

Risk Management Monthly Newsletter

September 2026

Risk Management Environmental Health & Safety

Emails

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- Eliminate distractions such as texting, adjusting GPS devices, or eating while driving.
- Slow down in parking lots and near building entrances.
- Watch carefully for pedestrians, bicyclists, and mobility device users.
- Maintain a safe following distance from other vehicles.
- Use turn signals and check blind spots before changing lanes or backing.
- Back into parking spaces whenever possible to improve visibility when departing.

Parking Lot Safety

- Many campus vehicle incidents occur at speeds under 10 mph. Drivers should:
- Scan continuously for pedestrians.
- Be alert for vehicles backing from parking spaces.
- Yield to pedestrians in designated crosswalks.
- Avoid rushing between meetings or classes.

Accident Reporting

- If involved in a vehicle accident while conducting college or university business:
- Ensure everyone is safe.
- Contact emergency services if injuries are involved.
- Notify Campus Police and your supervisor.
- Follow institutional accident reporting procedures.
- Remember: Arriving safely is more important than arriving quickly.

2. Bloodborne Pathogen

Exposure Awareness

- Employees may occasionally encounter

situations involving blood or other potentially infectious materials. Custodial personnel, maintenance employees, public safety professionals, athletic staff, and first responders are particularly at risk for exposure.

What Are Bloodborne Pathogens?

- Bloodborne pathogens are microorganisms that can cause disease and are transmitted through contact with infected blood or bodily fluids. Examples include:
- Hepatitis B (HBV)
- Hepatitis C (HCV)
- Human Immunodeficiency Virus (HIV)

Protect Yourself

- Never touch blood or bodily fluids without appropriate personal protective equipment (PPE).
- Wear disposable gloves when cleaning spills or assisting injured individuals.
- Wash hands thoroughly after removing gloves.
- Use approved disinfectants to clean contaminated surfaces.
- Dispose of contaminated materials properly.

If an Exposure Occurs

- Wash the affected area immediately with soap and water.
- Flush eyes or mucous membranes with clean water if exposed.
- Report the incident immediately to your supervisor.
- Seek medical evaluation as directed by Human Resources or Risk Management.
- Complete all required incident reports.

1. Defensive Driving on Campus

- With the Fall semester in full swing, campus traffic increases significantly as students, faculty, staff, and visitors travel between classes, offices, and parking areas. Vehicle accidents on campus are most commonly associated with distracted driving, backing incidents, and failure to yield to pedestrians.

Defensive Driving Tips

- Obey all posted speed limits and traffic signs.

Remember

- Universal precautions mean treating all blood and bodily fluids as potentially infectious. Following this simple practice significantly reduces the risk of exposure.

3. Suspicious Packages and Mail Awareness

While most mail and package deliveries received on campus are routine, employees should remain alert for items that appear unusual or suspicious. Recognizing potential warning signs and responding appropriately can help protect employees, students, and visitors from potential threats.

Recognizing Suspicious Packages

A package may warrant additional attention if it displays one or more of the following characteristics:

- Excessive postage or unusual labeling.
- No return address or a return address that cannot be verified.
- Misspelled words, poorly typed labels, or incorrect titles.
- Stains, discoloration, oily residue, or protruding wires.
- Unusual odors or sounds.
- Excessive weight, uneven weight distribution, or rigid areas.
- Restrictive markings such as "Personal," "Confidential," or "Do Not X-Ray."
- Unexpected deliveries from an unknown sender.

The presence of one characteristic does not automatically indicate a threat, but multiple indicators should be treated seriously.

If You Receive a Suspicious Package
If a package or piece of mail appears suspicious:

- Do Not Open, Shake, or Move the Item-Avoid handling the package any further than necessary.
- Isolate the Area-Leave the package where it is and keep others away from the immediate area.

- Do Not Use Electronics
Nearby-If directed follow the instructions of emergency responders regarding cell phones, radios, or other electronic devices.
- Notify Authorities
Immediately-Contact Campus Police and provide:
 - Your location
 - Description of the package
 - Any unusual characteristics observed
 - Whether anyone has handled the item
- Follow Emergency Instructions-Remain available for questioning and follow evacuation or shelter instructions if issued.

If a Package Has Been Opened

If the package has been opened and contains an unknown substance:

- Do not touch, smell, or taste the material.
- Avoid disturbing the contents.
- Wash your hands thoroughly with soap and water.
- Remain in the area unless directed otherwise by emergency responders.
- Prevent others from entering the area.
- Contact Campus Police immediately.

Remember

Most suspicious package reports ultimately prove harmless. However, every report should be taken seriously and evaluated by trained personnel. Quick recognition and prompt reporting are critical components of campus safety.

If You See Something Unusual, Report It Immediately. Do not assume someone else has already done so.

Safety Corner

National Preparedness Month: Are You Ready?

September is National Preparedness Month and serves as a reminder that

emergencies can happen at any time. Whether facing severe weather, utility outages, hazardous material incidents, or other emergencies, preparation is everyone's responsibility.

Four Steps to Preparedness

- Make a Plan -
Know how you will communicate with family members and coworkers during an emergency.
- Build an Emergency Kit -
Include water, non-perishable food, medications, flashlights, batteries, and important documents.
- Stay Informed -
Monitor weather alerts, campus notifications, and emergency communications.
- Know Your Role -
Become familiar with emergency procedures for your building and department.

Did You Know?

Most emergencies occur with little or no warning. Employees who understand emergency procedures and maintain personal preparedness recover more quickly and can better support others during a crisis.

Preparedness Starts Today. Don't Wait for an Emergency to Make a Plan.