GENERAL SAFETY PROGRAM

LOSS PREVENTION UNIT
OFFICE OF RISK MANAGEMENT
DIVISION OF ADMINISTRATION

20110701

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OVERVIEW

Legislation establishing the Office of Risk Management (ORM) and the Loss Prevention (LP) Unit (R.S. 39:1543) calls for a comprehensive loss prevention program ["plan"] for implementation by all state Departments. *To comply with existing statutes, Departments shall develop individual safety plans and ensure that the plans are implemented.* (See Exhibit A, Title 37 Insurance in the Louisiana Register.) These rules require that each state Agency, board and commission with more than 15 employees shall implement an operational loss prevention plan to protect employees from injury.

At a minimum, a loss prevention plan as developed by the Department shall be implemented by each Agency and billing/location code within the Department. A **Departmental/Generic** General Safety Plan is one that is broad and covers the entire Department.

Ideally, an Agency-specific plan should be created for each location. Such a plan covers/addresses specific or unusual processes, procedures, systems for agencies within a Department that exceed the broad, general requirements of the Department.

It is possible for some agencies to operate under some **Departmental/Generic** components of the General Safety Plan, as well as have other **Site-Specific** components of their General Safety Plan.

The sample policies and procedures described in this manual are included as examples only. Each Agency should use the samples as a basis for writing and implementing its own individualized safety plan.

NOTE: This information is provided as a reference only. All questions regarding legal issues shall be addressed to the Agency's legal counsel.

This comprehensive loss prevention plan is organized around the following components:

1. General Safety Program
2. Driver Safety Program
3. Bonds, Crime, and Property Program
4. Equipment Management Program (if applicable)
5. Water Vessel Safety Program (if applicable)
6. Flight Operations Program (if applicable)
7. Any other program developed by the Loss Prevention Unit of the Office of Risk Management for the prevention of and/or reduction in events that may cause injury, illness, property damage, or any other damage/loss.

All employees shall be made aware of the Departmental or Agency site-specific loss prevention plan upon orientation. Documentation shall include employees' signatures acknowledging receipt of the plan and/or how to access the plan. Each location shall maintain a minimum of one (1) hard copy available for review by employees at all times or provide access to the program electronically.

Annual Loss Prevention Audit or Compliance Review (CR)

All state agencies and facilities shall be audited every 3 years by the Loss Prevention Unit concerning implementation of their loss prevention plan (Act 11, Extraordinary Session 1998, R.S. 39:1543). During the non-audit years a compliance review shall be conducted by a Loss Prevention Officer. Each Agency is encouraged to conduct a self-audit prior to either the audit or the compliance review. Agencies shall receive their audit or CR within the same time frame each year.

The Loss Prevention Officer assigned to those locations shall schedule a CR/audit visit during the period that a compliance review/audit is traditionally conducted at each location.

Compliance with these rules is one factor in determining the insurance premium paid by the Agency in the next fiscal year. See Title 37, Insurance in the Louisiana Register.

Agencies implementing the operational loss prevention plan described here may benefit in many ways. First, and most importantly, employees and clients may enjoy a safer work environment. Second, fewer accidents may reduce absenteeism. Third, increased productivity may result because of safer work methods. Fourth, the Agency may experience reduced insurance premiums in following or subsequent fiscal years as a result of lower accident rates and claims.

COMPONENTS OF A GENERAL SAFETY PROGRAM FOR STATE FACILITIES

The following section describes the required components of a **general** safety program for state agencies and facilities, which shall be presented to new employees during orientation, documented, and made accessible to all employees.

Management Policy Statement

Top Management's responsibility for safety begins with a clear statement of its commitment to a safe environment for employees and clients of the Agency. The Departmental (and any Agency) management policy statement shall include the concept that safety is an integral part of every operation in all agencies and facilities. The statement shall also describe management's expectation of employees concerning safety. Management shall ensure that supervisors and employees are aware of their responsibility for safety, and management shall develop a system of accountability to ensure that all employees adhere to safety policies and procedures at all times. (See Exhibit B, Sample Management Policy Statement)

Assignment of Safety Responsibility

Agency management shall be responsible for the assignment of persons responsible for safety practices at the Agency and its facilities (R.S. 1453 B). Typically included in the definition of responsibility are executive management, loss prevention representatives, maintenance Department, supervisors or foremen, and all other employees. Other levels may be included as appropriate.

Written safety responsibilities shall include the Agency's policy for those employees who do not comply. A copy of the safety responsibilities shall be given to all employees at orientation and such action documented. Additionally, safety responsibilities shall be reviewed with employees upon any change in position that would place him/her in a different category.

(See Exhibit C, Sample Assignment of Safety Responsibility)

Safety Rules

Each state Agency or facility shall develop written safety rules that apply to its own operation. The Agency shall maintain a set of general safety rules that apply to all employees and, if appropriate, a set of site/task specific rules. As determined by each Agency, site/task-specific safety rules are necessary where hazardous activities/operations/tasks exist and other *general* safety rules are inadequate/fail to reduce or eliminate recognized/potential hazards.

The rules shall be written in terms that are easily understood and they shall be enforceable. Each employee shall receive a written copy of or be provided electronic access to both sets of safety rules for the facility, and such action documented. Documentation shall include employees' signatures acknowledging receipt of either the rules and/or how to electronically

access the rules. All employees at all levels shall be required to follow the rules. It is required that safety rules shall be reviewed annually at a safety meeting. It is further required that these rules be posted in the facility for review by all employees.

(See Exhibit D, Suggested Safety Rules)

Safety Meetings

The Office of Risk Management identifies two classes of agencies: Class A and Class B. ORM shall notify agencies annually of their classification. Differences in requirements for Class A and Class B agencies are as follows:

Class A agencies are those with a premium rate of $5.00 or higher/$100 payroll
Class B agencies are those with a premium rate below $5.00/$100 payroll

- Class A agencies shall conduct and document safety meetings on a monthly basis.
- Class B agencies shall conduct and document safety meetings on a quarterly basis.

Safety meetings are required for supervisors and all employees of each work unit. It is strongly recommended that the meetings are consistently held at the same time each quarter or month depending on Agency class. A legible record (scanned or hard copy) shall be kept showing:

- Topics discussed,
- Employees receiving the information,
- Instructor's name,
- Teaching aids used,
- Date of training,
- Total number of employees on staff,
- Total number of employees in attendance at the training,
- Original signatures of employees on attendance sheets, or employee's initials next to typed names on attendance sheets or verification of "received and read" by e-mails, and
- Employee suggestions or follow up.

Agencies shall provide a means of ensuring that those employees who cannot attend the meetings have access to the material presented during the meeting.

NOTE: Safety meetings conducted electronically are acceptable as long as there is a record of receipt of the information by the employee (e.g., e-mail return receipt).
All agencies shall strive for 100% employee participation, with 75% being the minimum allowable attendance for each meeting to count toward the monthly/quarterly requirements of the ORM general safety audit.

Agencies whose audit/CR is rolled up to a higher level (i.e., conducted as one with other locations that all report to the same billing code location) can request, in writing, approval

by the ORM Loss Prevention Manager to have their safety meeting attendance combined with that of the other roll up locations to calculate one overall attendance percentage for the billing code location.

In order to qualify for a roll-up audit or CR, locations must share the following:

- identical loss prevention programs
- identical safety training materials/content
- the same safety coordinator (whenever practical)
- the same physical location (whenever practical)

To demonstrate their total support for workplace safety and health as well as the loss prevention program, Department/Agency heads shall attend all in-person safety meetings. Alternatively, the highest ranking official (or his/her management designee) present on the day of the in-person meeting shall attend and their presence, as well as that of all other employees, documented.

A makeup meeting should be provided and documented for any absent employee and/or management representative. All makeup meetings must occur within the same month or quarter (depending on your Agency classification). Any exception to this must be submitted in writing to the ORM Loss Prevention Manager for review/approval.

Safety meetings may vary from formal presentations to informal discussions of safety problems. The meetings shall be educational and motivational, and shall also demonstrate management's concern for safety. Employees' suggestions at safety meetings have often resulted in the implementation of new safety policies and procedures that have reduced hazards, increased productivity, and improved work methods. Safety meeting topics shall apply to <u>all</u> employees in attendance and documentation of all meetings shall be available for review at the next audit or compliance review.

(See Exhibit E, Sample Procedures for Conducting Safety Meetings)

<u>Training</u>

Safety related training shall be provided to all employees who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. The safety related training, whether conducted by a supervisor on the job or by a training specialist, shall include instruction in correct work procedures, use of safety equipment, and availability of assistance. Additionally, safety related training shall cover a review of the basics pertaining to a specific topic and also the Agency's specific policy on such. All safety related training, whether formal or on the job training (OJT), shall be documented.

Agency heads/designees shall ensure that trained persons are conducting safety meetings, inspecting the work area, investigating accidents, analyzing jobs for safety, and demonstrating leadership skills in safety.

The Agency's loss prevention coordinator and representatives shall have documented proof of attendance at least once every five years in the ORM Loss Prevention Program course.

All agencies are required to have a documented review of written policies with employees and conduct documented awareness on the following topics. Such awareness shall be completed within 90 days of hire and once every five years thereafter, and may count toward the monthly/quarterly safety meeting requirements.

- Drug-Free Workplace
- Sexual Harassment

An Agency's drug-free workplace policy/awareness program should be in accordance with RS 49:1001 et seq. and any other relevant statute.

Agencies are encouraged to continue awareness on Violence in the Workplace.

(See Exhibit F, Procedures for Setting up a Training Program)

Safety Committees

It is recommended that all participating agencies (i.e., those with 15 or more employees) form a safety committee and hold meetings on a periodic basis. The committee may consist of members from different work disciplines of the Agency. The meetings may be a forum in which pertinent safety and health issues are discussed, such as:

- incident/accident forms
- theft and security
- reported hazards
- building inspection reports
- anonymous reports
- workplace assessments

Procedures for Inspection

The Office of Risk Management identifies two classes of agencies: Class A and Class B. ORM shall notify agencies annually of their classification. Differences in requirements for Class A and Class B agencies are as follows:

- Class A agencies must conduct and document inspections on a monthly basis.
- Class B agencies must conduct and document inspections on a quarterly basis.

