

FAQ ADDED:	REVISED	? #	QUESTIONS & ANSWERS:
2/1/2008		1	<p><b>WHAT ARE “CLASS A” AND “CLASS B” AGENCIES?</b></p> <p>The class in which an agency is categorized by ORM is determined by its most recent accrual rate.</p> <p>Class A agencies are those with a premium rate of \$5.00 or higher/\$100 payroll and are required to conduct <b>safety meetings</b> and <b>inspections</b> on a <u>monthly</u> basis.</p> <p>Class B agencies are those with a premium rate below \$5.00/\$100 payroll and are required to conduct <b>safety meetings</b> and <b>inspections</b> on a <u>quarterly</u> basis.</p>
		2	<p><b>WHAT IS THE DIFFERENCE BETWEEN A DEPARTMENTAL/GENERIC SAFETY PLAN AND AN AGENCY/SITE SPECIFIC SAFETY PLAN?</b></p> <p>A <b>Departmental/Generic</b> General Safety Plan is one that is broad and covers the entire Department.</p> <p>An <b>Agency/Site-Specific</b> General Safety Plan covers/addresses specific or unusual processes, procedures, systems for <u>agencies w/in a Department</u> that exceed the broad, general requirements of the Department. It is possible for some agencies to operate under some <b>Departmental/Generic</b> components of the General Safety Plan, AS WELL AS have other <b>Site-Specific</b> components of their General Safety Plan.</p>
		3	<p><b>WHAT ARE “SITE and/or TASK-SPECIFIC SAFETY RULES” AND WHEN ARE THEY REQUIRED?</b></p> <p>Site/Task-specific safety rules are necessary where hazardous activities/operations/tasks exist and other <i>general</i> safety rules are inadequate/fail to reduce or eliminate recognized/potential hazards.</p> <p>Each agency will determine whether Site/Task-Specific safety rules are necessary, and what/where they will cover.</p>
3/20/2008		4	<p><b>DELETED</b></p>
		5	<p><b>WILL STANDARD FORMS, SUCH AS THE DA2054, BE SET UP SO THAT THE AGENCY CAN TYPE IN THE REQUIRED INFORMATION?</b></p> <p>Most, if not all, forms on the ORM web site are already set up for such.</p>
		6	<p><b>ARE ADJUNCT PROFESSORS AND/OR STUDENT WORKERS REQUIRED TO ATTEND SAFETY MEETINGS?</b></p> <p>Yes, they are. However, special situations will be reviewed on a case-by-case basis.</p>
		7	<p><b>HOW WILL AN AGENCY WITH HUNDREDS OF EMPLOYEES AND/OR LOCATIONS DOCUMENT EMPLOYEE ATTENDANCE AT THE REQUIRED SAFETY MEETINGS?</b></p> <p>Via the sign-in sheets or electronic email return receipts at each location.</p>

	<b>8</b>	<b>CAN FIRE DRILLS, FIRE EXTINGUISHER TRAINING, AND A SAFETY MEETING BE HELD ALL AT ONCE?</b>
		Yes, but the fire drill component must be conducted in its entirety, not merely described during the safety meeting portion.
	<b>9</b>	<b>CAN TRAINING RECORDS BE KEPT ELECTRONICALLY vs. MAINTAINING PAPER COPIES ON FILE?</b>
		Scanned copies of sign in sheets are acceptable, as long as the signatures of each trained employee are legible.
	<b>10</b>	<b>IN THE FIRST AID REQUIREMENTS, WHAT IS MEANT BY "IN CLOSE PROXIMITY?"</b>
		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, emergency medical services must be available within 3-4 minutes, if there is no employee on the site who is trained to render first aid. 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.
	<b>11</b>	<b>IF EQUIVALENT SUPPLIES FOR PROPER CLEAN UP ARE AVAILABLE, IS IT NECESSARY TO MAINTAIN A "SPILL KIT" TO ADDRESS BLOOD BORNE PATHOGENS?</b>
		No.
	<b>12</b>	<b>WHAT QUANTITY OF HAZARDOUS MATERIALS IN THE WORKPLACE WILL REQUIRE AN AGENCY TO DEVELOP A PROGRAM TO ADDRESS THEM?</b>
		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.
	<b>13</b>	<b>SHOULD STATE STRUCTURES THAT SERVE AS PRIVATE RESIDENCES BE INCLUDED IN THE BUILDING INSPECTION REQUIREMENTS?</b>
		Yes. However, only the exterior of any such structure (including mobile homes) shall be inspected. All other structures must be inspected inside and out.
	<b>14</b>	<b>WHAT STANDARDS DOES ORM LOSS PREVENTION FOLLOW WITH REGARD TO DRUG TESTING &amp; SUBSTANCE ABUSE?</b>
		LP supports the concept of a drug-free workplace (of which drug-testing and substance abuse training are often keys to successfully accomplishing such an environment, and should, therefore, be included in the program). While not based on any standards, an agency's drug-free workplace policy/training program should be in accordance with RS 49:1001 et seq. and any other relevant statutes.

