



ENVIRONMENTAL HEALTH AND SAFETY

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EHS BULLETIN

FEBRUARY 2022

CAMPUS EVENT PLANNING

Before planning an on-campus event, there are some things that everyone needs to know to ensure safety and success. Any event with 50 or more attendees held on university grounds or in campus buildings must have an approved [event permit](#) prior to the event occurring. The purpose of the event permit is to review the plans regarding venue to address space, available exits, and even crowd management if needed.

The event permit process can be lengthy and should be started as soon as possible. Event permits must be submitted at least two weeks prior to the event date. All groups planning an event on campus are encouraged to contact EHS as soon as possible, so issues can be identified, and proper actions taken to ensure the event takes place as planned and is safe for everyone to attend.

The first step in event planning is getting approval for the use of the space where the event will be held. If the space is not controlled by requesting college or department, contact [Meeting and Conference Services](#) to start the event planning process. A location must be identified and approved before the event permit can be completed.

The next step is to contact the EHS to determine the maximum occupancy allowed for the event. Documents must be provided that detail the layout and include any tables, chairs, tents, stages, sound systems, games, or rides that will be used. All this information is necessary to determine the allowed occupancy.

In some cases, events require the assistance of other OSU resources. For example [OSU Police](#) or [Facilities Management](#) may need to approve based on the event. EHS can assist with providing guidance when these circumstances do arise.

If the event will require the services of any outside vendors, [Risk Management](#) must be contacted for guidance on insurance requirements for vendors.

EHS will assist with coordination and guidance on all event permit requests. For additional information on the requirements for events on campus, visit the [Campus Public Events web page](#).

**For questions about events on campus,
please contact EHS at fls@okstate.edu or call (405) 744-7241.**

TIPS FOR ACCEPTING HAZARDOUS MATERIALS

Hazardous materials can be sent through the mail, and packages can vary in sizes or amounts depending on the material or chemical that is being shipped. Examine the exterior of all packages before accepting them. If any problems are observable, such as a wet or leaking package, do not accept the shipment. Damaged packages are the responsibility of the transporter.

WHEN A PACKAGE ARRIVES, THERE ARE A FEW THINGS TO BE AWARE OF TO SAFELY HANDLE THE MATERIAL INSIDE:

- Check to make sure the package is undamaged and free of leaks. If the package is damaged or leaking, do not accept it.
- Check to make sure the contents match any labels or packing slips that come with the package. If they do not match, do not accept the package.
- Check if the package has any special handling instructions like the use of certain personal protective equipment.
- The packages may also have Department of Transportation (DOT) hazmat labels that will list the associated hazards that the package may have. [Click here for more information on DOT labeling.](#)
- Avoid stacking packages that contain hazardous or dangerous materials.
- Ensure the package is stored upright and out of the way of pedestrian traffic.
- These packages may also come with instructions for safe handling that may be referred to if necessary.
- Please contact EHS immediately if you have any concerns at the time of delivery.

CURRENT EVENTS

Bloodborne Pathogen Training

2nd Tuesday of the month, 9-9:45 a.m. and 2-2:45 p.m.
EHS Conference Room, 003 UHS
Required annually for members under OSHA's standard
Registration: email name to chemicalsafety@okstate.edu

Respiratory Protection Training

1st Tuesday of the month, 8:30-9:30 a.m.
FM North Building, Room 101C
Required annually for members who wear respiratory protection
Registration: email name to ohsp@okstate.edu

Fire Safety w/Hands-On Extinguisher Training

2nd Friday of the month, 9-10 a.m.
EHS Conference Room, 003 UHS
Come join us for fire safety education featuring the BullsEye laser training device
Registration: email name to ohsp@okstate.edu

Monthly Employee Training

3rd Thursday of the month, 9:30-11:30 a.m.
EHS Conference Room, 003 UHS
Topics: Hazcom; Fire Safety; Slips, Trips and Falls; Office Safety and Back Safety
Registration: email name to ohsp@okstate.edu

For more information or questions on accepting and handling hazardous material packages, please email EHS at ehs@okstate.edu or call (405) 744-7241.