The operational general safety plan shall include general housekeeping safety rules and a procedure for conducting inspections of the facility to identify and correct hazards. A written report is to be completed for each inspection, kept for review at the next audit or compliance review. The report shall include identification of unsafe conditions or acts and the recommended corrective action.

Inspections serve two basic functions:

1. To maintain a safe work environment and to control the unsafe actions of people.
2. To maintain operational efficiency.

Regular interior and exterior inspections of all buildings (whether in use or not) shall reinforce to employees the importance of safety and management's commitment to safety. Buildings used as a primary residence only require an exterior inspection.

The inspections encourage employees to inspect their own work areas and identify unsafe conditions. Preferably, safety inspections should be made regularly, using a site-specific inspection technique such as a checklist, regardless of whether a problem has been reported.

The same form can be used for more than one building, provided: the buildings are all of the same structure type; all information on the form is applicable to all buildings listed; and all information is neat and legible.

Corrections of unsatisfactory conditions shall be made immediately, to meet accepted and approved standards even if no accidents have occurred. A systematic inspection technique such as a site-specific checklist is recommended for analyzing work areas and should include:

- Building Safety
- Electrical Safety
- Emergency Equipment
- Fire Safety
- Office Safety
- Storage Methods

All employees are responsible for immediately reporting any recognized potentially hazardous condition or practice. Employees shall report any unsafe condition to the supervisor/appropriate party via the Hazard Control Log (Form HC-1-90) or other acceptable method.

The authorized person(s) shall take immediate temporary control of the area to prevent exposure until corrective action is taken. If a supervisor or the loss prevention representative cannot correct the hazard, they shall immediately report it to the next level of management.

Hazard Control Logs (or other similar reporting forms) shall be reviewed on a regular basis, and signed/initialed and dated each time.

Procedures must be developed and distributed to all employees that cover: the purpose of the HCL, how and when to use it, and who maintains them.

If a hazard exists for more than 30 days, the supervisor or appropriate individual(s) shall notify the Department and Agency heads and Loss Prevention Management of the Office of Risk Management.

The report of a hazard shall be retained in the affected work area until all hazards are corrected and made available for review at the next audit or compliance review.

Additionally, if applicable, any deficiency discovered during an inspection conducted by the State Fire Marshal's Office shall be corrected.

(See Exhibit G, Sample Inspection Procedures)

Procedures for Incident/Accident Investigation

Incidents/accidents may occur in spite of an emphasis on safety and regular inspections. When an incident/accident does occur, it shall be thoroughly investigated to determine the cause and any contributing factors to prevent a recurrence.

The appropriate investigation report (DA2000-employees only; DA3000-visitors, clients/inmates only OR equivalent forms) shall include information on the individual injured, a description of the incident/accident (bodily injury vs. property damage), a statement of what caused or might have caused the incident/accident, and any corrective action that has been taken or that should be taken to prevent recurrence. Agencies shall keep on file all incident and accident related DA2000 and/or DA3000 or equivalent forms for review by the Loss Prevention Officer, and report on-line at: www.laorm.com

NOTE: The DA2000 form is not required for motor vehicle accidents. The DA2041 form is required in such instances.

All information fields (including the root cause analysis section on the DA2000) on the forms shall be completed and reviewed for accuracy. Notations such as N/A (not applicable) are not acceptable.

The supervisor of the work unit involved is primarily responsible for conducting the incident/accident investigation and completing all related forms. Others, such as the loss prevention representative or safety committee, may be involved depending upon the nature and severity of the incident/accident.

The agency's loss prevention coordinator shall receive documented training on, and train the agency's loss prevention representatives on:

- Accident Investigations
- Inspections
- Safety Meetings
- Supervisor Responsibilities
- Job Safety Analyses

In the event of a fatality, or near fatality, ORM Loss Prevention Management shall be immediately notified via email or a phone call. A claim report should also follow. (See Exhibit H, Sample Procedure for Incident/Accident Investigation)

Job Safety Analysis

Another component of incident/accident investigation is job safety analysis. As a responsibility of the immediate supervisor/designee, the job safety analysis is a procedure to be used in reviewing work methods and identifying hazards that may result in incidents/accidents. There may have been unforeseen hazards during the design of the building, workstation, equipment, tools, or processes. Hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel. All applicable JSAs must be reviewed in post-incident/accident situations.

Job safety analysis is one of the first steps in hazard prevention, incident/accident analysis and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis shall be performed on all tasks that have resulted in an incident/accident trend, death, or a change in job procedures or equipment.

Documented employee training on completed/existing JSAs should be conducted at least annually, and the JSAs should be kept in an area accessible to all employees.

There are three objectives in job safety analysis:

1. To systematically evaluate jobs and work methods to eliminate hazards and potential hazards,
2. To assist in the teaching of safe work procedures,
3. To provide a framework for incident/accident analysis.

(See Exhibit I, Sample Procedure for Job Safety Analysis)

Record Keeping

Good record keeping is essential to occupational safety and loss prevention. Without records, it is impossible to analyze or measure the success of a general safety program. Records supply the information to transform haphazard, costly, and ineffective safety methods into a planned program that controls unsafe conditions and/or acts that may contribute to accidents. A second important use of safety records is to compare the safety effort of a facility to others performing similar functions. This comparison enables an Agency to evaluate its own safety accomplishments.

The following records from the previous fiscal year shall be available for review by the LPO at the next audit or compliance review: inspection reports, hazard control logs (or other similar reporting forms), job safety analyses, incident/accident investigations, and minutes of safety meetings.

Training/awareness records (including Blood Borne Pathogens, Drug-Free Workplace, and Sexual Harassment) shall be available for the previous five (5) years.

Blood Borne Pathogens

All agencies shall have a written blood borne pathogens program that includes the following five (5) components:

- **Exposure Determination** - Each Agency that has an employee(s) with occupational exposure shall prepare an exposure determination. This exposure determination shall contain the following:

  A list of all job classifications, tasks, and procedures in which some/all employees in those job classifications have occupational exposure.

  This exposure determination shall be made without regard to the use of personal protective equipment.

- **Medical Evaluation for Affected Employees** – Following a report of an exposure incident, the Agency shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

  Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;

  Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law; and

  Testing of the source individual's blood as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

  When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

- **methods of compliance** – Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. This can be accomplished via the implementation of Engineering and Work Practice Controls and/or the use of Personal Protective Equipment.

- **Work Practice Controls** – Steps the Agency can take that reduce the likelihood of exposure by altering the manner in which a task is performed.

- **Training -** The training schedule shall be contingent upon the level of exposure to BBP. Employees shall be classified as high risk or low risk by the Agency. Any uncertainty in classification of employees should be referred to ORM Loss Prevention Management for guidance.

  High Risk:

  High-risk positions shall be identified by the Agency and listed in the plan (e.g., Health Care Facilities/professionals, and other high risk occupations). Workers with occupational exposure shall receive training within 90 days of hire and at least once per year thereafter. Training records shall be maintained for five years. Training for high-risk employees shall be instructor-led by someone qualified and knowledgeable in such matters (e.g., healthcare professional, safety & health professional, EMT, First Aid/CPR instructor, Red Cross, etc.)

  Some examples of "high-risk" occupations include: healthcare workers, lab technicians, police officers, first responders, firefighters, custodial staff (that may handle contaminated linen), kitchen staff (that may handle sharp equipment), public safety workers, plumbers, etc.

  NOTE: Employees who are trained in first aid and/or CPR are <u>not</u> deemed as high risk nor are they required to have annual blood borne pathogens training <u>unless</u> these individuals are mandated by their Agency to use their skills in the event of an employee or visitor emergency.

  Low Risk (General Office/classroom personnel):

  All low-risk employees shall participate in a BBP awareness/training program within 90 days of employment. If there are no BBP events, the awareness/training shall be required every five years thereafter. If an Agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days. Awareness/training records shall be available for review at the next audit or compliance review and retained for a period of five years.

The plan shall include procedures for spills and spill cleanup. Spill kits (or equivalent supplies) shall be available, maintained and stocked. (See Exhibit K, Blood Borne and First Aid Requirements)

<u>First Aid</u>

All agencies shall have a written program for first aid that addresses the needs of employees and visitors. Each Agency and facility should provide one person trained in CPR/First Aid at each job site on each shift unless they are in close proximity* to a medical facility.

*This will vary from location to location, based on such factors as time, distance, and potential physical obstacles (e.g., railroad tracks running between your location and the medical facility). However, current industry practice recommends, in workplaces where serious accidents (e.g., falls, suffocation, electrocution, amputation) are possible, if

there is no employee on the site who is trained to render first aid, emergency medical services must be available within 3-4 minutes,. A somewhat longer response time of up to 15 minutes may be reasonable in workplaces, such as offices, where the probability of such serious work-related injuries is low.

A first aid kit with the proper supplies shall be maintained, stocked, and expired contents replaced as needed.

The need for first aid training is recommended in agencies:

- That have night shifts or minimal/partial crews
- When medical facilities are closed
- When field crews are working at points far removed from professional help

Even in agencies that have complete in-house medical Departments, other personnel trained in first aid who are first on the scene of an accident may provide life saving assistance and help transport injured persons safely. (See Exhibit K, Blood Borne and First Aid Requirements)

Emergency Preparedness Program

In addition to general safety rules, special rules are needed to cover various types of emergency situations such as fire, natural disasters, proximity threats, or terrorism. Each Agency and facility shall have an emergency preparedness plan for such events and contact information for response personnel should be on file with the local police and fire Departments.

Each Agency shall conduct actual fire drills at least once per year. Requests for exceptions to conduct mock fire drills must be submitted to the ORM Loss Prevention Manager for review and approval.

