

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

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1 Slips, Trips, & Falls

Slips, trips, and falls are common accidents in all work environments. Here are a few ways to prevent these incidents:

- Focus on the task of walking and being aware of surroundings. Looking for stairways, curbs, speed bumps, and changes in surface or elevations can all prevent these incidents.
- Using ladders or stepladders properly and ensuring they are set up properly before use are critical to avoid falls from height. Make sure the ladder is labelled; follow the directions on the labelling.
- Parking lots can have many different hazards – curbs, gravel, oil patches, or a combination accompanied by inclement weather. If not aware of what others are doing around us and where walking, then slips, trips, and falls can occur.
- Using handrails walking up or down stairs is very important, especially during inclement weather. Keep one hand free for the handrail when walking stairs.

- Use caution when walking. Avoid pushing or hurrying and provide sufficient time to reach destination.
- Avoid the use of cell phones while walking. Texting distracts its user from surrounding environment and is one of the major causes of slips, trips, and falls.
- Report all unsafe conditions to a supervisor or [EHS & Risk Management](#).

2 LiveSafe App

Lamar University continues to support the use of the LiveSafe mobile app. This app allows employees and students to submit information directly and quickly to LUPD, access important safety and security information, and receive emergency notifications from the university. LiveSafe explains the following Emergency Procedures:

- Active Assailant
- Bomb Threat
- Civil Disturbance or Demonstration
- ExxonMobil Flaring
- Fire or Smoke
- Hazardous Materials
- Infrastructure/Power Failure
- Medical Emergency
- Severe Weather
- Shelter-In-Place/Lockdown
- Suspicious Package
- Suspicious Person

The Safewalk feature, if activated, allows the user's location to be monitored by LUPD on a real-time map. Join the safety culture today and download the LiveSafe app to a mobile device.

3 Fire Alarm Response

When the fire alarm sounds, building occupants should immediately act to assure their safety. The fire alarm system is designed to provide early warning to allow building occupants to exit the building safely during an emergency situation.

- Never ignore the alarm, assume the alarm is false, or assume it is a fire alarm test.
- Everyone must evacuate the building by way of the safest and closest exit and/or stairway. Never use an elevator to exit during a fire alarm evacuation.
- People who need assistance with building evacuation should be identified and a plan developed for the assistance.
- Once outside the building, move away from the building. Assemble across the street or in a parking lot adjacent to the building.
- The front of the building is where the fire department will be operating. Do not obstruct its access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries can happen. Stay away from this hazard zone.
- Once outside, do not re-enter the building until told to do so by the fire department or university police.

4 Lab Safety Training

Along with hazard communication, safety training provides the necessary information to safely operate in hazardous areas. The particular training required depends upon the particular hazards that are likely to be encountered; a biochemist does not need as much training in safe operation of machinery, while a mechanical engineer may need less training in biohazards. There may even be significant differences in the hazards encountered in two different hazardous areas controlled by personnel with similar expertise; for example, the chemicals in one chemist's lab may have very

different hazards than the set of chemicals necessary for the investigations of a different chemist.

As such, there are two major components in safety training for any given position: (1) general safety training, which covers the general hazards and suitable hazard management expected by those working in their field, and (2) area-specific training, which provides information about the exact hazards that personnel in that position will encounter, in the particular space (such as a specific laboratory) for which the personnel are needed, as well as the safety measures (eyewashes, emergency showers, fire extinguishers, fume hoods, spill kits, first aid kits, etc.) available in that particular space.

Both general and area-specific training should be offered before beginning hazardous work, and refreshed at least yearly thereafter, with a basic review of the same points. Any new hazards introduced should have their own brief area-specific training as well. General training for laboratory areas can be acquired using Lamar University's CITI training ([instructions available at the 'Laboratory Safety Training course' link on the EHS & RM website](#)), while area-specific training should be delivered by the personnel in charge of a particular area.

5 Health & Safety Manual

Chapter XVI of the [Health & Safety Manual](#) covers Utility Vehicle safety. Highlights of the chapter are:

- Golf Carts and All-Terrain Vehicles are considered Utility Vehicles.

- Utility Vehicles are not to be overloaded. They should not carry more passengers than seating provided. If present, seatbelts must be used.
 - No person is permitted to ride on the running boards, fenders, or any part of the Utility Vehicle except the seats.
 - The MAXIMUM speed limit for Utility Vehicles off standard roadways is 10 mph (5 mph when pedestrians are present).
 - Utility Vehicles may operate on roadways, but must adhere to posted speed limits. Utility Vehicles must operate only on university campus/property and in approved zones. All Utility Vehicles should travel in the right-hand lane, unless turning left.
 - Pedestrians have the right-of-way on campus. Utility Vehicles must yield to pedestrians on sidewalks.
 - Utility Vehicle operators are responsible for ignition keys for the period of time they are using the vehicle. Keys shall not be left in Utility Vehicles.
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