	<b>15</b>	<b>IF EMPLOYEES CONDUCT STATE BUSINESS IN A STATE VEHICLE ONLY, THEN DO THEY HAVE TO SHOW PROOF OF INSURANCE FOR THEIR PERSONAL VEHICLE?</b>
		No.
	<b>16</b>	<b>IF AN EMPLOYEE HAS AN ACCIDENT IN THEIR PERSONAL VEHICLE AFTER HOURS, DO THEY HAVE TO REPORT IT?</b>
		Not unless they were ticketed.
	<b>17</b>	<b>WHAT IS MEANT BY "LIMITING AND MONITORING ACCESS BY AUTHORIZED EMPLOYEES?"</b>
		Agencies may allow certain authorized employees access to only certain areas of the facility and/or only during certain work shifts, etc. All authorized employees should be aware of any attempts by others to gain access simultaneously.
	<b>18</b>	<b>WHAT IS A "24 HOUR" ALARM SYSTEM?</b>
		One that sounds an alarm any time a secured access point is entered/exited.
	<b>19</b>	<b>IS AN ALARM SYSTEM NEEDED FOR STRUCTURES WHOSE CONTENTS ARE VALUED AT LESS THAN THE DEDUCTIBLE?</b>
		The manual recommends, but does not require, the use of an alarm system for any structure, regardless of its contents or value thereof.
	<b>20</b>	<b>WHAT TYPES OF EQUIPMENT STORED WITHIN STATE BUILDINGS MUST BE SECURED?</b>
		While providing a complete list is not practical, such items would include: computers and other electronic devices, tools, boats, motors, tractors/mowers, etc. Each agency should determine the level of security needed for their valuables.
Revised: 7/7/2008 3/30/2009	<b>21</b>	<b>EXACTLY WHAT DOCUMENTATION MUST BE IN A TYPEWRITTEN FORMAT?</b>
		Only items, such as those below, containing handwritten notes that are not clear and legible: <ul style="list-style-type: none"> <li>• All preventive maintenance (PM) records (e.g., repairs, testing, etc.)</li> <li>• All work order documents (e.g., scheduled PM, reported problems, emergency situations)</li> <li>• All outside contractor PM documents</li> </ul>
Revised: 3/30/2009	<b>22</b>	<b>WHICH INDIVIDUAL(S) ARE REQUIRED TO TYPE THE DOCUMENTS?</b>
		That is up to each agency. However, as indicated in question #21, the Loss Prevention Unit is <u>not</u> requiring any agency to type their documentation unless it is not neat and legible.