(See Exhibit L, Components of an Emergency Preparedness Plan)

Hazardous Materials

Special rules are needed to cover the handling, storing and usage of hazardous materials from receipt through disposal. Each Agency shall conduct and document a complete inspection of all facilities, grounds, vehicles and any other piece of state property that may contain hazardous materials.

The need to have a hazardous materials program is not based on the quantity of certain chemicals. Instead, it is based on the exposure potential for employees to those materials. Therefore, a full assessment of all materials must be made by the Agency, including a review of the Material Safety Data Sheet for each.

If hazardous materials are found, then the Agency shall promulgate written policies and procedures to ensure the safety of everyone in their workplace. A substance is considered “hazardous” if it is classified as either a “physical hazard,” (flammables, explosives, etc.) or a “health hazard” (carcinogen, hepatogen, mutagen, etc.).

The hazardous materials plan shall competently address the availability of and/or documented training on: proper handling, storage (cabinets), Material Safety Data Sheets (MSDS), Personal Protective Equipment (PPE), lab hoods and lab safety, required safety equipment and training, and proper disposal of hazardous materials.

Documented training for hazard communication is required whenever: 1) working in a new area; 2) a new material or procedure is introduced into the work place; or 3) the Department Head, Department Safety Officer, or Supervisor determines that refresher training is in order.

(See Exhibit M, Sample Hazard Communication & Chemical Safety Program)

List of Exhibits

Exhibit A: Office of Risk Management Rules (R.S. 39:1543)

Exhibit B: Sample Management Policy Statement

Exhibit C: Sample Assignment of Safety Responsibility

Exhibit D: Suggested Safety Rules

Exhibit E: Sample Procedures for Conducting Safety Meetings

Exhibit F: Procedures for Setting up a Training Program

Exhibit G: Sample Inspection Procedures

Exhibit H: Sample Procedure for Incident/Accident Investigation

Exhibit I: Sample Procedure for Job Safety Analysis

Exhibit J: List of Required Records

Exhibit K: Sample Blood Borne Pathogens/First Aid Requirements

Exhibit L: Sample Components of an Emergency Preparedness Plan

Exhibit M: Sample Hazard Communication & Chemical Safety Program

NOTE: All sample plans and programs provided throughout the Loss Prevention Manual can be modified as needed. They are intended to serve as a starting point and aid in assisting agencies to develop forms specific to their situation.

Exhibit A

Office of Risk Management Rules
Louisiana Register, Title 37 Insurance

RULE

Division of Administration
Office of Risk Management

The Office of Risk Management has the responsibility in accordance with the provisions of R.S. 39: 1527 et seq. to manage all state insurance except as specifically otherwise provided to the contrary, and in accordance with R.S. 39:1527 et seq. the Office of Risk Management adopted the following rules.

A. R.S. 39:1543 requires the development of a comprehensive loss prevention program for implementation by all state agencies including basic guidelines and standards of measurement.

B. In order to fully comply with this statute a comprehensive loss prevention plan has been developed and the following components shall be implemented by every state Department, Agency, board, or commission that employs 15 or more employees.

1. **Management Policy Statement-** An expression of management philosophies and goals toward safety. Develop and implement a comprehensive safety program that shall include a statement of safety policy and responsibility.

2. **Responsibility for Safety in an Organization-** A written document to clearly define supervisory responsibilities at all levels. In each Department in the executive branch of government there shall be a loss prevention representative designated by the Department head.

3. **Inspection Program-** A program to maintain a safe work environment and control unsafe acts and/or conditions by regular and periodic facility inspections.

4. **Job Safety Analysis-** A procedure to review job methods and hazards that relate to the work environment. The job safety analysis shall be performed on all tasks or processes that have a higher than normal rate of producing bodily injury or property damage.

5. **Investigation Program-** A program to thoroughly investigate and identify the actual causes and contributing factors of losses as soon as possible in an attempt to prevent recurrences. Investigate the job related accidents of employees of their Departments, offices or agencies.

6. **Safety Meetings-** Meetings shall be conducted with employees on a monthly or quarterly basis unless otherwise specified by ORM. The purpose of these meetings is to: educate, inform, and motivate employees and to examine work practices for potentially unsafe acts that may produce bodily injury and provide a method to preclude recurrences. Establish a program to promote increased safety awareness by employees

7. **Safety Rules-** General instructions developed by agencies regarding the employees' responsibilities.

8. **Employee Training-** Maintain a systematic method of training employees to perform their required tasks in a safe and efficient manner and to ensure all employees receive periodic refresher training.

9. **Record Keeping-** Implement a procedure for the uniform development and maintenance of loss prevention and control documents that shall be retained for review at the next audit or compliance review (unless otherwise specified). This shall include inspection reports, accident investigation reports, the minutes of safety meetings, training records, and boiler and machinery maintenance records.

10. **First Aid Program-** Adoption of a first aid program that, when required, shall provide a trained first aid person at each applicable job site and shift. This policy covers all facilities and crews.

11. **Equipment Management Program-** Written preventive maintenance program that shall include but not limited to a history of each piece of equipment, who is responsible, schedule of when maintenance shall be performed, list of equipment that shall be maintained, and how maintenance shall be performed.

12. **Driver Safety Program-** A program to provide a systematic method of screening, training, and accountability of employees who may be assigned or drive state-owned vehicles or personal vehicles on state business in the course and scope of their employment.

13. **Water Vessel Operator Safety Program-** Program to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or operate state-owned water vessels in the scope of their employment

14. **Aviation Safety Program–** Program to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or operate state-owned aircraft in the scope of their employment.

15. **Other Loss Prevention Programs-** Any other loss prevention program developed by the Office of Risk Management, Loss Prevention Unit for the prevention and reduction in accident events that may cause injury, illness, or property damage.

C. The minimum requirements are in no way intended to require revisions of existing safety plans that meet or exceed these minimum requirements. However, these existing plans shall be submitted to the Loss Prevention Unit for review and acceptance.

D. The Loss Prevention Unit shall audit each Department, Agency, board or commission to insure compliance of the development, implementation, and adherence to the program. The deadline for certification shall be June 30 of each year for insurance premiums for the following fiscal year. If an Agency, board or commission is determined to be in compliance, the Unit shall issue a certificate of compliance that will result in a five percent credit in the billed premiums. Such compliance shall be certified by major risk groups as follows:

1. Workers Compensation (Regular)
2. Workers Compensation (Maritime)
3. General Liability
4. Auto Liability and Auto Physical Damage
5. Property and Inland Marine
6. Boiler and Machinery
7. Bond and Crime Risk
8. Aviation
9. Marine

Exhibit B

MANAGEMENT POLICY STATEMENT GUIDELINES

A major goal of agencies and units is to provide safe and efficient services to residents of the State of Louisiana. Each employee shall help to accomplish this goal through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.

This objective can be reached if all employees accept personal responsibility for their own safety and well-being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to him/her and others.

Each individual is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property due to accidents.

Supervisors will be held accountable for the actions of their employees. They are responsible for ensuring that both they and their employees follow all safety rules, policies, and procedures.

It is our intention to provide good supervision, effective training, and safe equipment on the job. The success of our loss prevention program depends upon the efforts of all employees to minimize and eliminate all potential hazards.

(See sample policy statement on page 21).

SAMPLE MANAGEMENT SAFETY STATEMENT

Date

To: (Agency/unit head)

From: (Department head)

SUBJECT: Safety and Health Policy Statement

I. Policy- It is the policy of the Department/Agency of _____ to provide a safe work environment for its employees in order to protect them from accidents that not only directly impact their quality of life, but also has the added benefit of reducing the Department's insurance costs. This dual benefit ensures the safety and health of Department employees and the protection of the taxpayer's hard earned dollars by keeping insurance costs down.

Therefore, each employee of this Department/Agency is instructed to devote daily attention to making his or her activities and/or operations as safe and accident free as possible by complying with this policy and the Department's safety/loss prevention program.

II. Purpose- The purpose of this policy is to authorize the implementation of a safety program for all employees that will:

A. Promote a safe, productive work environment for all employees, and prevent injuries that are painful and potentially disabling.
B. Since this policy and program have cost savings potential to both this Department and the taxpayers of this state, this policy shall be applicable to all employees and all sections/units of this Department/Agency.

III. Questions- All questions concerning this policy should be directed to the Department's loss prevention coordinator.

_____ _____

Signature **Date**

Exhibit C

SAMPLE ASSIGNMENT OF SAFETY RESPONSIBILITY

The ultimate responsibility for preventing accidents and controlling hazards rests with management. Safety should be managed like any other administrative function. Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The keys to effective safety performance are management procedures that assign accountability. The following is a suggested list of responsibilities for various positions in the organization.

Department/Agency Head

1. Has full responsibility for safety.
2. Authorizes necessary expenditures to provide safe work conditions.
3. Approves safety policies as formulated by the safety officer or safety committee.
4. Participates in the safety program as recommended by the safety officer or committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).

Department/Loss Prevention Coordinator

A Department loss prevention coordinator is responsible for the overall safety program of the Department. They should have direct access to the Department secretary. They should have open communication with all safety officers within each Agency of their Department. They should demonstrate leadership to the safety officers in carrying out their duties and responsibilities. This should include help and support in the development of Agency programs and policies. Their duties should include but not be limited to:

1. Primary responsibility for coordinating the safety operations at each facility or Agency.
2. Keeping and analyzing accident records.
3. Conducting educational activities.
4. Conducting activities to stimulate and maintain interest in safety among employees.
5. Serving on the safety committee.
6. Supervising and appraising accident investigations.
7. Planning and directing a regular program of safety inspections.
8. Checking for compliance with applicable safety laws and codes.
9. Issuing regular reports showing safety performance and accident trends.

Agency Loss Prevention Representative

An Agency loss prevention representative is responsible for the development and implementation of the Agency safety program. They should have direct access to the head of the Agency. Their duties should include but not be limited to:

1. Planning and directing a regular program of safety inspections and accident investigations.
2. Conducting safety meetings.
3. Conducting activities to stimulate and maintain interest in safety among employees.
4. Serving on the safety committee.
5. Checking for compliance with applicable safety laws and codes.
6. Communicating with Departmental safety coordinator.

