

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

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1 Thanksgiving Campus Potluck Safety

From Thanksgiving campus luncheons to classroom celebrations, potlucks are a popular way for people to mingle, relax, and sample everyone's favorite recipe. These events are meant to be festive, so keep in mind the following safeguards to prevent the spread of foodborne illnesses.

Preparing Food

- When planning a dish, consider food safety – make foods easy to serve with utensils.
- If someone at home is sick, then wait to make food until the next potluck.
- Whole fresh fruits, nuts, dried fruits, and certain baked goods are great options because they don't require temperature control.
- Before making hot or cold food, make sure the hot foods remain hot and cold food remains cold.
- Always wash hands before and during food preparation.
- Use utensils to mix different salads rather than bare hands.

Also, for cold-mixed dishes, such as potato or chicken salad, let the ingredients cool before stirring them together.

Bringing & Serving Food

- Be sure to keep cold salads at 40°F or lower at all times and use a cooler to bring cold foods to the potluck.
- Stews, chili, and other hot foods should be kept at 140°F or hotter and should be transported using an insulated container.
- Casserole dishes, which need to be wrapped in tin foil, should be the last item packed before leaving home – try to serve these dishes soon.
- Keep pets at home. Don't transport food with animals in the vehicle.
- At the potluck, have someone assigned to check all foods before serving begins.
- Clean all surfaces, dishes, and serving utensils. Also, supply enough utensils, so people don't need to grab or touch the food.

Don't forget to complete the [Potluck Permit](#) before the event.

2 Parking Lot – Personal Safety. Stay Alert!

Below are some recommendations to help increase personal safety when parking a vehicle.

Parking

- Park in a highly visible, well-lighted area and be mindful of suspicious activity. [Report any lights out](#) or suspicious persons to appropriate personnel, management, or LUPD.
- Always carefully note where parked so unnecessary time is not spent walking around a parking lot searching for the vehicle.
- Always lock car doors, before buckling up, both when driving and when parked.
- Never leave keys in vehicle and/or the motor running regardless of

how quickly the package is dropped off.

- Limit the amount of time sitting in vehicle busy with a task, on the phone, or texting.
- Never leave valuables in the vehicle. If shopping, lock all packages in trunk.

Walking to Vehicle

- Any person walking alone is possible victim for assault. Shop with a friend or family member whenever possible.
- Walk purposefully and look confident. Assertive body language can help prevent an attack. Don't slouch. Keep head up.
- Don't carry a lot of packages at once.
- Don't dangle a purse and expose it to someone grabbing it. Carry a purse close to the body, preferably in front.
- Wear shoes and clothing that do not hinder and escape. Tennis shoes are best; shoes with low heels are second best.
- When walking, observe people close by. Notice any strangers sitting in parked vehicles or standing in the pathway. Avoid suspicious people.
- Stay way from isolated and poorly lighted areas. Have car keys in hand ready to unlock vehicle immediately.
- As approaching vehicle, look under it and all around it. Before entering vehicle, look in the back seat and on the floorboard.
- Don't place purse or package on roof of vehicle while loading other items.

If Approached

- While seated in vehicle and someone suspicious approaches it, honk the horn. The horn will draw attention to the person and warn people help is needed.
- If car approaches while walking in the parking lot and its occupants begin harassment, scream and run in the opposite direction. The driver will have to turn around to pursue.

- If followed on foot, walk or run quickly to a lighted area, store, building, or where a crowd of people can offer help if needed.
- Have a police whistle accessible. Use it to draw attention to the situation if needed.
- If someone follows in another vehicle, do not go home. Go to the nearest police station. Make a report with the police.
- While in the vehicle, look around 360 degrees before unlocking the door to get out.
- Make sure no person lurks in the blind spots or behind the vehicle when exiting.

3 Flu Season

Flu viruses spread mainly from person to person through droplets made when people with the flu cough, sneeze, or talk. Less often, a person might get the flu by touching a surface or object that has flu virus on it and then touching the mouth, nose, or possibly eyes. Many other viruses spread the same way.

People infected with the flu may be able to infect others beginning one day before symptoms develop and up to five to seven days after becoming sick. This means people may be able to spread flu to others before knowing they are sick as well as while they are sick.

Everyday Prevention Actions

- Avoid close contact with people who are sick.
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover nose and mouth with tissue when coughing or sneezing. Throw tissue in trash and wash hands.
- Wash hands often with soap and water for at least 20 seconds. If soap and water not available, use an alcohol-based hand rub.
- Avoid touching eyes, nose, and mouth. Germs spread this way.
- Clean and disinfect surfaces and object that may be contaminated with germs that can cause respiratory illnesses.

4 CampusOptics and Chemical Databases

Lamar University has acquired a powerful new database tool known as CampusOptics. This combination of browser-based software and cell phone application can be used to more easily maintain inventories of assets, collate information about said assets, and transmit information about said assets to other personnel across the university.

One area where this software is particularly valuable is in management of hazardous materials. Assets of similar nature, such as containers of specific chemicals, can all be linked to a single asset class, which can include useful data such as digital safety data sheets and hazard summaries.

Each container can be assigned a bar code, which allows immediate lookup of all information associated with that container through the cell phone application. This information can include date of purchase, asset class data such as those mentioned above, location where it is normally stored, reminders for any tests or disposal that needs to be scheduled (e.g. for peroxide forming chemicals) and any other information that we wish to include.

Each asset can also be assigned a location, which can then be edited as needed, which allows trivial assembly of chemical inventories, calculation of total flammable material content for fire safety purposes.

Please contact [Nathan Macy](#), x8276, with any questions.

5 Health & Safety Manual

Chapter III, Section 5.0 of the manual covers Preventing Machine Accidents.

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving a briefing from a qualified employee. In addition, follow these guidelines to ensure machine safety:

- Secure machines that tend to move during operation.
- Do not place machines near the edge of a table or desk.
- Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards.
- Unplug defective machines and have them repaired immediately.
- Do not use any machine that smokes, sparks, shocks, or appears defective in any way.
- Close hand-operated paper cutters after each use and activate the guard.
- Take care when working with copy machines. If you must open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting.

Some items can be very dangerous when worn around machinery with moving parts. Avoid wearing the following items around machines with unguarded moving parts:

- Loose belts
- Jewelry
- Long, loose hair
- Long, loose sleeves or pants
- Scarves
- Ties