

**Risk Management
Environmental Health & Safety
Emergency Management
Ergonomics
Continuity of Operations
Campus Security**

Email
[LIT](#)

Web:
[LIT](#)

Contacts:

Gary Rash – Executive Director
Phone: LSCO – (409) 882-3902
LSCPA – (409) 984-4921
LIT – (409) 247-5082

Security Contacts

Rebecca Gentry – Director of Safety
Phone: (409) 257-0072
Email: rgentry@lit.edu

Markquinn Edwards – Security Guard
Phone: (409) 247-4732
Email: mledwards1@lit.edu

Darnella Cooper – Security Guard
Phone: (409) 247-4734
Email: dkcooper@lit.edu

Freddie Young: Gateway Security Guard
Phone: (409) 247-4748
Email: fyong1@lit.edu

EHS Specialist – Shared Services

Tracielynn Walters
Phone: (409) 658-4491
Email: twalters@lit.edu

1 12 Days of Office Safety

- **I See You. Report a Safety Concern** such as fall hazards, defective light bulbs, faulty wiring, disposal of chemicals, and indoor air quality concerns.
- **Two's Company.** Three's a Crowd. Do not overload outlets with too many devices.
- **Ouch!** Prevent trips and falls by keeping cords safely along walls and out of doorways and high traffic areas.
- **Can't Touch This!** Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
- **That's a No-No.** LIT is a smoke-free and tobacco-free campus. This includes electronic cigarettes and vaping.
- **Do You Even Lift?** Use proper lifting techniques so the legs, not the back, do the work.
- **Step on Up.** Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.
- **Nice and Warm.** When using space heaters, remember the following guidelines:
 - All heaters must be UL listed approved for intended use.
 - Heaters must have a tip-over automatic shutdown feature.
 - Heaters must be plugged directly into a wall outlet. Extension cords and plug strips must not be used.
 - Contact the [EHS Specialist](#) with any questions about space heaters.
- **Oh Snap!** Open desk drawers and file cabinets pose a hazard. Be sure to completely close them when not in use.
- **Eyes Off the Merchandise.** Giving your eyes a rest from the computer monitor and allowing them to focus at varying distances can help reduce eye strain.
- **Escape Route.** Know your building escape route and designated gathering areas in case of an emergency.
- **Hands Up!** Washing hands with soap and water is the best way to reduce the number of microbes on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

2 Winter Holiday Décor Safety Guidelines

If planning to decorate campus spaces for Winter Holidays, please comply with the following safety guidelines.

- Keep all doors/doorways clear within at least 48 inches for unobstructed exit requirements.
 - Assure there are no tripping hazards, such as cords or other décor. Cords may not be covered with rugs.
 - Inspect all lights, decorations, and extension cords for damage before using.
 - Never connect more than three strings of incandescent lights together.
 - Make sure that decorations do not block any fire extinguishers, pull stations, lights, light switches, walkways, corridors, or hallways.
 - Purchase electrical decorations from reputable retailers that are approved by a national recognized testing lab such as UL, ETL, or CSA. Use only electric or battery powered lights UL safety certified.
 - Do not cover or obstruct emergency exit signage.
 - Do not hang decorations from sprinkler heads or within 18 inches of the ceiling to allow fire sprinklers to operate as designed.
 - Do not use open flames, light candles or spark producing devices of any kind.
 - Do not use naturally flammable items in offices, including live trees, natural wreathes, or real branches.
 - Avoid overloading electrical outlets with too many decorations or electrical devices.
 - Turn off all electrical decorations before leaving the workplace.
- Do not use snow spray. Artificial snow spray can irritate the lungs if inhaled. Refrain from using any type of aerosols.