Maintenance Department

1. Works with safety committee, Agency loss prevention representative, and foremen to ensure safe work conditions.
2. Executes work orders promptly.
3. Cooperates in devising safety equipment, guards, and appliances.
4. Maintains a regular maintenance schedule on all equipment and keeps maintenance records.
5. Makes regularly scheduled inspections as instructed by safety Department and makes reports.

Supervisor/Foreman

1. Inspects work area for compliance with safe work practices and safety rules.
2. Trains employees to work safely.
3. Corrects unsafe conditions and unsafe acts.
4. Obtains prompt first aid for the injured.
5. Reports and investigates accidents and works with Agency loss prevention representative to determine cause and correct any problems.
6. Serves on safety committee.
7. Holds crew safety meetings.
8. Discusses safety with individual employees.

Employee

1. Works in accordance with accepted safety practices.
2. Reports unsafe conditions and practices.
3. Observes safety rules and regulations.
4. Makes safety suggestions.
5. Serves on safety committees.
6. Asks for assistance or further explanation when needed.

Exhibit D

SUGGESTED SAFETY RULES

The following are suggested safety rules for state facilities. Agencies may modify and add rules as needed:

1. Smoke only in approved areas.
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
10. Supervisors should obtain special safety permits when required (e.g., hot work or confined spaces).
11. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Adhere to Departmental rules regarding first aid, evacuation routes, and fire Department notification.
21. Adhere to Departmental rules and procedures specific to Departmental operations.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Exhibit E

SAMPLE PROCEDURES FOR CONDUCTING SAFETY MEETINGS

Prepare for Meeting

1. One idea to produce excellent topics for safety meetings is to conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select an activity or topic to be used as a safety meeting topic that can benefit all employees in attendance. Examples of appropriate topics can include: a new job/ procedure/changes in an operation, an unsafe behavior or activity, or an annual review of the Agency safety rules. Safety meetings can help identify and eliminate hazards before accidents occur.
3. Safety Meeting Report shall list the topics to be discussed.
4. Identify the methods used to conduct the meeting (e.g., classroom, distribution of reading materials, demonstrations, etc.)

Conduct the Meeting

1. Meetings may be conducted in a classroom-like setting with lecture, video, and/or demonstrations.
2. Information may be distributed via e-mail, handouts, correspondence and employees shall be required to indicate that they “have received and read” the materials.
3. Record the total number of employees participating vs. the total number of employees and calculate a percentage of employees who participated.

Document Attendance

Ensure an original signature is obtained from each employee in attendance at each meeting and that the documentation reflects the date on which the information was actually received. For those employees to whom the safety meeting information is provided electronically, maintain a record of receipt by each employee (e.g., e-mail return receipt).

The percent participation at each meeting can be calculated by dividing the total number of employees who attended by the total number of employees eligible to attend.

Keep a Record of the Meeting

1. Copies of safety meeting report forms should be sent to the safety coordinator or Agency head. The supervisor should keep originals.
2. Sign in sheets shall be available for review at the next audit or compliance review.

Agencies should use the form below or one that contains the same information. All previous safety meeting forms are no longer acceptable.

EXHIBIT E
SAFETY MEETING REPORT

Agency_____ **Quarter or Month** _____

Section_____ **% Participation (total # EE attending/total #EE)** _____

Safety Manager/Instructor_____ **Date of Meeting**_____

Subject of Meeting:

Materials/Methods Used:

I have received and read the materials regarding the safety meeting topic above.

Print Name	**Signature/Initials**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Make copies of this sheet for additional signatures

EXHIBIT E
SAFETY MEETING REPORT

Comments/Suggestions/Remarks:

Exhibit F

PROCEDURES FOR SETTING UP A TRAINING PROGRAM

Safety Training for Employees:

The purpose of employee safety training is to establish a systematic method of teaching employees to perform the required tasks in a safe and efficient manner. There are four primary objectives in employee safety training:

1. To teach employees hazard recognition and methods of corrective action
2. To involve employees in accident prevention
3. To motivate employees to accept their safety responsibilities
4. To provide employees information on accident causes, occupational health hazards, and accident prevention methods

Steps in Conducting Employee Safety Training

1. Select appropriate training topics and schedule training by priority. Eleven training topics are recommended as essential to each Agency or facility (examples include):

   A. Safety Program Objectives

      1. Rights and responsibilities of the employee
      2. Authority and responsibilities of the supervisor
      3. Safety policy/rules
      4. Accident/incident reporting procedures
      5. Job safety analysis
      6. Accident experience and trends

   B. Hazard Recognition and Control

      1. Types of hazards
      2. Preventive measures
      3. Inspection procedures
      4. Recording and reporting
      5. Immediate temporary controls

   C. Emergency First Aid Procedures

      1. Recognizing first aid emergencies
      2. Gaining control
      3. Emergency care

D. Emergency Response Procedures

1. Alarm systems
2. Evacuation routes
3. Fire extinguisher training
4. Emergency Procedures

E. Personal Protective Equipment

1. What to use
2. When to use
3. Storage area
4. How to check, inspect, and maintain
5. How to dispose of contaminated PPE appropriately

F. Material Handling

1. High risk jobs
2. Proper lifting
3. Proper carrying

G. Slips, Trips, and Falls

1. Recognizing potential problems
2. Minimizing exposure

H. Unsafe Environmental Conditions

1. Outside (heat, cold, winds, rain, hurricanes, tornadoes)
2. Inside (noise, dust, vapor, fumes)
3. Other (fire, bomb threats)

I. Good Housekeeping Practices

1. Tools and equipment
2. Vehicles
3. Grounds
4. Work Area

J. Work from Elevations/Use of Ladders

1. Preventing a fall
2. Using proper fall protection devices

K. Safe Vehicle Operation

1. Pre-operational inspection
2. Control of common hazards
3. Rules of the road
4. Safety Belts
5. Reporting Vehicular Accidents

2. Develop a lesson plan for each training session. A complete lesson plan should include the following:

A. Title: Clearly identifies the topic.

B. Objectives: States what the trainee should know or be able to do at the end of the training period. A well-written objective limits the subject matter, is specific, and stimulates thinking on the subject.

C. Estimated Time of Instruction: States the length of the training session. Ample time should be allowed to thoroughly cover the subject.

D. Materials: States material to be used in training including equipment, tools, charts, slides, films, videos, etc.

E. What the Instructor Will Do: Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.).

F. What the Employee Will Do: Indicates how employees will apply the material in the training session.

G. Evaluation: Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.

H. Assignment: Provides employees an opportunity to apply the material on the job.

<u>Safety Training for Supervisors/Foremen (Key Safety Person):</u>

The immediate responsibility for preventing accidents and controlling work hazards falls upon the supervisor/foreman because safety and production are part of the same supervisory function. Some objectives of safety training for supervisors/foremen are as follows:

A. To involve supervisors/foremen in the Agency's accident prevention program.

B. To establish a key safety person in each unit.

C. To help supervisors/foremen understand their safety responsibilities.

D. To provide supervisors/foremen and key safety person with information on causes of accidents and occupational health hazards and methods of prevention.

E. To help supervisors/foremen and key safety person gain skill in accident prevention activities.

Suggested Safety Topics for Supervisors/Foremen:

A. Safety and the Supervisor/Foreman: The relationship between safety and productivity.

B. Know Your Accident Problems: Elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs.

C. Human Relations: Employee motivation, basic needs of workers, supervisor/foreman as a leader, alcohol and drug problems.

D. Maintaining Interest in Safety: Committee functions, employee relations, supervisor's role in off-the-job safety.

E. Instructing for Safety: Job instruction-training, procedure for conducting job safety analysis (JSA's)

F. Industrial Hygiene: Environmental health hazards (lighting, noise, ventilation, temperature).

G. Personal Protective Equipment (PPE): Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation.

H. Industrial Housekeeping: Results of good housekeeping, responsibility of the supervisor/foreman.

I. Material Handling, Storage, and Disposal: Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids and compressed gases.

J. Guarding Machines and Mechanisms: Principles of guarding, benefits of good guarding, types of guards, standards and codes.

K. Hand and Portable Power Tools: Selection and storage, safe use of hand tools and power tools.

L. Fire Protection: Recognizing Fire hazards, understanding fire chemistry, setting up fire brigades, supervisor's/foreman's role in fire safety.

M. Inspections: Conducting inspections of the facility and employee work areas to identify and correct hazards.

Exhibit G

SAMPLE INSPECTION PROCEDURES

1. The head of each Agency divides the grounds and facilities under their direct control into specific housekeeping units. Housekeeping responsibility for each unit is assigned to a specific manager or their designee.

2. The manager/designee meets with first-line supervisors/foremen and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards.

3. Managers/designees are responsible for conducting regularly scheduled (at least monthly in Class A agencies and quarterly for Class B agencies) inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

   Some examples of hazardous conditions are as follows:

   - Slip or trip hazards (e.g., cords or torn/broken floor covers)
   - Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
   - Holes or protrusions such as eroded, broken or sunken walking surfaces
   - Temporary accumulation of flammable or combustible materials
   - Storage and use of chemical products and other hazardous materials

4. The manager/designee completes the site-specific inspection checklist for the area. The completed checklist for the area it covers shall be available for review at the next audit or compliance review.

5. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log or other similar reporting form, that shall be kept in each operating area.

The first-line supervisor/foreman or loss prevention representative is responsible for checking the Hazard Control Log (or other similar reporting forms) daily and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until corrective action is taken. If a supervisor or safety officer cannot correct the hazard, they shall immediately report it to the next level of management.

Procedures must be developed and distributed to all employees that cover: the purpose of the HCL, how and when to use it, and who maintains them.

