



# LIFE LINE

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## DIRECTOR'S LOG

By Mike Durham

It has been **HOT AS BLAZES** of late!

Heat advisories have been issued and everyone should take precautions to stay safe in the heat. Wear loose, light colored clothing, drink plenty of liquids, and protect yourself from too much exposure to the sun. Wearing a wide brim hat is helpful. I have also found that wearing a shirt without a t-shirt underneath is much cooler than our normal attire. Be aware of the symptoms of heat stress, and take a break if you feel them coming on. Let's hope some clouds appear soon!

We are hosts, along with UNO, Tulane, Southeastern, and other campuses, for the Campus Safety, Health and Environmental Management Association (CSHEMA) Annual Conference in July. The economy has hurt registration, but we are still planning for a great conference. The conference website is at this [link](http://www.cshema.org). (www.cshema.org) Last year in St. Louis, we had slightly over 400 attendees, this year we expect about half that number for the conference in New Orleans.

In reviewing the list of presentations, you will see a number of LSU presenters on a variety of safety and environmental related subjects. In advance of the conference we are bringing a tour group to visit the LSU campus, including our new Ben Hur Large Animal Research Facility, our new athletic facilities, the tiger habitat (of course!), our Emergency Operations Center, CAMD, and other sites, and will conclude with lunch at the LSU Rural Life Museum.

I encourage everyone who has an interest in safety, environment and/or sustainability to review the list of presentations at the conference to see if there are some in which they would be interested. We have planned a comprehensive list of subject area tracts, with a high quality faculty of presenters.

OES has a new person on board, Dr. Quinesha Morgan, who joined our staff in late May. Quinesha is a recent PHD graduate from LSU and is providing support for a growing biological safety research program on campus. New emphasis on control of biological research by the federal government is the most challenging regulatory issue we are encountering. This is an area where homeland security and safety has co-joined in a remarkable way.

Thanks for your support of safety on campus. Have a great summer. Stay cool, and stay safe!



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## SAFETY- WHAT ALL EMPLOYEES WANT TO KNOW

Your safety is a personal resource that is developed and maintained by cooperative efforts with other employees through training, hazard prevention and recognition, and safe work procedures. Some basic information is essential to all employees:

1. Reporting hazards.
2. Reporting injuries.
3. Driving on state business.
4. How to respond to different types of emergencies.
  - ◆ Fire
  - ◆ Medical
  - ◆ Threatening behavior
5. Personnel Protective equipment required on the job.
6. Review any Hazardous materials used or handled in the workplace.
7. Review methods of obtaining Material Safety Data Sheets for hazardous materials.
8. General Safety Rules for the University.
9. General Safety rules for the Department.
10. LSU Policy Statements: <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>
  - ◆ Employee Assistance plan- P.S. 59
  - ◆ Substance abuse Awareness program-P.S. 67
  - ◆ Americans with Disabilities policy- P.S. 26
  - ◆ Violence in the workplace program P.S. 102
11. Access to rooms and building security

The L.S.U. Safety and Environmental manual can be accessed by [www.oes.lsu.edu](http://www.oes.lsu.edu).

### 1. Reporting hazards:

The new employee should understand how to report hazards that he/she may come across during their day's work. In reporting hazards, the employee should provide their supervisor with details of the location and description of hazard, and any thoughts they may have to reduce or eliminate the hazard. The employee should understand the need to isolate or barricade hazards that have immediate safety consequences (immediately dangerous). The employee should understand their responsibility for their personal safety along with the safety of their fellow employees and the campus population. It is important that they **not create** any situations, which create a hazard for others in the area.

How to report hazards:

Report to Supervisor, or, Report to building coordinator, or Contact Facility Services- (work control) 8-3186

### 2. Reporting injuries

The new employee should know that injuries should be reported immediately to the supervisor. Treatment of injuries can be through the Student Health Center or a local hospital depending on the severity. In major life threatening injuries, call 911. This call is directed to the Campus Police Switchboard and communications center. They will dispatch emergency medical personnel. A discussion of blood borne diseases should be conducted with all new employees to ensure understanding. 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 Student Health Unit 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.

### 3. Driving on state business

Employees will not be allowed to routinely drive on state business unless they receive authorization from their department head or supervisor. An Authorization form must be completed annually for the employee ([Form 2054-LSU](#)). After the form is completed, it is sent to Property Management, where a driver's record check will be conducted. According to State requirements, if serious citations on their driving record occur, the employee may not be authorized to drive. In addition, [on-line Safe Driver's training](#) must be completed to drive on state business. Employees are to know and obey all traffic laws and understand that vehicle accidents require immediate reporting to the supervisor.