	<b>23</b>	<b>WILL THERE BE ANY REQUIRED, STANDARD FORMS FOR THE TYPEWRITTEN PM DOCUMENTATION?</b>
		No. However, your LPO can assist you in developing them as needed.
	<b>24</b>	<b>DELETED</b>
	<b>25</b>	<b>MANY OF THE PIECES OF EQUIPMENT LISTED IN THE MANUAL HAVE A REPLACEMENT VALUE (AFTER DEPRECIATION) BELOW THE DEDUCTIBLE. WHY MUST THEY BE INCLUDED IN THE EQUIPMENT MANAGEMENT PROGRAM?</b>
		Equipment covered under the boiler and machinery policy is not depreciated; it is covered for the replacement value. The intent of the EM program is to maintain and prolong the life of state equipment and assets, thus reducing expenses to the state and taxpayers.
	<b>26</b>	<b>ARE INSTRUCTORS AND STUDENTS REQUIRED TO POSSESS A COMMERCIAL PILOT'S LICENSE?</b>
		Instructors, yes; students, no.
<b>5/2/2008</b>	<b>27</b>	<b>DOES "ANNUAL" TRAINING MEAN THE TRAINING OCCURS AT THE SAME TIME EACH YEAR, OR SIMPLY SOME TIME WITHIN THE FISCAL YEAR?</b>
		The intent is for each employee to receive the training as close as possible to a 12-month interval. Therefore, the training must occur within the same month as the previous year's training.
	<b>28</b>	<b>WILL ATTENDANCE AT A MAKEUP MONTHLY/QUARTERLY SAFETY MEETING OUTSIDE OF THE REGULARLY SCHEDULED MONTH/QUARTER COUNT TOWARD THE SAFETY MEETING PERCENTAGE CALCULATION?</b>
		No. All makeup meetings must occur within the same month or quarter (depending on your agency classification - See FAQ #1). Any exception to this must be submitted in writing to the Loss Prevention manager for review/approval.
	<b>29</b>	<b>CAN AN AGENCY MODIFY THE SAMPLE FORMS FOUND IN THE LOSS PREVENTION MANUAL?</b>
		Yes. All sample forms are just that...samples. They are intended to serve as a starting point and aid in assisting agencies to develop forms specific to their situation.
	<b>30</b>	<b>SHOULD AGENCIES CONTINUE USING THE SM-1-00 SAFETY MEETING FORM OR CHANGE TO THE FORM FOUND IN THE NEW MANUAL?</b>
		The SM-1-00 form is based on the requirements of the audit is no longer in effect as of 7/1/08. Therefore, agencies should use the new form or one that contains the same information as required on page 7 of the manual that went into effect on 7/1/08.
	<b>31</b>	<b>FOR VEHICULAR ACCIDENTS, IN ADDITION TO THE DA2041 FORM, IS COMPLETION OF THE DA1973 FORM ALSO REQUIRED?</b>
		If the accident involves a worker's compensation claim, then yes.

		<b>32</b>	<b>IF AN AGENCY USES AN EMPLOYEE'S PPR DATE AS THE INDICATOR TO RUN AN ODR, HOW WILL THE 60-DAY PERIOD ALLOWED TO CONDUCT A PPR AFFECT THE ANNUAL REQUIREMENT OF CHECKING ODRs?</b>
			It would not affect it. The ODR must be run at least, but no longer than, every 12 months. If an agency were to conduct a PPR up to 60 days prior to the employee's anniversary date, then the date of the PPR would serve as the start of the next 12-month period. Therefore, it may be simpler to use the employee's anniversary date (rather than the date the PPR is conducted) as the annual indicator for checking his/her ODR.
	Revised: 6/1/2009	<b>33</b>	<b>WHAT IS CONSIDERED AN "OFFICIAL" ODR?</b>
			If the ODR does not contain the Office of Motor Vehicles as the official header on the document, a letter signed by the agency designee stating that the ODRs attached are valid will be accepted in lieu of the official OMV letterhead. This alternate method is acceptable through 6/30/09, after which point all agencies are expected to obtain their ODRs through OMV (utilizing the La. Driver History Record request Application available from the Records Management Section of DPS - (225) 925-4321). Any exception to this must be submitted in writing to the Loss Prevention Manager for review/approval.
		<b>34</b>	<b>DOES AN EMPLOYEE HAVE TO SUBMIT PROOF OF EITHER A DRIVER'S LICENSE AND/OR INSURANCE ANNUALLY?</b>
			While the agency can certainly require such, the LP audit does not. Inserting this information, along with employee signature, on the DA2054 will suffice.
	Revised: 11/1/2010	<b>35</b>	<b>IS THE SELF-AUDIT REQUIRED?</b>
			No(as of 7/1/10). However, it is strongly recommended that every agency subject to a compliance review OR an audit complete the self-audit. This will assist the agency in assessing its state of readiness prior to the LPO's visit. Regardless, the assigned LPO will remain on site and complete the scheduled purpose of the visit.
<b>6/1/2009</b>		<b>36</b>	<b>CAN AN AGENCY USE THE SAME FORM TO INSPECT MORE THAN ONE BUILDING?</b>
			Yes, as long as: 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.