6. If a hazard exists for more than 30 days, the supervisor shall send copies of the Hazard Control Log or other similar reporting forms to the Department and Agency heads and to the Office of Risk Management's Loss Prevention Unit.

_____ Quarter\Monthly Safety Inspection Checklist

SECTION_____ Date: _____

If an item is considered to be "UNSAFE"- go to the last page and complete the "Comments" section.

ITEM	N/A (explain)	YES	NO
1. Is there litter or spilled liquid on the floor?			
2. Are floor surfaces chipped, does carpeting show worn spots or holes?			
3. Are warning signs posted near repair work or redecorating?			
4. Are aisles free of boxes, wastebaskets, chairs and other obstacles that impede traffic?			
5. Are cords placed where they might trip a passerby?			
6. Do cords looked frayed? Are they bent around hooks or stepped on?			
7. Are flimsy extension cords in use? (All extension cords should be 3-pronged)			
8. Are all electrical equipment connected with three pronged plugs?			
9. Are electrical outlet boxes or bonnets exposed so that they pose a tripping hazard?			
10. Any employees observed performing unsafe behavior?			
11. Is one or more desk or file drawer left open?			
12. Are files top-heavy with empty drawers at the bottom and full drawers on top?			
13. Are boxes, papers, and books stored on top of files, storage cabinets, and windowsills?			
14. Is equipment turned off/powered down when not in use?			
15. Do employees secure dangling jewelry or floppy clothing around machinery?			
16. Is the paper cutter placed in a safe location and secure while not in use?			
17. Are items with sharp edges stored properly?			
18. Are fire exits clearly marked?			

19. Have fire extinguishers been inspected recently? (Is the needle in the green?)			
20. Are emergency numbers available; medical, fire, and security assistance?			
21. Are sprinklers and/or smoke detectors clean and unobstructed?			
22. Is there a trained first-aider in the area? If not, are the numbers and names of trained personnel available?			
23. Are adequate first aid supplies available?			
24. Do employees practice good house keeping and maintain a safe environment in their respective work areas?			
25. Has a complete walkthrough assessment of the facility been conducted to determine the presence of hazardous materials?			

COMMENTS: Please specify item number, location of deficiency and the corrective action being taken. If it cannot be corrected immediately, you must record the deficiency on the hazard log so that follow-up can occur.

_____

_____

_____

_____

_____

_____

_____

Area Inspected by

_____ Date_____

Signature of Inspector

HAZARD CONTROL LOG

HC-1-90

DEPARTMENT:	AGENCY:
LOCATION:	DATE:

DATE	HAZARD	IMMEDIATE TEMPORARY CONTROL	LONG-TERM SOLUTION	HAZARD DETECTED	PRIORITY	SCHEDULED/DATE COMPLETION

HAZARD NOT CORRECTED AFTER 30 DAYS SEND LOG TO:
OFFICE OF RISK MANAGEMENT, LOSS PREVENTION SECTION
P.O. BOX 91106
BATON ROUGE, LOUISIANA 70821-9106

SAFETY PAYS

PRIORITY
E = EMERGENCY
A = TODAY
B = ONE WEEK
C = ONE MONTH
D = THREE MONTH

REVIEWED BY:	DATE:	REVIEWED BY:	DATE:

Hazard Log Form

Exhibit H

SAMPLE PROCEDURE FOR INCIDENT/ACCIDENT INVESTIGATION

An **accident** is defined as "an unplanned event(s) that caused personal injury or property damage." An **incident** is defined as "an unplanned event(s) that could have caused personal injury or property damage." All incidents/accidents, including those occurring to non-employees, should be investigated by personnel responsible for the area in which the incident/accident occurred.

Incident/ Accident Reporting Form (DA2000-WC Only; DA3000-GL Only)

Incidents/accidents do not just happen; they are caused. The Incident/Accident Reporting Forms are used to assist in determining the causes and procedures to prevent the recurrence of similar incidents.

All spaces on the forms shall be completed. Notations such as N/A (not applicable) are not acceptable.

These forms are available online in the Loss Prevention portion of the ORM website. -They appear under the section called "Forms Available." To access the Loss Prevention portion of the ORM website use the following address:

http://www.doa.la.gov/orm/lpforms.htm

If you do not have internet access, you can call your local Loss Prevention Officer to request one.

AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS, the supervisor should follow these steps in investigating the accident.

1. If possible, ask the person or persons involved to describe what happened. Do not assign blame or fault; just get the facts.

2. Survey the accident scene for information. If a camera is available, document the scene with photographs as necessary. Assemble and secure any objects that may have contributed to the incident/accident.

3. Determine if there were any witnesses to the incident/accident and get their written description of the incident/accident.

4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.

5. Complete the Incident/Accident Reporting Form (DA2000).

Employee Post Incident/Accident Analysis (DA 2000)
[Not required for Vehicle Accidents When A Police Report Is Issued]
[This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com]

OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM
Worker's Compensation Claims—For Agency Use Only

(PLEASE TYPE OR PRINT)

1. AGENCY _____

2. ACCIDENT DATE _____ 3. REPORTING DATE _____

4. EMPLOYEE NAME (LAST, FIRST) _____

5. JOB TITLE _____

6. IMMEDIATE SUPERVISOR _____

7. DESCRIBE IN DETAIL HOW INCIDENT/ACCIDENT OCCURRED *(USE ADDITIONAL SHEET IF NECESSARY)* _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

8. PARISH WHERE OCCURRED _____ 9. PARISH OF DOMICILE _____

10. WAS MEDICAL TREATMENT REQUIRED _____ Y _____ N

11. EXACT LOCATION WHERE EVENT OCCURRED _____

_____

_____

_____

_____

12. NAME (S) OF WITNESSES _____

13. NAME OF PERSON COMPLETING THIS SECTION OF REPORT _____

14. SIGNATURE _____ 15. DATE _____

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED

FORM DA 2000
REVISED 07/2011

This form is prepared for internal use only and is prepared in anticipation of litigation.

Employee Post Incident/Accident Analysis (DA 2000)
[Not required for Vehicle Accidents When A Police Report Is Issued]
[This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com]

MANAGEMENT SECTION

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT _____

17. POSITION/TITLE _____

18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION _____ Y _____ N

19. WAS EQUIPMENT INVOLVED _____Y _____N (If no, skip to question 20)

    A. TYPE OF EQUIPMENT _____

    B. IS THERE A JSA FOR EQUIPMENT _____Y _____ N C. DATE LAST JSO PERFORMED _____

20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED _____Y _____N

21. DID INCIDENT INVOLVE SAME INDIVIDUAL _____Y _____N

22. SAME LOCATION _____Y _____N

23. WAS THE SCENE VISITED DURING THE INVESTIGATION _____Y _____N

    A. DATE & TIME _____ B. ARE PICTURES AVAILABLE _____Y _____N

C. IF NO, REASON FOR NOT VISITING_____

ROOT CAUSE ANALYSIS

*UNSAFE ACT (**PRIMARY**):* ☐*Failure to comply with policies/procedures* ☐*Failure to use appropriate equipment/technique* ☐*Inattentiveness* ☐*Inadequate/lack of JSA/standards* ☐*Incomplete or no policies/procedures* ☐*Inadequate training on policies/procedures* ☐*Inadequate adherence of policies/procedures*

Other (specify) _____

Detailed explanation of checked box _____

_____

WHY WAS ACT COMMITTED:

*UNSAFE CONDITION (**PRIMARY**):* ☐*Inappropriate equip/tool* ☐*Inadequate maintenance* ☐*Inadequate training* ☐*Wet surface* ☐*Worn/broken/defective building components* ☐*Broken equipment* ☐*Inadequate guard* ☐*Electrical hazard* ☐*Fire Hazard*

Other (specify) _____

Detailed explanation of checked box _____

_____

WHY DID CONDITION EXIST:

CONTRIBUTORY FACTORS (IF ANY):

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:

LONG RANGE ACTION TO BE TAKEN:

WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED

FORM DA 2000
REVISED 07/2011

This form is prepared for internal use only and is prepared in anticipation of litigation.

Visitor/Client Post Incident/Accident Analysis (DA 3000)

[This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com]

OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
VISITOR/CLIENT ACCIDENT REPORTING FORM
General Liability Claims – For Agency Use Only

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE _____

2. DATE and TIME of ACCIDENT _____

3. VISITOR/CLIENT NAME _____

4. VISITOR/CLIENT ADDRESS _____

_____

5. CLAIMANT'S TELEPHONE # _____

6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

_____

_____

_____

_____

_____

7. DID THE EMPLOYEE ASK THE CLAIMANT IF HE/SHE WAS INJURED? ___Y ___N

8. DID THE CLAIMANT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? ___Y ___N

9. IF THE CLAIMANT EXPRESSED AN INJURY, WHAT PART OF HIS/HER BODY DID THEY STATE WAS INJURED? PLEASE BE SPECIFIC (I.E. RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN) _____

_____

10. IF THE CLAIMANT EXPRESSED INJURY, WAS MEDICAL CARE OFFERED? ___Y ___N

11. DID THE CLAIMANT ACCEPT OR DECLINE MEDICAL CARE? ___ACCEPT ___DECLINE

12. WERE THERE WITNESS (ES) ___Y ___N

13. WITNESS'S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)

_____

_____

_____

14. WITNESS STATEMENTS ATTACHED ___Y ___N

FORM DA 3000
Revised 07/2011

This form is prepared for internal use only and is prepared in anticipation of litigation.