#### 4. How to respond to different types of emergencies

- a. Fire
- b. Medical
- c. Threatening behavior

**911-** Dialed from University Phones goes to the central dispatch office of the L.S.U. Police Department. LSU Police can dispatch fire, ambulance and police personnel to the location. All fires and emergency situations should be reported to the L.S.U. police department immediately. In the event of a fire, all personnel should evacuate the building and remain outside until the Campus Police issue an "All Clear".

Following evacuation, all personnel should respond to an assembly area for accounting purposes. This ensures that there are no personnel remaining in the building.

#### 5. Personnel Protective equipment required on the job.

Typically, in an office environment, no special personnel protective equipment required.

If the job requirements or procedures dictate, use safety glasses, goggles, gloves, or respirators as specified. The supervisor should review the uses and limitations of personal protective equipment. Using personal protective equipment can provide protection when the unexpected happens. Personnel should inspect personnel protective equipment before each use.

#### 6. Review any Hazardous materials used or handled in the workplace.

If there are hazardous materials used, review locations of the material and how to find the MSDS (Material Safety Data Sheet) for the material. Proper labeling, handling and disposal methods should also be discussed.

#### 7. Review methods of obtaining Material Safety Data Sheets for hazardous materials.

- a. All containers should be labeled with the name of the contents
- b. Review the material safety data sheets for the materials used by the employees
- c. To ensure understanding, employees should be knowledgeable in the signs and symptoms of exposure to the Hazardous material.

**8. General Safety Rules for the University:** are found in the Safety Manual found on: [www.oes.lsu.edu](http://www.oes.lsu.edu)

#### 9. General Safety rules for the Department.

Discuss any specific safety rules within the department, along with how the employee will receive training. A general tour of the department is essential for the new employee. The employee should be shown the locations of:

- a. **Fire extinguishers** and the P-A-S-S method of use.
  - P**-pull the pin,
  - A**-aim the nozzle at the base of the flame,
  - S**-squeeze the handle at the top of the extinguisher,
  - S**-sweep the flame from side-to-side
- b. **First aid kits**
- c. **Fire alarms and emergency pull stations**
- d. **Proper exits** from the building during an emergency, and outside assembly location
- e. **Designated smoking areas** (no smoking unless in designated area)

**10. Other applicable Policy Statements available at:** <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

- Employee Assistance plan-** P.S. 59
- Substance abuse Awareness program-**P.S. 67
- Americans with Disabilities policy-** P.S. 26
- Violence in the workplace program** P.S. 102

#### 11. Access to rooms and building security

Discuss with employee how they will access the building along with standard opening and closing times. In addition, discuss how employee will gain access to the building (if it is allowed) during the off-hours. Issue keys, access codes and identification cards. Re-enforce with employee the need to maintain and not compromise security systems by duplicating or "loaning" their personal keys and codes, and to notify Campus Police (**911**) for any emergency situation including theft, fire and medical emergency.

## Sodium Hypochlorite?-"Bleach" WARNING!!!! "Do Not Mix With..."

From the Chlorine Institute:

Incompatible Material	Mixing May Result In
<b>Acids and Acidic Compounds such as (Note 1):</b> - Alum (Aluminum Sulfate) - Aluminum Chloride - Ferrous or Ferric Chloride - Ferrous or Ferric Sulfate - Nitric Acid - Hydrochloric Acid (HCl) - Sulfuric Acid - Hydrofluoric Acid - Fluorosilicic Acid - Phosphoric Acid - Brick and Concrete Cleaners - Chlorinated Solutions of Ferrous Sulfate	- Release of chlorine gas, may occur violently.
<b>Chemicals and Cleaning Compounds containing ammonia such as (Note 1):</b> - Ammonium Hydroxide - Ammonium Chloride - Ammonium Silicofluoride - Ammonium Sulfate - Quaternary Ammonium Salts (Quats) - Urea	- Formation of explosive compounds. - Release of chlorine or other noxious gases.
<b>Organic Chemicals and Chemical Compounds such as (Note 1):</b> - Fuels and Fuel Oils - Amines - Methanol - Organic Polymers - Propane - Ethylene Glycol - Insecticides Solvents and Solvent Based Cleaning Compounds	- Formation of chlorinated organic compounds. - Formation of explosive compounds - Release of chlorine gas, may occur violently
<b>Metals such as:</b> - Copper - Nickel - Vanadium - Cobalt - Iron - Molybdenum Avoid piping and material handling equipment containing stainless steel, aluminum, carbon steel, chrome steel, brass, bronze, Inconel®, Monel® or other metals.	- Release of oxygen gas, generally does not occur violently. Could cause overpressure/rupture of a closed system
<b>Hydrogen Peroxide</b>	- Release of oxygen gas, may occur violently
<b>Reducing agents such as:</b> - Sodium Sulfite - Sodium Bisulfite - Sodium Hydrosulfite - Sodium Thiosulfate	- Evolution of heat, may cause splashing or boiling.
<b>Oxidizing agents such as:</b> - Sodium Chlorite	- Release of chlorine dioxide, chlorine, and oxygen gas. Increased rate as pH is lowered.
<b>Avoid direct contact with sunlight or UV light</b>	- Release of oxygen gas, generally does not occur violently. Could cause overpressure/rupture of a closed system