	<b>37</b>	<b>AT AUDIT LOCATIONS THAT HAVE FIELD OFFICES THAT DO NOT RECEIVE A USER ID BUT WHOSE EMPLOYEES FACTOR INTO THE AUDIT LOCATION'S MEETING TOTALS, HOW IS THIS FACTORED INTO THE AUDIT QUESTIONS PERTAINING TO MEETINGS?</b>
Revised: 11/1/2010		<p>Effective 7/1/10, all agencies are provided access to the current audit system (iaE -i audit Expert) and user IDs are no longer needed.</p> <p>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) will have their number of safety meetings calculated as follows:</p> <p>For example, a class A billing code with 9 field locations that report to it but are not audited separately would be required to conduct 120 (10 locations x 12 months) monthly safety meetings over a 1-year audit period. But, for whatever reason, they were only able to conduct 100 of the 120. The audit question only allows for a maximum of 12 meetings. Therefore, in order to obtain an equivalent answer and still give the audit location full credit for all meetings conducted, we would calculate a simple ratio:</p> $100/120 = x/12$ $120x = (100)(12)$ $120x = 1,200$ $x = 1,200/120$ $x = 10$ <p>So, you would choose the answer choice of 10-12 on the audit question.</p>
	<b>38</b>	<b>WHAT WILL SUFFICE AS PROOF OF DOCUMENTED DEFENSIVE DRIVER TRAINING?</b>
		The ZP174 report, available through LEO, is the method preferred by Loss Prevention. However, should there be a problem with the report (e.g., won't print, employees missing, etc.), then the agency can obtain a screen print indicating: the name of the employee, the course and date taken, and the completion status. Any difficulties with the LEO system should be addressed with the agency's HR liaison or timekeeper.
	<b>39</b>	<b>WHAT IS MEANT BY "DEPARTMENT/AGENCY HEAD" REGARDING THEIR REQUIRED ATTENDANCE AT EVERY SAFETY MEETING?</b>
		The intention is that management demonstrate their total support for workplace safety and health. Therefore, 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.
	<b>40</b>	<b>DOES THE EQUIPMENT MANAGEMENT SECTION OF THE LOSS PREVENTION AUDIT COVER, OR IN ANY WAY INCLUDE, MOBILE OR PORTABLE POWERED EQUIPMENT (E.G., LAWN MAINTENANCE EQUIPMENT/MACHINERY, AGRICULTURAL OR INDUSTRIAL-TYPE TRACTORS, FORKLIFTS, PORTABLE GENERATORS, ETC.)?</b>
		No. The Equipment Management section only applies to electrical and mechanical systems/equipment that are integral to the operation of the building and/or are an affixed (i.e., hardwired and/or plumbed) part of buildings/structures. Note: portable and fixed generators that are used to supply power to any part of the operation of the building during an emergency will be included in the electrical portion of the Equipment Management Program. Portable generators that are used for any other purpose (welding, running a sump pump, running an irrigation pump, running power tools at a remote site, etc.) will not be included in the EM Program.

	<b>41</b>	<b>CAN AN AGENCY CUSTOMIZE ANY DA FORMS?</b>
		No. However, the Loss Prevention Unit will accept/review suggested improvements to forms required by the audit and, provided that LP/ORM is the author of the form in question, changes deemed beneficial to all agencies will be made to the form and the new version will be re-issued by Loss Prevention. Additionally, an attached sheet (for signatures, or other pertinent info) is permissible. Only for the DA 2000 & 3000 forms, alternative forms that contain at least the same information as the applicable DA form are acceptable.
	<b>42</b>	<b>FOR PURPOSES OF THE DA3000 VISITOR/CLIENT REPORTING FORM, WHO IS CONSIDERED A CLIENT IN A SECURE CARE JUVENILE FACILITY?</b>
		Incarcerated juveniles are considered clients.
	<b>43</b>	<b>WHAT WILL SUFFICE AS PROOF OF AN ELEVATOR INSPECTION?</b>
		Since an elevator certificate is not typically provided by the inspector or the state, the agency must notify occupants that a copy of the inspection report is available upon request. Such notice (best posted in the elevator) should indicate the location of and/or contact information to view a copy of the latest inspection report (e.g., <a href="http://www.prd.doa.louisiana.gov/bandg_elev">www.prd.doa.louisiana.gov/bandg_elev</a> )
	<b>44</b>	<b>MUST ALL DEATHS &amp; FATALITIES BE REPORTED TO THE LOSS PREVENTION UNIT?</b>
		All deaths must be reported to both the ORM Claims and Loss Prevention Units.
	<b>45</b>	<b>IS A WRITTEN PROCEDURE NEEDED AS TO HOW TO USE THE HAZARD CONTROL LOG?</b>
		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.
	<b>46</b>	<b>IS FIRST AID TRAINING REQUIRED FOR EMPLOYEES WORKING THE NIGHT SHIFT?</b>
		No, it is recommended, but is not a requirement.
	<b>47</b>	<b>ARE EMPLOYEES WHO ARE TRAINED IN FIRST AID AND/OR CPR CONSIDERED HIGH RISK AND THEREFORE REQUIRE ANNUAL TRAINING?</b>
		No, employees who are trained in first aid and/or CPR are not required to have annual blood borne pathogens training. Annual training is only required if these individuals are mandated by their agency to use their skills in the event of an employee or visitor emergency (i.e. First Responders).
	<b>48</b>	<b>CAN THE DA2054 AUTHORIZATION AND DRIVING HISTORY FORM BE USED FOR MORE THAN ONE YEAR?</b>
		Yes, if there are no changes to the driver information, then the DA2054 may be used on more than one occasion if the authorized agency personnel date and sign an addendum and attach it to the DA2054.