Visitor/Client Post Incident/Accident Analysis (DA 3000)

[This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com]

15. DETAIL DESCRIPTION OF ACCIDENT LOCATION _____

_____

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING

16. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT ___Y ___N IF YES, WHAT

_____

_____

17. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO THE ACCIDENT: ☐ RAINING ☐ SUNNY ☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐ LIGHTING ☐ WIND

☐ OTHER WEATHER CONDITION _____ ☐ WEATHER NOT A FACTOR

18. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT: ☐ LIQUID ON FLOOR—TYPE OF LIQUID _____ ☐ STAIRS ☐ PARKING LOT ☐ GARAGE ☐ SIDEWALK ☐ ELEVATORS ☐ GRATING

☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING ROOM ☐ WALKWAYS ☐ RAILINGS ☐ FURNITURE

☐ FLOORING—DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____

☐ EQUIPMENT (SPECIFY TYPE) _____

☐ OTHER CONDITION _____

19. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT. IF APPLICABLE, WAS THIS DONE Y____ N_____

20. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___Y ___N

21. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT ___Y ___N IF YES, WAS A STATEMENT OBTAINED AND ATTACHED ___Y ___N

22. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? ___Y ___N

23. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y_____ N_____

24. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

_____

_____
PLEASE DATE

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED

FORM DA 3000
Revised 07/2011

This form is prepared for internal use only and is prepared in anticipation of litigation.

Exhibit I

SAMPLE PROCEDURE FOR JOB SAFETY ANALYSIS

When to Perform a Job Safety Analysis- A job safety analysis shall be performed on all jobs that have resulted in an incident/accident trend, death, or a change in a job procedure/equipment.

Job Safety Analysis Procedures

Step 1: Select the Job- In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. Occurrence of Injuries: Jobs that have produced an incident or accident trend, or death, during the past five years shall be analyzed.

2. Frequency of Accidents: Jobs that repeatedly produce accidents (trends) are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.

3. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.

4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis shall be made on every new job with potential hazards. Analysis should not be delayed until an accident or incident occurs.

5. Death: Any accident that caused the death of an employee shall have a job safety analysis made as part of the investigation.

Step 2: Perform the Analysis- The supervisor/foreman or the Agency loss prevention representative responsible for the task shall perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The supervisor or safety officer shall conduct the job safety analysis with the help of employees who regularly perform the task. The job being analyzed shall be broken down into a sequence of steps that describe the process in detail. Avoid two common errors:

1. Making the breakdown too detailed so that an unnecessarily large number of steps result; or

2. Making the job breakdown so general that the basic steps are not distinguishable.

As a rule, the job safety analysis should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks.

Job safety analysis involves the following steps:

1. Selecting a qualified person to perform the analysis.

2. Briefing the employee demonstrating the task on the purpose of the analysis.

3. Observing the performance of the job, and breaking it into basic steps.

4. Recording and describing each step in the breakdown.

5. Reviewing the breakdown and description with the person who performed the task.

Select an experienced, capable, and cooperative person who is willing to share ideas. They should be familiar with the purpose and method of a job safety analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail; therefore, reviewing a completed job safety analysis before conducting one may help illustrate the terminology and procedure to be followed.

Review the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should be analyzed also.

The wording for each step should begin with an action word such as "remove," "open," or "lift."

Step 3: Identify Hazards- Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?

2. Can the employee be caught in, by, or between the objects?

3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?

4. Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
5. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Using the Job Safety Analysis Form (JSA-1-00), document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list may be developed through observation and discussion.

Step 4: Develop Solutions- The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

1. Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.

2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.

3. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.

4. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that results in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition.

   Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both.

   In developing solutions, general precautions such as "be alert," "use caution," or "be careful" are useless. Solutions shall precisely state what to do and how to do it. For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent the wrench from slipping. A good recommendation explains both "what" and "how." For example, "set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure." This recommendation reduces the possibility of a loss of balance if the wrench slips.

   If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job safety analysis and involve personnel in an effort to reduce job hazards.

Step 5: Conduct a Follow-up Analysis- No less than once per month, each supervisor/foreman should observe employees as they perform at least one job for which a job safety analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should review the job safety analysis before doing the follow-up review to reinforce the proper procedures that are to be followed.

Step 6: Use of the Job Safety Analysis- The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. New employees should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis, will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

Finally, the job safety analysis is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Step 7: Record Keeping- Job safety analysis forms should be maintained in the Department creating the documents and should be readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised should be maintained.

JSA FORM

JSA WORKSHEET (FORM JSA-1-00)

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE	JOB:	DATE:	
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY:
DEPARTMENT:	LOCATION:		REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:

SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**	**RECOMMENDED-SAFE-JOB-PROCEDURES**

JSA 1-00 STATE OF LOUISIANA

EXAMPLE JSA

JOB SAFETY ANALYSIS *EXAMPLE*	JOB: **Sharpening & Replacing a Rotary Mower Blade**		DATE: **1/1/2000**
	TITLE OF PERSON WHO DOES JOB: **Yard Worker**	SUPERVISOR: **John Jones**	INDIVIDUAL PREPARING JSA: **John Jones**
DEPARTMENT: **Maintenance Group**	LOCATION: **Outdoor Beautification**		
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: **Gloves & Safety Glasses**			

SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**	**RECOMMENDED SAFE JOB PROCEDURE**
1. Disconnect spark plug wire.	1. Striking against housing Burn hand	1. Do not use excessive force. Allow mower to cool.
2. Remove gasoline.	2. Spillage – Fire –Inhalation.	2. Ventilation. No smoking, proper container. Flush away with water (if necessary).
3. Invert mower.	3. Caught between (CB) Spilling gasoline Overexertion	3. Tip properly. (Grass catcher chute up). Be sure cap is tight. Lift properly, use leg muscles.
4. Remove dull blade.	4. Knuckles striking against blade.	4. Secure block blade – wooden block. Use gloves. Use proper size socket wrench with extender.
5. Check for bent blade.	5. None.	5. None.
6. Sharpen & balance dull blade.	6. Cutting hand; striking against vice.	6. Wear gloves. Avoid contact with sharp blade.
7. Reassemble blade to mower.	7. Striking against blade or housing.	7. Block blade. Wear gloves. Avoid contact with sharp blade.
8. Return mower to cutting position.	8. Overexertion.	8. Use leg muscles, not back.
9. Reconnect spark plug wire.	9. None.	9. None.
10. Add gasoline.	10. Fire.	10. Ventilate. No smoking. Proper container.
11. Operate mower.	11. Normal operating hazards.	11. Check for excessive vibration or unusual noise.

EMPLOYEES ASSISTING IN DEVELOPMENT OF JSA _____ _____ _____ _____ _____	**IS THERE DANGER OF:** **A. STRIKING AGAINST OR BEING STRUCK BY** **B. CAUGHT IN, BY, OR BETWEEN** **C. SLIP, TRIP, OR FALL** **D. PUSHING, PULLING, LIFTING, OR TWISTING** **E. TOXIC GAS, VAPOR, FUMES, EXCESSIVE HEAT OR COLD**

Exhibit J

LIST OF REQUIRED RECORDS

The following safety records shall be maintained by each Agency for at least five years. Copies of forms describing the specific procedures as noted are included with exhibits or are provided on the ORM website.

Safety Meeting Documentation: Completed monthly or quarterly in each unit following safety meeting occurrences and maintained in the operating area for review at the next audit or compliance review. Copies may be sent to the Department loss prevention coordinator or Agency head.

(See Exhibit E, Sample Procedures for Conducting Safety Meetings.)

Training Documentation: Sign in sheets and/or electronic read receipts shall be completed for all training sessions and maintained in the operating area for review at the next audit or compliance review.

Inspection Checklist: Inspection forms shall be completed monthly (Class A) or quarterly (Class B) in each work unit following a general safety inspection. The completed form shall be kept in the area it covers for review at the next audit or compliance review and shall be made available to the Department loss prevention coordinator or Agency head and the Office of Risk Management's Loss Prevention Management upon request.

(See Exhibit G, Sample Inspection Procedures.)

Hazard Control Log (or other similar reporting forms): Shall be posted in a conspicuous location and made available as needed to identify potential hazards in each work unit. The original form should remain in the area it covers until the hazard has been corrected, and all completed forms will be kept on file until the next Loss Prevention audit or compliance review. Copies are sent to the Agency head or Department loss prevention coordinator, and ORM's Loss Prevention Management if not corrected in 30 days. Copies shall be made available to ORM's Loss Prevention Management upon request.

(See Exhibit G, Sample Inspection Procedures.)

Post-Incident/Accident Analysis Forms: Complete a DA2000 or DA3000 form for each incident/accident that occurs whether or not it requires medical expense or lost time. A copy should be given to the loss prevention coordinator within the Agency. These forms should not be used in lieu of the required claims reporting forms.

(See Exhibit H, Sample Procedure for Incident/Accident Investigation.)

Job Safety Analysis: Completed by supervisors in each work unit or the Agency loss prevention coordinator. Job safety analyses shall be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms shall be maintained by the Agency in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.

(See Exhibit I, Sample Procedures for Job Safety Analysis.)

Exhibit K

SAMPLE BLOOD BORNE PATHOGENS/FIRST AID REQUIREMENTS

SAMPLE

Blood Borne Pathogens
Exposure Control Plan

This Sample Plan was developed for use by the general population of state employees. Health care facilities and health care professionals as well as other occupations with a higher risk for exposure shall comply with state and federal standards, regulations and laws.

The purpose of this Program is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to state employees. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation

All bodily fluids will be considered infectious regardless of the perceived status of the source individual. Procedures for providing first aid and decontaminating/sanitizing contaminated areas will duplicate those developed and used by the health industry.

Blood Borne Diseases (not an all-inclusive list)

- HIV: Human Immunodeficiency Virus causes AIDS
- Hepatitis B and C
- Syphilis
- Malaria

Preventive Measures

Use universal precautions: TREAT ALL BLOOD AND BODY FLUIDS AS POTENTIALLY INFECTIOUS.

- Unbroken skin provides some protection from blood borne pathogens
- Wear personal protective equipment (PPE) (examples: latex gloves, safety glasses, goggles, face shields, aprons, boots) whenever blood or body fluids are present or expected
- Utilize engineering techniques (examples: tongs, recognized work practices, specialized equipment) whenever possible

Decontamination Procedures

1. Call a professional for proper decontamination and disposal.
2. Obtain BBP Clean Up Kits and either require employees to follow the manufacturer's instructions that are provided with the kits or train employees on their use and disposal.

