

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

E-mail: riskmanagement_ehs@lamar.edu

Web: <https://www.lamar.edu/about-lu/administration/risk-management/index.html>

Contacts:
Gary Rash – Director
Phone: 409-880-7115
Email: gary.rash@lamar.edu

Akilah Cooper-Edmond – Risk Management and Occupational Safety Coordinator
Phone: 409-880-8008
Email: acooper16@lamar.edu

Nathan Macy – Lab and Building Safety Coordinator
Phone: 409-880-8276
Email: nmacy@lamar.edu

1 15-Passenger Van Policy

Lamar has a new 15-Passenger Van policy. The policy provides minimum safety requirements for driving 15-passenger vans owned, rented, leased, or borrowed by LU personnel.

Some highlights of the policy include:

- All drivers must meet the requirements stated in the TSUS Driver Authorization Policy under Driver Qualifications and 15-Passenger Van Operations.
- Drivers of 15-passenger vans must be at least the age of 25.
- All drivers are required to participate in training arranged by EHS & Risk Management.
- The driver shall not use a cell phone while operating the vehicle, including hands-free operation.
- The number of occupants in the van shall not exceed ten people, including the driver.
- A Journey Management Plan must be completed for each trip.

All departments renting 15-passenger vans and assigned drivers should review the entire policy before each trip.

2 It's Still Tropical Storm Season

There are two months remaining in the 2022 Tropical Storm Season. Now's not the time to stand down from storm preparation. Departments should consider the following preparation steps:

- Departments and Colleges should complete the [Continuity of Operations form](#).
- Confirm updated contact and evacuation information for all employees.
- Review the [Hurricane Plan](#).
- Back up all computer files on a network drive or approved cloud-based storage program.
- Ensure needed emergency/disaster supplies are available.
- Verify all emergency or back-up equipment is operational and create/update list of emergency items.
- Review specific roles and responsibilities with employees.
- Visit the [Storm Preparedness website](#) for additional information.

3 Landscape Maintenance Hazards

Landscape Maintenance can require some dangerous activities. As passive as cutting grass may seem, it really does require special training and adherence to safety precautions to keep workers from minor and life-threatening injuries.

General Safety Tips

- Match skill level with task.
- Know how to operate the equipment. Read the operator's manual before using any power equipment.

Refer to the [Health & Safety Manual](#) for guidance on specific equipment.

- Handle gas carefully. Fill up before starting the equipment when the engine is cool. Watch for hot mufflers.
- Clear the area before mowing. Always remove stones, sticks, and other objects from the area so objects will not strike people or vehicles. The most common injuries are from flying debris.
- Dress properly. Wear substantial shoes, long pants, and close-fitting clothes.
- Wear eye and ear protection.

Personal Protective Equipment (PPE)

Hedge Trimmer

- Hazards – electricity or gasoline; heavy, sharp cutting surfaces; noise
- PPE – gloves, hearing protection, dust mask

Lawn Mowers

- Hazards – gasoline, rotating sharp blades, noise, dust, flying rocks
- PPE – long pants and shirt; eye protection; hearing protection; steel-toed boots

Weed Trimmers

- Hazards – heavy, gasoline, rotating cutting line or blades, noise, dust, flying rocks
- PPE – long pants, long-sleeve shirt, eye protection, hearing protection, steel-toed boots

Machete/Tree Saw

- Hazards – sharp cutting surfaces
- PPE – gloves, eye protection, boots

4 Hazardous Material Transportation

During the course of your duties, it may be necessary to move hazardous materials, either to a new area on campus,

or to an area that is not on campus.

In the case of on-campus hazardous material transport, perhaps you have a new laboratory, or a collaboration with another department. In any case where you need to move hazardous materials on-campus, please consult the “Moving Chemicals On Campus” section of the Lamar University Chemical Hygiene Plan, available at the EHS & Risk Management website. Secondary containment or overpacking, depending on the hazards of the materials that you are moving, will be required. If you have any questions, please consult the Building and Laboratory Safety Coordinator.

In the case of off-campus hazardous material transportation, perhaps you have a collaboration with a researcher at a different university, or a public/private partnership, or your research requires field studies. Perhaps you need to transport a large amount of material and want to use a car or truck.

In such cases, it is crucial that you arrange for the material to be safely transported, because doing otherwise increases the risk of hazardous chemical exposure upon any automotive collision, or other accident.

This may occur due to immediate release, or due to lack of information by those responding to any such accident. Thus, there are two elements to safe transport of relevant quantities of hazardous materials - appropriate storage, and appropriate chemical labeling. Both of these tasks require appropriate training, which is not currently offered by the University.

Consequently, in any situation where you must transport hazardous materials on public roads, please contact EHS &

Risk Management. The Building and Laboratory Safety Coordinator can assist you in managing appropriate transport.

5 Health & Safety Manual

Chapter III, Section 8.2 of the manual covers File Cabinets and Shelves.

Because file cabinets and shelves tend to support heavy loads, treat them with special care.

- Secure file cabinets not weighted at the bottom by attaching them to the floor or to the wall.
- Ensure file cabinet drawers cannot easily be pulled clear of the cabinet.
- Do not block ventilation grates, fire extinguishers, or fire alarm pull stations with file cabinets.
- Open one drawer at a time to prevent the cabinet from toppling.
- Close drawers when not in use.
- Any item placed on top of cabinet could fall if a drawer is opened suddenly.
- Avoid pinching fingers when closing drawers.
- Keep the bottom drawer full to help stabilize the entire cabinet.

Take these precautions for office shelves.

- Secure shelves by attaching them to the floor or wall.
- Place heavy objects on the bottom shelves to keep the structure stable.
- Allow 18 inches between the top shelf items and the ceiling to prevent sprinkler obstruction.
- Do not block ventilation grates, fire extinguishers, or fire alarm pull stations with shelves.
- Do not use shelves in place of a ladder.