



**LSUA**  
LSU of ALEXANDRIA

# SAFETY NEWSLETTER

## SPRING 2 2024 ISSUE

## HURRICANE PREPAREDNESS WEEK



**May 5<sup>th</sup> – May 11<sup>th</sup> is Hurricane Preparedness Week.** The 2024 Atlantic hurricane season could be one of the most active on record, according to a just-released outlook. Below you will find measures for preparing for a hurricane. For additional information, please visit [www.ready.gov/hurricanes](http://www.ready.gov/hurricanes)

### BEFORE A HURRICANE

To prepare for a hurricane, you should take the following measures:

- To begin preparing, you should build an emergency kit and make a family communications plan.
- Know your surroundings.
- Learn the elevation level of your property and whether the land is flood-prone. This will help you know how your property will be affected

when storm surge or tidal flooding are forecasted.

- Identify levees and dams in your area and determine whether they pose a hazard to you.
- Learn community hurricane evacuation routes and how to find higher ground. Determine where you would go and how you would get there if you needed to evacuate.
- Make plans to secure your property.
- Cover all of your home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking.
- Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage.
- Be sure trees and shrubs around your home are well trimmed so they are more wind resistant.
- Clear loose and clogged rain gutters and downspouts.
- Reinforce your garage doors; if wind enters a garage, it can cause dangerous and expensive structural damage.
- Plan to bring in all outdoor furniture, decorations, garbage cans and anything else that is not tied down.
- Determine how and where to secure your boat.
- Install a generator for emergencies.
- If in a high-rise building, be prepared to take shelter on or below the 10th floor.
- Consider building a safe room.



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## SAFETY RESPONSIBILITIES

### Administration, Department Heads

- A safe working environment is only achieved through a top-down approach.
- Implement safety and environmental programs within their respective organizations and ensure that implementation is met.
- Provide access for the inspections in their areas of responsibility.
- Provide for the immediate investigation of all accidents resulting in personal injury to personnel for whom they are responsible and submit a report of the findings, utilizing the "DA 2000 and DA 3000" form.
- Cooperate with the University Safety Committee when called upon to do so.

### Other Supervisors

- Assure that safety and environmental procedures are followed in everyday operations on campus.
- Have a working knowledge of all safety principles and safety rules applicable to their area of responsibility.
- Conduct periodic self-inspections of their area of responsibility and submit appropriate inspection reports.
- Investigate all accidents or incidents that could have resulted in injury and/or property damage to determine cause and prevent recurrence.
- Promote good housekeeping and proper safety performance.
- Ensure that students/employees are educated in the proper use and maintenance of supplied safety equipment, including personal protective equipment, and are supplied with same.

### All Employees

- Obey safety and environmental rules and regulations.
- Report to appropriate authorities any unsafe conditions and procedures.
- Refrain from actions which could cause injury or damage to property due to employee lack of training, their condition, or the condition of the equipment being used.
- Look out for coworkers and others to warn/stop actions on their part which could cause injury or property damage.



## SAFETY WEBSITE

<https://www.lsua.edu/fas/safety>

This website contains various information on campus safety including our Safety Manual and General Safety Rules.

## LOCK-OUT/TAG-OUT PROCEDURES

Employees fall under two classifications:

**Authorized Employee** – Trained employees performing the LO / TO on the equipment across campus (usually a member of the Facility Services Department or a contractor on campus performing maintenance.)

All lockout/tag out work is done only by trained qualified employees (**Authorized Employee**)

**Affected Employee** – All other LSUA employees

If you see lockout/tag out devices are being used **DO NOT TOUCH** any equipment to which these devices are attached.

### EXAMPLES OF LO/TO DEVICES THAT YOU MAY SEE ON CAMPUS!



**DO NOT TOUCH!**

## BLOODBORNE PATHOGEN POLICY P.S.260



The O.S.H.A. blood borne disease standard requires that "only trained personnel may clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to blood or body fluids, wash with soap and water immediately, report to the supervisor, and the employee should be referred to the Safety & Risk Manager for evaluation. In all cases, treat spilled body fluids as if they were a hazardous material and refrain from touching or spreading the material until proper personnel arrive to decontaminate and remove. For additional information, see LSUA policy statement 260, which can be found on-line at

<https://www.lsua.edu/chancellor/policies>

If you are identified as "high risk", you will be required to participate in a separate annual training session. You will also be required to attend additional training. Ask your supervisor if you are identified as "high risk" for Bloodborne Training.



## WORK ORDER & HAZARD CONTROL



Identified hazards shall be corrected or made safe in the most expedient method available at the time. Reporting of hazards by all members of the university community, including visitors, shall be encouraged. Where a hazard has been identified, a means of tracking the corrective action to completion is employed.

Hazards are to be reported to Facility Services and are tracked through the work order process. Requests are reviewed and prioritized by Facility Services. They are treated with appropriate priority to assure that the hazards are corrected in a timely manner. Any workplace hazard can be reported by either calling 473-6475, or emailing [candyd@lsua.edu](mailto:candyd@lsua.edu).

A work order is made and assigned based on the priority. Each work order is issued a number that can be used for tracking by MicroMain XM. ORM requires state agencies to maintain the ability to track all reported hazards and remedies used to correct the problem.

When needed, temporary measures must be taken to guard against the hazardous condition. The person receiving the report should assure that these measures are taken and follow up on any long-term measures needed. LSUA Police should also be notified in any emergency hazardous situation or in the event immediate assistance is required to control access to hazardous locations by others.

**If the hazard poses an emergency, Call 911!**

## SUMMER TIME IS HERE!

Warm weather often means more bug bites, greater risk of heat-related illnesses, and more water and outdoor activities. Please remember to protect yourself and others during summer travel. Stay Safe!

