

SPRING 1 2025

DON'T GET HOOKED!

PHISHING ATTACKS

Malicious cyber criminals are always attempting to leverage interest and activity in public health emergencies to launch themed phishing emails. These phishing emails contain links and downloads for malware that can allow them to take over healthcare and educational IT systems and steal information.

It is critical to stay vigilant and follow good security practices to help reduce the likelihood of falling victim to phishing attacks.

- Don't open unsolicited email from people you don't know.
- Be wary of third-party sources.
- Hover your mouse over links to see if they match the sender's known source.
- Do not click links in emails. Instead, if you think the address is correct, type it into your browser to verify its legitimacy.
- Be wary of attachments in any email.
- Do not supply any personal information, especially passwords, to anyone via email.



TO FURTHER PROTECT YOURSELF, ASK YOURSELF THESE QUESTIONS WHEN YOU RECEIVE AN EMAIL?

S.T.O.P

SUSPICIOUS?

TELLING ME TO CLICK A LINK OR A BUTTON?

OFFERING SOMETHING THAT'S TOO GOOD TO BE TRUE?

PUSHING ME TO DO SOMETHING URGENTLY?

If the answer to any of the questions above is "yes", then **STOP!** There's a good chance that you're the recipient of a phishing email. Report the email to IET Services (iethelp@lsua.edu).

If you or your department would like to schedule further training or discussion about phishing or email security, please contact Richard @ rrobinson@lsua.edu to schedule!

RETURN TO WORK POLICY - PS 277

Purpose: Louisiana State University at Alexandria (LSUA) provides workers' compensation benefits to its faculty and staff in accordance with state law. This coverage includes the University's modified duty program designed to encourage employees who have been released to perform work with limitations to return to work. Please familiarize yourself with this policy which was updated recently.

All LSUA policy statements can be found online at <https://www.lsua.edu/chancellor/policies>

ANNUAL NATURAL GAS NOTICE





If you smell gas, call Facility Services at 318-473-6475 or University Police at 318-473-6427. LSUA owns and operates a natural gas distribution system. The purpose of the gas system is to provide a reliable and safe economical source of energy for heating buildings adjacent to the underground gas pipelines. The pipeline system has the capacity to reliably deliver natural gas to the customer.

The hazards of natural gas are that it is odorless, tasteless, and lighter than air, and can ignite and/or explode with a tremendous force when mixed with the right amount of air. Prevention measures taken include adding odorant to the gas to give it that distinctive smell, similar to rotten eggs, to warn us of its presence, testing the odorant level each calendar quarter, and performing annual gas leaking surveys.

Anyone who may smell this odor or notice any unusual conditions on or near gas mains, vents, service lines, meter sets, or especially inside a building should immediately call the Facility Services Department at **318-473-6475** or University Police at **318-473-6427**.

State and Federal laws require excavators to notify the state LA One-Call Center 48 hours before digging. The LA One-Call number is 811 or 1-800-272-3020. They will notify LSUA Facility Services. Remember, you must call 48 hours before digging.

If you smell a *STRONG* gas odor inside a building, ask everyone in the building to leave. Do not operate any switches or use the phone. Move a safe distance away upwind of the gas smell and then, when you are safe, call the Facility Services Department. With any gas leak protect life first then notify the Facility Services Department.

 <p>Smell</p>  <p>The most obvious sign of a natural gas leak is the smell. We add a harmless substance to natural gas so that it stinks like rotten eggs, making it easier to detect a leak.</p>	 <p>Sight</p>  <p>Look for dead or discolored vegetation in an otherwise green area. Soil may be abnormally dry or hardened.</p> <p>In wet or flooded areas, there may be continuous bubbling.</p>
 <p>Sound</p>  <p>Gas leaks often emit a blowing or hissing sound.</p>	 <p>Other signs</p>  <p>If a leak has been ignited, there will be flames.</p> <p>In certain cases, gas leaks will blow dust from a hole in the ground.</p>

This information is provided as a public awareness notice.



HAZARD COMMUNICATION

The Louisiana Office of Risk Management recently directed all state organizations maintaining hazardous materials to develop and implement a Hazard Communication and Chemical Safety Program. At LSUA, this program is coordinated by the Safety & Risk Manager. The program requires departments on campus who use or store hazardous materials to maintain an inventory, maintain SDS (Safety Data Sheets), conduct training for employees who handle hazardous materials, label and properly store HAZMAT inventories, and develop procedures for spills or other HAZMAT emergencies.

ORM defines a substance as “hazardous” if it is classified as either a “physical” hazard (flammables, explosives etc.) or a “health” hazard (carcinogens or mutagens). Physical hazards such as oxygen tanks, fuel, and paint thinner are easier to identify than health hazards which include substances such as lab chemicals and cleaning supplies. At LSUA, hazardous materials are primarily located within the Department of Facility Services and Science laboratories.

In addition to providing the chemical composition of a substance, product labels provide detailed information concerning proper use, storage, and hazards of a hazardous material. Always read the label prior to use and never go “off label” by mixing or using something in a manner inconsistent with label instructions. The label will also dictate what Personal Protective Equipment (PPE) must be worn when using the substance. If you are working in an area where hazardous chemicals are present, you should check to ensure that current SDS are available.



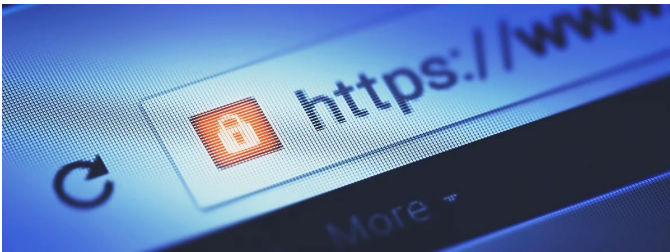
SDS for Hazardous Materials (if applicable):

- All containers should be labeled with the name of the contents
- Review the safety data sheets for the materials used by the employees
- To ensure understanding, employees should be knowledgeable in the signs and symptoms of exposure to the hazardous material
- The employee should know how to access all safety data sheets
- The employee should be aware of the new labeling system for chemicals

For additional information on the new SDS, please visit:

<https://www.osha.gov/Publications/OSHA3514.html>

LSUA SAFETY WEBSITE



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

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



LSUA GENERAL SAFETY RULES

Annually, LSUA is required to conduct training on the General Safety Rules listed below. They are also located in the Safety Manual on the website.

- No smoking on campus.
- Horseplay and fighting will not be tolerated in the work place.
- Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Operate equipment only if you are trained and authorized.
- Immediately report any recognized potentially unsafe condition or act to your supervisor.
- Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
- Report any smoke, fire, or unusual odors to your supervisor immediately.
- Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
- 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.
- Fasten restraint belts before starting any motor vehicle.
- Obey all driver safety instructions.
- Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
- Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to departmental rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
- Adhere to any state, local, or campus policies on infection control procedures.