The following are the general guidelines for decontamination:

- After an accident, the contaminated area must be cleaned with the proper recommended decontamination solution
- Cleaning equipment must be properly decontaminated
- Wear required PPE
- Restrict access to the area
- Use disposable supplies whenever possible and dispose of properly

Disposal: Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.

All waste with the possibility of contamination of BBP shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded prior to removal to prevent spillage or protrusion of contents during handling, storage, transportation or shipping.

MEDICAL PROVISIONS

Preventive Vaccine

If the HBV vaccine is offered to an employee and the employee accepts it, it will be provided to the employee free of charge. Training by a knowledgeable person will be provided to the employee.

If an employee declines the offer of the HBV vaccine then the employee is required to sign a declination statement. If at anytime the employee changes his/her decision and decides to accept the offer of the HBV vaccine then the series will be provided free of charge and training by a knowledgeable person will be provided to the employee.

Post-exposure Procedures

- Wash hands with antibacterial soap after contact
- Flush eyes and face with fresh water for several minutes after contact
- Follow Agency's notification/reporting procedures for an exposure
- Follow Agency's written procedures for seeking medical counseling

Other Exposure Hazards

- Cleaning surfaces contaminated with blood, vomit, feces
- ALWAYS wear gloves and protective apron or clothing
- Be alert for sharp objects, broken glassware, used syringes in trash
- Do not pick up broken glass – use brush or broom & dustpan
- Dispose of glass, sharp objects safely
- Laundry – bloody or contaminated linens or sharp objects

TRAINING: The training schedule shall be contingent upon the level of exposure to BBP:

High Risk: Health Care Facilities/professionals, and other high risk occupations
Workers with occupational exposure shall receive training within 90 days of hire and at least once per year afterwards.

Low Risk: General Office/Classroom personnel
All employees shall participate in a training program within 90 days of employment. If there are no BBP events, the training shall be required every five years thereafter. If an Agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

Sample Guidelines for Avoiding the Spread of Infection

- Wash hands & remove protective clothing before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics
- Keep hands away from eyes, nose, mouth while cleaning
- Frequent hand washing is best defense against spreading infection

Summary

- Protect yourself on and off the job; know the facts
- Practice good personal hygiene
- Follow work rules, use gloves and protective clothing
- Wash your hands often, after work or exposure
- Keep areas clean – report problems immediately to supervisors

Appendix A

EMPLOYEE'S REFUSAL TO TAKE HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline this vaccine, and understand that I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine; I can receive the vaccination series at no charge to me.

_____	_____
Signature	Witness
_____	_____
Employee's Personnel No.	Date

FIRST AID

Requirements for First Aid: All employees shall report any injury to the first aid station or appropriate personnel (immediate supervisor, safety officer, etc.) as soon as possible, at least before the end of the shift during which the accident occurred.

If available, a first aid station attendant, or someone who has completed a certified first aid course, will treat minor injuries and the employee will be returned to work. The employee shall be required to complete an Accident/Incident Report (DA2000). A description of the accident and names of witnesses (if any) are included on the form.

If a physician is needed, the employee may be given an Employer's First Report of Injury Form for treatment to be given to the treating physician.

The employee will provide the Agency with the treating physician's diagnosis of the injury and the length of time he or she is expected to be unable to work.

In addition, agencies shall develop procedures to report and handle visitors and or non-employee accidents and injuries.

First Aid Training: Only someone who has completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Refresher training is required according to certification requirements.

First Aid Kit and Inventory Form: A first aid supply kit shall be maintained and inventoried periodically. An inventory list may be included in each first aid kit. Expiration dates on kit contents must be checked as well.

Emergency Eye Wash: In such situations where this is needed, typical protocol calls for a minimum of 15 minutes constant flushing time. This normally cannot be achieved via the use of small, portable, disposable containers of fluid found in many first aid kits. A fixed flushing station that uses an unlimited supply of uncontaminated fluid (e.g., potable water) is preferable.

Exhibit L

SAMPLE COMPONENTS OF AN EMERGENCY PREPAREDNESS PLAN

The purpose of the Emergency Preparedness Program is to ensure that each Agency develops a plan for the safe evacuation of all persons in the affected area and the rapid control of hazards during life threatening situations. This program includes procedures for:

1. Preventing and controlling emergency situations,
2. Warning employees of actual or impending disasters and preparing them for possible evacuation or shelter in place, and
3. Establishing safe evacuation routes.

Every organization must be prepared to effectively cope with the unique problems that arise in an emergency situation. Emergency preparedness is critical to protect employees, citizens, clients, students and property against incidents such as: fires, natural disasters, proximity threats, and terrorism. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well publicized, flexible, and tested plan; and clear delineation of the responsibilities of authorities and employees. Each organizational unit must stress the importance of being prepared in emergencies. Instructions for emergency situations should be posted in each facility and office. Emergency procedures should be established, implemented, and monitored by the Agency.

<u>Components of the Program</u>

Emergency Control Committee: An emergency control committee should be organized in each Agency. This committee develops plans for emergency situations. Control of emergencies such as fire, explosion, or toxic chemical releases require the coordination of the following: disaster communication, facility shutdown, employee evacuation or shelter in place, utility control, first aid and rescue, damage control, and notification of police and fire Departments and hospitals.

A list of the names and titles of personnel involved in the emergency preparedness plan should be compiled in each Agency and/or facility. Upper management is responsible for staffing and implementing the emergency control committee. The members' work and home phone numbers, as well as the estimated travel time from home to work, should be noted.

Emergency Alarms: A distinctive, reliable emergency signal that is capable of being heard in all areas of the facility shall be installed and tested in accordance with the applicable accreditation requirements. All employees should know how to activate the alarm, be familiar with the different warning signals, and know what actions to take upon hearing it.

Emergency drills (e.g., fire, natural disasters, and proximity threats) shall be conducted during all shifts at least annually.

Emergency First Aid: Some personnel at each facility should be trained in first aid techniques. If an injured person requires additional medical attention, employees should know how to send for an ambulance.

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Emergency Power Systems: Automatic emergency power supply systems should be installed in areas where uninterrupted electrical service is essential for the preservation of life or property, such as in areas where precise procedures are performed (control room or operating room) or in areas where sensitive equipment is located (instruments or supplies requiring refrigeration). There should also be a manual control switch to activate the emergency power if the automatic system should fail. Alternative power sources and equipment should be maintained and regularly tested to ensure that the system is capable of supplying service within the time limits required by the specific operations.

Types of Emergency Plans

Fire Prevention and Control: Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention and control principles include the following:

1. Prevention of fire from starting by using fireproof construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.

2. Limit the spread of fire. Provide suitable fire barriers and keep the amount of combustibles stored to a minimum, and housed in approved cabinets when appropriate.

3. Maintain exits in facilities.

The following components are essential to a fire safety and prevention program:

Alarm System:

Prompt discovery of a fire is vital. Fire sensing and alarm systems should be reliable and should be designed for rapid discovery of a fire. An effective alarm system must:

1. Be reliable and distinctive,
2. Reach those trained to respond,
3. Require immediate attention,
4. Indicate the fire location,
5. Warn building occupants and area residents.

Agencies shall conduct at least one documented fire drill annually at each location.

Fire Suppression Equipment:

Fire protection shall be incorporated into the building design to achieve maximum effectiveness. Special processes presenting unique fire protection problems should be handled individually by fire protection engineers and the Office of Risk Management.

Water Supply:

Water is the most effective extinguishing agent for most fires. A reliable water supply is essential and should be sufficient to fulfill the demand of the automatic protection system for at least four hours. Water for firefighting should be stored separately from process and domestic water.

Distribution Systems: Pumping equipment may be required to produce the water pressure demanded by the firefighting operations.

Monthly Fire Extinguisher Equipment Inspection and Maintenance: The Agency's maintenance Department representative shall be responsible for inspecting, testing, and maintaining all fire protection equipment such as pumps, hydrants, hose lines, automatic equipment, and portable extinguishers. Equipment testing also provides training opportunities for employees. Extinguishers shall also be inspected and certified by an outside contractor once a year.

Civil Disturbances: Civil disturbances are generally riot and demonstrations, marches, and groups that have become riotous or a threatening individual.

1. Restrict both employee and visitor movement in your area
2. Prepare for evacuation or relocation
3. Secure your area (lock doors, safes, files, vital records, etc.)
4. Notify your local law enforcement immediately and then your Agency Head, Safety Coordinator or supervisor.

Natural Disasters:

The following are some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes:

1. Formulate plans to isolate people from potential hazards.
2. Only enter disaster areas if it is essential.
3. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas lines or flammable materials.
4. Do not touch fallen or damaged electric wires.
5. Immediately leave the area upon discovering a leaking gas line.
6. When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is an underground shelter or ditch or a steel-framed or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.

Proximity Threats: These occur near location and can cause damage to life and property. May require need for evacuation. Examples include:

Railroad, interstate, and water vessel disasters

1. Obtain emergency response procedures from local municipality.
2. Once notified, determine if voluntary or mandatory evacuation is required.
3. Use applicable emergency response procedures as per the local municipality.

Local chemical or nuclear plant disasters – by law, all plants must report what is produced and include all of the following emergency procedures:

1. Contact local/municipal government.
2. Once notified, determine if voluntary or mandatory evacuation is required.
3. Vertical, upwind, or downwind evacuation determined by type of incident.
4. Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place and the situation allows.

Aircraft Disasters

1. Federal, state, and local authorities will assist once notification is received.
2. Follow Agency emergency action plan.

Terrorist Threats include:

Biological Weapons
Bomb scares/bombings
Chemical attacks
Cyber attacks
Nuclear weapons
Suspicious mail

Bomb Threats:

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, and any other important information. If the threat is received by phone, keep the person on the phone as long as possible to determine any unusual voice characteristics such as raspiness, hoarseness, or stuttering. Try to notice any background noises. Ask why the bomb was placed there and whom the caller wishes to hurt. DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL. Report a bomb threat to a supervisor, who will contact the proper authorities. The phone number of local law enforcement shall be placed in conspicuous places throughout agencies.

