

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

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**1 Distribution Services
Joins EHS & Risk
Management Team**

Distribution Services, which includes Shipping & Receiving and the campus Post Office, has joined the EHS & Risk Management Team. Tod Byerly manages Distribution Services. His contact information is above. His team members are

- John Brady
Materials Expediter Sr.
- Wade Fountain
Materials Expediter
- Dontavian King
Materials Expediter

- Theresa Pecorino
Postal Services Asst. Sr.
- Lois Brumley
Postal Services Asst.
- Shirley Bartley
Postal Services Asst.

Distribution Services will make regular contributions to this newsletter.

2 Addressing a Letter

Different countries address mail in different ways. In the United States, use the following format to address an envelope:

- Place your name and address in the upper left corner of the envelope.
- A full name and return address are required on international mail.
- Beneath the return address include “U.S.A.”
- In the center of the envelope, add the first line with the recipient’s name and title.
- Add the second line with the recipient’s street address or P.O. Box.
- Add the third line with the recipient’s city, province, and state with the postal code.
- Some countries like Spain require the postal code to be placed first.

Please contact the campus Post Office (880-2232) with any questions about mail service.

3 Keep Exits Clear!

Building exits are on of the most important life-safety systems built into campus buildings. While often taken for granted, exits are usually seen from a single dimension. Most people visiting a building, especially students, tend to only consider one exits. Of course, that “one” exit is the way they entered the building. During an emergency such as a fire, it is imperative building occupants consider all the exits as a means of escape.

Take a moment to watch this [video](#) for more information on building exits and means of egress.

4 Preparing for Spring Storms

Spring brings the threat of unstable weather events in the form of heavy rain, high winds, lighting and hail; which have the potential to cause damage to campus buildings. To avoid the damage caused by spring storms, it is important to conduct documented inspections of buildings and grounds.

The following are areas to include in an outdoor inspection of campus buildings and grounds. Follow-up on documented concerns with corrective action and note the date that corrective action has been completed.

Roof Inspection

- Inspect flat roofs of buildings, gutters, downspouts, and flashing to lower the possibility of water damage.
- Clean out leaves and other debris from roof drains located on flat roofs on a regular basis. Standing water on flat roofs will eventually lead to a roof leak.

Gutters and Downspouts

- Check buildings for clogged gutters and downspouts. Clean out these areas frequently.
- Check downspouts and drains located on the ground to make sure they are flowing correctly, aimed in the proper direction for safe water flow and not crushed or bent in an incorrect manner.

Drainage

- Look at how the water drains from the property, especially during a rainstorm.
- Determine if draining water is flowing toward or away from buildings. Proper grading may need to be completed.

Walls

- Survey exterior walls for loose bricks, cracked or missing mortar, and rotten wood.
- Stand at different angles around the building to note if the walls are bowed.

Walking Surfaces

- Walk parking lots, sidewalks, and stairs to look for surface cracks, holes, chips, heaving, and deterioration.

Doors and Windows

- Check doors and windows for cracked or missing glass, deteriorating frames, or parts that are no longer able to be secured.

Trees and Electrical Service

- Check grounds for fallen branches and/or trees that may be dead. These conditions not only pose an injury hazard, but also can be an electrical hazard if they are located close to power lines.
- Conduct a cursory look at the electrical service into the building to assure no bird nests are present.

5 Complacency Causes Accidents

As we get settled into the semester, it is important to remind ourselves that [nothing is routine](#). To keep ourselves and our colleagues safe, we must avoid complacency and distraction, doing all that we can to remain focused upon the tasks that we are performing, and the area around us. All of us are human, though, and there are many things which can occupy our attention. Thus, we present a few different ways that all

of us can keep our attention where it needs to be.

- Get enough sleep, especially before you expect to conduct any hazardous processes. [A tired mind is comparable in many ways to a drunken one](#), and can very easily have lapses that may cause significant safety concerns.
- Shake up your schedule. While there are good reasons that we establish our schedules in the ways that we do, making a few tweaks in your order of operations can keep your mind active, which allows you to keep it focused upon your tasks.
- Take time for safety. Starting each departmental meeting with a safety moment can be an easy way to keep everyone thinking about what safety hazards are arising as they work, especially with full group participation, perhaps with a small reward, such as a candy bar, for those who present topics for discussion.
- Take care of your colleagues. An occasional extra set of eyes can help you realize when you're starting to get complacent, or when you've overlooked a hazard to begin with.

6 Job Safety Analysis

One way that we can take care of our colleagues, and take time for safety, is by conducting and reviewing [job safety analyses](#). Job Hazard Analysis is a systematized way of analyzing the current or planned method for completing a task, aiming to find all of the hazards in the process, and make sure that they are as well-controlled as they can be. Procedure Hazard Assessment, [laid out in the Lamar University Chemical Hygiene Plan's Laboratory SOP Template](#), is a similar process, elaborated upon for laboratory areas. In either

case, the fundamental process is the same.

- Assemble a group to conduct the job safety analysis, including the people who will be doing the work, their supervisor, and any additional subject matter experts (an outside voice is often helpful, to avoid blind spots.)
- Lay out the steps of the process.
- Determine the hazards associated with each step.
- Determine the available controls for those hazards, and any others that you immediately intend to employ.
- Determine whether the overall risk associated with the procedure is satisfactory. If not, consider additional control measures or changes to the procedure until the risk is sufficiently low.

Additional steps to make step 5 more easily determined are laid out in the Procedure Hazard Assessment description. If you are interested in learning more, please contact EHS & Risk Management at nmacy@lamar.edu or 409-880-8276. Nathan Macy, the Building and Laboratory Coordinator, is happy to help you develop your job safety analyses.

7 Health & Safety Manual

Chapter V, Section 7, describes Electrical Emergency Response and guidelines for handling these emergencies:

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- Electric Shock: When someone suffers serious electrical shock, he or she may be knocked unconscious. If the victim is still in contact with the electrical current, immediately turn off the electrical power source. If power cannot be disconnected, try to separate the victim from the power source with a nonconductive object, such as a wood-handled broom. *Do not touch a victim that is still in contact with a power source.*
 - Electrical Fire: If an electrical fire occurs, try to disconnect the electrical power source, if possible. If the fire is small, use a fire extinguisher approved for Class C fires to extinguish the fire. *Do not use water on an electrical fire. Instead, use a fire extinguisher approved for electrical fire use.*
 - Power Lines: Stay away from live power lines and downed power lines. Be particularly careful if a live power line falls on an occupied vehicle. Do not exit the vehicle until help arrives.