

## ISSUE #1 - SUMMER/FALL 2021

JUNE 2021

## IT'S STARTING TO GET WARM!!!

During the Summer and even into Fall, Louisiana means hot, humid weather. Spending too much time in those conditions can increase your normal body temperature (98.6 degrees) to dangerous levels. Prevent a heat related illness from occurring by following these tips to beat the summer heat:

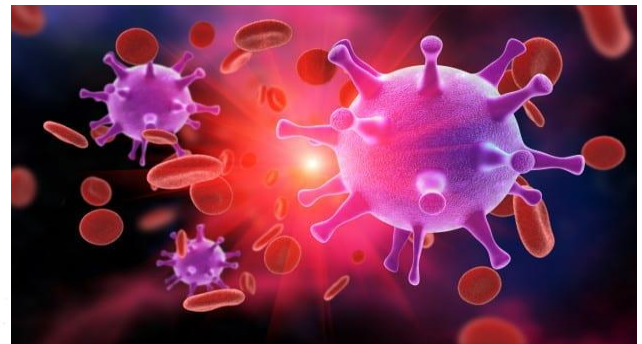
- Pay attention to weather reports and adjust daily routines accordingly.
- Schedule physically strenuous activities for cooler times.
- Dress in light, loose, cotton clothing. Wide-brimmed hats help keep you cool as well.
- Never leave children or pets inside a car, even if the windows are open.
- Get plenty of sleep and eat light, nutritious, and non-fatty meals.
- Be aware that when active in a hot, dry climate salt as well as water are lost in sweat.

## BLOODBORNE PATHOGEN POLICY P.S.260

The O.S.H.A. blood borne disease standard requires that "only trained personnel clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to bloody 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.lsu.edu/chancellor/policies>

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



## COVID-19 IS STILL WITH US!

*Although we have come a long way in our battle with COVID-19, we are not yet out the woods! Recently, the mask mandate was lifted but we still strongly encourage individuals to keep wearing masks, especially if they are not vaccinated.*

**Please contact the Health Center at 427-0110 or visit them in Coughlin Hall if you are interested in receiving the COVID-19 vaccine.**



**LSUA**  
LSU of ALEXANDRIA

# SAFETY NEWSLETTER

## KEEP UP THE GREAT WORK!

Hats off to everyone who reports an unsafe condition BEFORE someone gets hurt! Here are just some of the unsafe conditions that have been reported in the past by diligent employees:

- wasp nests near walkways
- broken hand rails
- trees blocking visibility

Here are some other conditions that you need to look out for! These can potentially cause injury and should be reported ASAP!

- Holes near walkways
- Slippery entrance ways
- Loose cords in office
- Loose and broken glass
- Frayed electrical cords

**Everyone helps keep the campus safe!!!**

## LSUA GENERAL SAFETY RULES

Each year, LSUA is required to conduct training on the General Safety Rules which are listed below. The General Safety Rules are located in the Safety Manual on the LSUA website. Please read our rules and direct any questions to me.

1. No smoking on campus.
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.

4. Operate equipment only if you are trained and authorized.
5. Immediately report any recognized potentially unsafe condition or act to your supervisor.
6. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
7. Report any smoke, fire, or unusual odors to your supervisor immediately.
8. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
9. If your work creates a potential slip or trip hazard, correct the hazard immediately. Special attention should be paid to electrical cords that stretch across walkways.
10. Fasten restraint belts before starting any motor vehicle.
11. Obey all driver safety instructions.
12. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
13. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
14. Adhere to departmental rules and procedures specific to departmental operations.
15. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
16. Adhere to any state, local, or campus policies on infection control procedures.

## LSUA SAFETY WEBSITE

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

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

## LSUA 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 assure that implementation is met.
- Provide for the conduct of periodic self-inspections in their areas of responsibility utilizing the appropriate inspection form.
- 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 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 their lack of training, their condition, or the condition of the equipment.
- Look out for their coworkers and others to warn/stop actions on their part which could cause injury or property damage.



***Working Safely Saves LSUA Money!!!!***

## 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.)



**Affected Employee** – All other LSUA employees

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

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

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



## 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!**