### Notes

1. Some of these compounds can be found in common household, automotive and industrial products such as window, drain, toilet bowl and surface cleaners, degreasers, antifreeze, water treatment or swimming pool chemicals. Consult product labels, product manufacturers, sodium hypochlorite suppliers or The Chlorine Institute for information.

Revision 2. Approved by the Customer Stewardship Issue Team on 3/24/2009

## Cylinder safety

**WARNING:** High pressure cylinders hiding!

Recent review of campus departments have found the improper handling and storage of compressed gas cylinders.

### Cylinder Storage

- ◆ Store cylinders in upright positions and secure by chains or other means to prevent them from being knocked over.
- ◆ Separate flammable and oxidizing gas cylinders by a minimum of 20 ft or by a fire-resistant partition in storage areas. Minimize storage of flammable or toxic gasses indoors.
- ◆ Store cylinders away from highly flammable substances, electrical connections, gas flames or other sources of ignition,.
- ◆ Store cylinders away from excessive heat, continuous dampness, salt or other corrosive chemicals, and any areas that may subject them to damage.
- ◆ Store and label charged or full cylinders away from empty cylinders.
- ◆ Store all compressed gas cylinders so they do not interfere with exit paths.
- ◆ Cylinders should be stored in dry, cool, well ventilated areas at temperatures below 125°F, away from sources of heat.
- ◆ Cylinder storage areas should be fire resistant secure locations and permanently posted with the names of the gases stored in the cylinders.

### Cylinder Maintenance

- ◆ Alterations/repairs to the cylinder beyond the tank or regulator and valve must be made by the vendor or a competent person.
- ◆ Compressed gas cylinders should be subjected to periodic hydrostatic testing and interior inspection by the supplier.
- ◆ Visually inspect all compressed gas cylinders regularly for damage. Check all cylinder connections (pressure regulators, manifolds, hoses, gauges, and relief valves) for integrity and tightness.
- ◆ Regularly leak test compressed gas cylinders

using an approved leak detecting liquid. Ordinary soap solution may contain oils that are unsafe when used with oxygen cylinders.

- ◆ Do not paint cylinders without authorization by the owner/supplier.

### Cylinder Valves

- ◆ Keep cylinder valves closed at all times, except when the valve is in use as regulator diaphragms can fail resulting in release of the gas.
- ◆ Cylinder valve covers should be in place at all times when cylinders are not in use.
- ◆ Never use wrenches or other tools for opening and closing valves. For valves that are hard to open, contact the supplier for instruction.
- ◆ Always use a suitable pressure regulating device to deliver compressed gas to systems requiring lower pressure than the cylinder pressure.
- ◆ Establish procedures in the event a compressed gas cylinder leak cannot be remedied by simply tightening the valve. The procedures should include:
  - a. Remove cylinder to a well ventilated outdoors location.
  - b. Attach tag to the cylinder stating it is unserviceable.
  - c. If the gas is flammable or toxic, place an appropriate sign at the cylinder warning of these hazards.
  - d. Notify the gas supplier and follow his/her instructions as to the return of the cylinder.

### Other Cylinder Precautions

- ◆ Label all compressed gas cylinders with their contents and precautionary warnings clearly marked on their exteriors.
- ◆ Never move compressed gas cylinders, even short distances, by dragging across the floor. Always use a suitable hand truck.
- ◆ Prohibit the use of compressed gases (air) to clean clothing or work surfaces.
- ◆ Compressed gases should only be handled by experienced and properly trained people.
- ◆ **DO NOT ORDER** Lecture bottle samples or quantities. Lecture bottles are **not returnable**, and require limited, expensive disposal.