It is important that each employee visually scans his/her work area before leaving to look for unusual packages or something out of the ordinary. Do NOT touch anything suspicious but report it immediately to law enforcement personnel as you arrive at your designated outside area. Local law enforcement has no way of knowing what belongs in a work area and what does not. It is necessary that employees identify suspicious objects/packages for the bomb squad. Only take your personal items with you.

Do not use a cell phone in or near the building or during the evacuation as this could trigger the bomb.

Do not return to your work area until you receive the all-clear signal by the authorized person.

SAMPLE BOMB THREAT CHECKLIST

Description Detail Report

Questions to Ask:

1) When is the bomb going to explode?

2) Where is it right now?

3) What does it look like?

4) What kind of bomb is it?

5) What will cause it to explode

6) Did you place the bomb?

7) If voice is familiar, who did it sound like?

8) What is your address?

9) What is your name?

Exact wording of threat:

Sex of Caller: _____Race: _____

Age: _____Length of call: _____

Number at which call was received:

Caller's Voice - Circle as applicable

-Calm -Nasal
-Angry -Stutter
-Excited -Lisp
-Slow Raspy
-Rapid -Deep
-Soft -Ragged
-Loud -Clearing throat
-Laughter -Deep breathing
-Crying -Cracked voice
-Normal -Disguised
-Distinct Accent
-Slurred -Familiar

Background Sounds:

Street noises-Factory machinery

- Animal noises -Voices
- Clear -Static
- PA System -Music
-Long Distance -Local Call
-House noises -Motor
-Phone booth -Office machinery
-Other

Threat Language:

-Well Spoken -Incoherent
-Foul -Taped
-Irrational -Message read by threat maker

Time: _____Date:

EXHIBIT M

SAMPLE HAZARD COMMUNICATION & CHEMICAL SAFETY PROGRAM

SAMPLE: THESE ARE GUIDELINES ONLY

Hazard Communication Plan for Non-Laboratory Agencies*

* These guidelines may NOT be sufficient for agencies with laboratory facilities.

Employers shall provide information to employees regarding the hazardous chemicals in the workplace and the hazardous properties of these chemicals. This information must be disseminated through a hazard communication program involving labeling, material safety data sheets, employee training, employee access to written records, and a written hazard communication plan. The hazard communication program applies to any hazardous chemical, which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency. Thus, the program does not extend to office personnel, other employees whose job performance does not involve potential exposure to hazardous chemicals, or to laboratory employees. The definition of "hazardous chemical" is extremely broad, and includes any chemical, which is a physical hazard or a health hazard. For determination of physical and health hazards associated with products not synthesized on-site, personnel should rely on the evaluation performed by the chemical manufacturer or importer transmitted via Material Safety Data Sheets (MSDS).

Responsibilities: (Agency Name)'s Hazard Communication Program is overseen by (Position of Responsible Person).

Chemical Hygiene Officer shall:

- Determine when and what kind of employee exposure monitoring is required.
- Write and maintain the Hazard Communication Program and ensure that all parts of the program are properly implemented.
- Develop and maintain a Hazard Communication training program.
- Monitor procurement, use, and disposal of hazardous chemicals.
- Help develop Standard Operating Procedures for their hazardous operations.
- Perform random safety reviews.
- Review the Hazard Communication Program and Training programs at least yearly, and make necessary changes.

Department Heads: Department Heads or their designees (Safety Officers or Supervisors) who have employees who work in areas where hazardous chemicals are stored, handled or used are responsible for:

- Creating and maintaining an inventory of all hazardous chemicals.
- Ensure that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
- Maintaining copies of MSDS for each hazardous chemical in the workplace, and ensuring that they are readily accessible to employees when they are in their work areas.
- Informing employees of any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, the inventory, and material safety data sheets.
- Providing employees with training regarding hazards or practices specific to their work area at the time of their assignment and whenever a new hazard is introduced into their work area.
- Determining the required personal protective equipment (PPE) for the procedures and materials in use in their area.
- Ensuring that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.
- Developing safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
- Inform employees about proper performance of non-routine tasks.

Employees are responsible for:

- Planning and conducting each operation according to the Hazard Communication Program.
- Maintaining area in good order.
- Using the required personal protective equipment.
- Reporting any exposures, injuries, or problems to supervisor and the Safety Officer.
- Reviewing MSDS's prior to using a substance for the first time, and reviewing it periodically thereafter.

Contracting Officials: Contracting officials (Purchasing agents, Facilities Maintenance, and Operations, Architectural Engineering Services, and Department Heads) are responsible for:

- Instructing all outside contractors to contact the US Department of Energy, Office of Environmental Health and Safety for specific information about hazardous chemicals within the Agency that may pose a risk to contract employees.
- Contracting Officers will require all contractors to provide the information concerning hazardous chemicals brought into any Agency facility to perform contracted work before that work begins.

Hazardous Chemicals Inventory

The supervisor, or designee, is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) and update the list as necessary.

The inventory must identify

- Each hazardous chemical by the primary name on the label,
- The manufacturer or distributor of the chemical, and
- Chemical abstract number (CAS).

The inventory must

- Be kept in the work area in a suitable format,
- On a log sheet, or in a computer.
- List all hazardous chemicals found in the work area for which the supervisor is responsible including, but not limited to:
    - Laboratory chemicals, janitorial supplies, compressed gases, cleaning products,
    - Materials found in the maintenance Departments (such as lubricating oils, solvents, etc.),
    - Specialty chemicals used by animal caretakers, illustrators, and printers.

Labeling Requirements: The supervisor shall ensure that all hazardous chemicals are properly labeled. Labels shall list:

- At least the chemical identity,
- Appropriate hazard warnings, and
- The name and address of the manufacturer, importer or other responsible party.

Portable containers of working solutions shall be labeled appropriately unless they are intended for immediate (during a day's work-shift) use by the employee who prepared it. In this case, only the identity of the chemical must be supplied on the label.

The contents of all vessels (containing chemicals or products such as cleaning solutions) shall be identified by name on the container.

Products that are synthesized by the Agency and distributed to outside parties shall be labeled if they contain hazardous chemicals in concentrations greater than one percent (or 0.1% for carcinogens). It is the responsibility of the laboratory synthesizing the product to develop this label.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be adequately labeled.

Storage tanks or drums may be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same. It is the responsibility of the Department or area supervisor ordering and using these bulk chemicals to ensure adequate labeling.

Container labeling shall provide an immediate visual warning about the specific harm that may result from exposure to the chemical. If the manufacturer or supplier has adequately labeled the original container, transferring the information on that label to a secondary workplace container is appropriate. In many cases, the chemical manufacturer or supplier may cooperate by providing additional labels, upon request, with a chemical shipment.

In the event that the Department needs to create labels, durable printed labels will be available in blank form with chemical names and an assortment of hazard symbols, which may be affixed to the basic label.

Personnel responsible for container labeling shall correct any outdated hazard warnings with the updated information as soon as they learn of any hazard characteristic changes.

Material Safety Data Sheets (MSDS)

- The supervisor is responsible for acquiring and updating material safety data sheets for all hazardous chemicals located in their work area.
- The material safety data sheets shall be reviewed by all personnel using the chemical before it is used and kept in the work area so that they are readily accessible.
- To obtain specific material safety data sheets, request them from the manufacturer or distributor, or search the Internet for assistance.
- Departments shall document their efforts to obtain MSDS's from suppliers.
- Maintain a copy of letters requesting MSDS's in the file until the MSDS's are received.
- Chemicals purchased locally from retail stores may not come with MSDS's. Under these circumstances, ask the retailer if they have the MSDS or request it from the chemical manufacturer or supplier.
- If you have more than one material safety data sheet for a hazardous chemical from the same manufacturer:
  - Check the date and
  - Use the most current one
  - Discard all others.
- To obtain further information or assistance in interpreting material safety data sheets, contact the manufacturer or distributor.
- A material safety data sheet shall be developed and sent with those products that are synthesized by the Agency and distributed to outside parties if they contain hazardous chemicals in concentrations greater than one percent (or 0.1% for carcinogens). It is the responsibility of the laboratory synthesizing the product to develop and distribute the material safety data sheet.

Employee Training and Information

Employees shall receive further hazard communication training

- When working in a new area,
- Whenever a new material or procedure is introduced into the work place, or
- Whenever the Department Head, Department Safety Officer, or Supervisor feels that refresher training is in order.

This training shall include:

- Location and availability of the written Hazard Communication Plan.
- Physical and health hazards of chemicals in the work area and their locations.
- Methods and observation techniques used to detect the presence or release of a hazardous chemical.
- How to lessen or prevent exposure to these hazardous chemicals through usage of controls, work practices and personal protective equipment (PPE).
- How to use material safety data sheets information.
- How to read and understand labels.
- Contingency plans for medical and accident response.
- The proper use of any PPE required.
- Location of MSDS file and hazardous chemicals inventory.
- All training shall be documented by recording the training session subject(s), date, and attendees. The Agency shall maintain the official files. The supervisor shall also maintain a copy of these records.

Information about the Agency's Hazard Communication Program shall be disseminated to all new employees. All new employees shall be trained by their supervisor concerning hazardous chemicals in the workplace at the time of initial assignment and whenever a new hazard is introduced into the work area.

Non-routine Tasks

Employees performing "non-routine" tasks may be exposed to chemicals from unusual and unsuspected sources. These "non-routine" tasks may include, for example, periodic tank or boiler cleaning or the replacement of seals and gaskets. Written procedures shall be developed for every "non-routine" task by the supervisor of the employees who will perform the task. The information shall include chemical hazards associated with the performance of the tasks and appropriate protective measures required to perform the task safely. The procedures shall be included in the local copy of the Hazard Communication Program.

The Office of Risk Management shall provide advice and guidance upon request.