency.
12. **Hands Up!** Washing hands with soap and water is the best way to reduce the number of microbes on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

2 Winter Holiday Décor Safety Guidelines

If planning to decorate campus spaces for Winter Holidays, please comply with the following safety guidelines.

- Keep all doors/doorways clear within at least 48 inches for unobstructed exit requirements.
- Assure there are no tripping hazards, such as cords or other

décor. Cords may not be covered with rugs.

- Inspect all lights, decorations, and extension cords for damage before using.
- Never connect more than three strings of incandescent lights together.
- Make sure that decorations do not block any fire extinguishers, pull stations, lights, light switches, walkways, corridors, or hallways.
- Purchase electrical decorations from reputable retailers that are approved by a national recognized testing lab such as UL, ETL, or CSA. Use only electric or battery powered lights UL safety certified.
- Do not cover or obstruct emergency exit signage.
- Do not hang decorations from sprinkler heads or within 18 inches of the ceiling to allow fire sprinklers to operate as designed.
- Do not use open flames, light candles or spark producing devices of any kind.
- Do not use naturally flammable items in offices, including live trees, natural wreathes, or real branches.
- Avoid overloading electrical outlets with too many decorations or electrical devices.
- Turn off all electrical decorations before leaving the workplace.
- Do not use snow spray. Artificial snow spray can irritate the lungs if inhaled. Refrain from using any type of aerosols.

3 Holiday Travel Safety Tips

Consider the following tips during holiday travel:

- Allow plenty of time to get to destination.
- When feeling tired or fatigued, pull over or let someone else drive. Don't take a chance of falling asleep.
- Always use seat belts and child safety seats.
- Make sure vehicle is in good repair. Check air pressure in tires

(including the spare), fluid levels, and lights.

- Maintain a minimum of two seconds following distance. Increase the distance when road and weather conditions are not ideal.
- Take time to clean the inside of windows, especially the windshield. This will minimize the effect of fogging on cold days.
- Avoid distractions. They increase the chance of having an accident. Avoid using cell phones, adjusting GPS devices, or handling food while driving.

4 Laboratory Housekeeping

As the semester draws to a close, and laboratory Principal Investigators prepare their spaces for shutdown during the winter break, it is an excellent time to take a fresh look at laboratory housekeeping. Keeping your workplace workable will pay off through increased productivity, as you can find your materials more easily, and don't need to clear space. You will also gain an increased margin of safety, as your materials will not be in unexpected places. To reap these benefits, you need only sow the following efforts:

- Keep your benches and hoods clear of any chemicals that are not presently in use; store your materials in cabinets and shelves instead.
- Make sure that any hazardous liquids are kept in storage areas below eye level.
- Clearly label all your chemicals (no shorthand!) and store them in closed containers when they aren't in immediate use (especially when leaving for an extended break!).
- Check your chemical inventory for any materials that need to be tested or thrown out (our new inventory software,

CampusOptics, is great for keeping track! Contact EHS at nmacy@lamar.edu to gain access!)

- Store your chemicals by hazard class; this will let you know where certain hazards are in your laboratory, and let you more easily keep operations that might be riskier around such materials away from them.
- Keep your evacuation routes clear; if you need to get out fast, you don't want to dodge around chairs, desks, or overhangs.
- Clean your workspace; it helps pest infestations and allows you to see the basic structure of your lab, allowing you to notice maintenance concerns before they become a major problem.

For more helpful tips, EHS has the Chemical Hygiene Plan available for your review at any time, through our web page! If you have concerns that general advice cannot address, please contact the Building and Laboratory Safety Coordinator, Nathan Macy, at nmacy@lamar.edu, or extension 8276. Happy Holidays!

5 Stairs – Risk Free Perception?

Although stairs never present themselves as DANGEROUS when compared to rotating machinery or hazardous chemicals, falling down a stairway can result in severe disabling injuries or death. We don't perceive walking up and down stairs as being "risky."

This is where the danger begins – **perception**. When ascending or descending stairs, are you:

- Distracted? (cell phone, talking, reading)
- In a hurry? (running, taking multiple steps at a time)

- Carrying a load? (preventing use of the handrail)
- Looking elsewhere? (not observing for water, objects or other hazards on stairs)
- Wearing loose clothing, or untied shoes?

Most of us in a campus environment are regularly around stairs. Be smart and safe when using them.

- Hold the handrail at all times.
- Use the entire stair step.
- Consciously pick up your feet.
- Keep focus on making the next step injury free.

6 Health & Safety Manual

Chapter XVI, Section 3, of the [Health and Safety Manual](#) covers Defensive Driving. Below are highlights of the section.

- **Knowledge:** Know your vehicle and know the law.
- **Control:** Always maintain control of your vehicle. To improve your control, perform routine vehicle maintenance and respond to road conditions as appropriate.
- **Attitude:** Be willing to obey all laws and be willing to yield to all other vehicles and pedestrians.
- **Reaction:** Respond to driving conditions appropriately. Do not impede your reaction time by driving when tired or under the influence of alcohol or drugs.
- **Observation:** Be aware of potential accidents and take preventive measures. Always try to anticipate the actions of other drivers.
- **Common Sense:** Do not risk your safety to save time. Do not respond to rude or obnoxious drivers by violating traffic laws.