## Chemical Safety Update

The Occupational and Environmental Safety Office (OES) has implemented the Chemical Safety Assistant program from On-Site Systems to track chemicals and to comply with Homeland Security and Environmental regulations. Inventory data from the old system (Chemtracker) has been transferred to the Chemical Safety Assistant program. Registered chemical owners can access their data via the OES Web Site using their PAWS information. OES will continue the inventory process for labs that are not currently in the system.

OES requests that chemical owners review their inventory data for completeness and accuracy. Each lab is responsible for entering any new chemicals upon purchase and for removing chemicals from the inventory when used. The chemical inventory system is the cornerstone of an environmental compliance management system. It will be used to document compliance with the chemical handling and storage requirements of Homeland Security, OSHA, and the EPA.

Louisiana Fire Codes and Hazard Communication rules require that the hazards within a lab be defined. OES meets these requirements using door signs that are generated from the Chemical Safety Assistant program. Each Lab door sign provides lab-specific emergency contact information and uses standard warning symbols to indicate specific hazards.

The Chemical Safety Assistant program also has an on-line training feature. OES is requesting that each lab person take three courses to meet safety and environmental training requirements. Emergency Response, General Lab Safety, and RCRA Training will be available starting in July. The training programs can be accessed via the OES Web Site.

The Louisiana Department of Environmental Quality has started a series of hazardous waste inspections at universities. OES requests that each lab reviews their Hazardous Waste disposal procedures to ensure compliance with the rules. OES has developed a "Chemical Waste Rules" poster that can be posted in labs to help serve as a reminder of the requirements. It is available upon request to Jerry Steward at [jsteward@lsu.edu](mailto:jsteward@lsu.edu).

OES picks up lab waste as a service to the University. The current procedure for requesting a disposal pick-up involves sending a hard copy request or an E-Mail to the OES office. The Chemical Safety Assistant program has on-line waste tracking and requests features. These functions will be made available for chemical owners in August.

University Stores, in compliance with guidelines issued by OES, will be soon be implementing new procedures for the sale of bulk chemicals. Stores current policy provides for the sale of bulk methanol, acetone, isopropanol, and ethanol to customers that provide their own containers. A series of recent spill incidents have brought attention to the hazards of this practice. Starting in July, the purchase of bulk chemicals from University Stores will require that each container be structurally sound, properly labeled, and tracked in the Chemical Safety Assistant program.

OES is requesting your support and assistance with further implementation of The Chemical Safety Assistant program. We will be happy to provide the necessary training and support to improve chemical safety in laboratories. Feel free to call OES at 578-5640 with any questions or concerns.

OES is pleased to announce a new effort to recycle chemicals. As chemicals become available for recycling, they will be added to a special account in the Chemical Safety Assistant. Interested parties can review the chemicals by logging into the program with the User ID of **recycle** and **chemicals** as the password. This is a "read only" file. If you are interested in any of the chemicals, call OES for further information.

## Pet Causes accident

A Building Service employee entered an occupied office, plugged his vacuum cleaner into an electrical outlet, and proceeded to vacuum the hallway in front of the office. After using a vacuum, the Building Service employee re-entered the office to unplug the machine. Suddenly, a dog came out from under the desk, biting the left leg (calf) of the employee. The employee sitting at the desk tried to grab their pet, but was unable to retrieve it in time to prevent the bite. The Building Service employee sprained his ankle while trying to escape.

Taking preventative measures could have avoided this accident.

- ◆ The building service employee was not aware of the dog being there.
- ◆ The employee behind the desk was focused on work she was performing on the computer
- ◆ The dog was not restrained or crated

Pets are comfortable around their owners, yet, in the work environment, strange noises, people, and odors can cause the pet to instinctively go into “protect mode,” resulting in injury to others. Owners of pets are responsible for their pets and their actions.

The University Safety Committee recommends that:

*All animals except those specifically required for research or teaching purposes, or those that are medically approved, are prohibited in all University facilities including all learning and working environments. The Veterinary School Clinic which regularly services clients is the only area of the School of Veterinary Medicine with the authority to maintain client animals on the LSU campus.*

## \*Free Paint\*

Facility Services has surplus paint in various colors that cannot go to state surplus, but can be used for University business. If you would like to pick up paint, contact David Perault at 578-5567.

### ++++ Safety Meetings +++++

*As a minimum, Department Safety meetings should be conducted Quarterly. This newsletter can be used as safety meeting material. Please route through your department via e-mail and request a “return receipt,” or circulate with “sign-in” sheet containing printed name/date/ and initial.*

## Office of Occupational and Environmental Safety 126 Public Safety Building 578-5640

[www.oes.lsu.edu](http://www.oes.lsu.edu)

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