	<b>49</b>	<b>IS AN AGENCY REQUIRED TO IDENTIFY ALL NATURAL DISASTERS AND THREATS, INCLUDING THE SPECIFIC NATURE OF EACH?</b>
		The agency must have a plan to address the various possible types of natural disasters and threats (i.e. fire, bomb, hazardous materials, biological or chemical, hurricanes, tornados, etc). It is not necessary that the agency address each specific threat (i.e. chlorine, ammonia, asbestos, etc).
	<b>50</b>	<b>IS IT NECESSARY FOR THE AGENCY TO IDENTIFY THE WHEREABOUTS OF EVERY CONFINED SPACE?</b>
		Yes, and the agency must know how to identify and classify a confined space and address the hazards associated with each. Any exception to this must be submitted in writing to the Loss Prevention manager for review/approval.
	<b>51</b>	<b>IS AN AGENCY REQUIRED TO POST PERSONAL CONTACT INFORMATION OF ITS STAFF IN THE EVENT OF AN EMERGENCY?</b>
		It is recommended that the contact information for those individuals be on file with the local police and fire departments. It is not necessary to post personal contact information on the after hours emergency sign.
	<b>52</b>	<b>IS THE AUTHORIZED OR UNAUTHORIZED DRIVER LIST REQUIRED TO BE UPDATED THROUGHOUT THE YEAR?</b>
		Employees who are hired or terminated throughout the year are not required to be added or deleted from the authorized or unauthorized list, except on an annual basis prior to the audit. However, any person that is determined in the year to be a high risk driver should be removed from the authorized list or added to the unauthorized list, whichever list the agency is updating.
	<b>53</b>	<b>IS A FAXED CONFIRMATION SHEET REQUIRED TO SHOW THAT THE AGENCY HAS TIMELY SUBMITTED A NEW LOSS?</b>
		Some form of documentation is needed to verify the timely submission, whether a fax confirmation sheet or email received receipt.
	<b>54</b>	<b>WHAT PROCEDURES SHOULD AN AGENCY HAVE FOR SECURING LAPTOPS, CAMERAS, DESK TOP PCs, ETC.?</b>
		It is recommended that agencies use appropriate measures to lock and secure valuables. (i.e. locked desks, cabinets and doors)
	<b>55</b>	<b>WHAT TRAINING IS REQUIRED FOR HAZARD COMMUNICATION AND LOCK OUT TAG OUT PERSONNEL?</b>
		Annual training for authorized lock out tag out personnel is required. Affected personnel require training every three years. Training for hazard communication is required whenever: 1) working in a new area; 2) new material or procedure is introduced into the work place; or 3) the Department Head, Department Safety Officer, or Supervisor feels that refresher training is in order.
	<b>56</b>	<b>MUST AN INSPECTION FORM BE USED FOR DAILY FORKLIFT INSPECTIONS?</b>
		This is a recommendation, not a mandate.

		<b>57 MUST A FIRE ALARM SYSTEM BE INSPECTED ANNUALLY BY A LICENSED FIRE ALARM SERVICE CONTRACTOR?</b>
		Yes, according to the State Fire Marshal.
<b>6/26/2009</b>		<b>58 HOW SOON AFTER AN ODR IS OBTAINED MUST IT BE REVIEWED AND THE ACCOMPANYING DA2054 SIGNED?</b>
		No later than 45 days from the date the ODR is obtained.
		<b>59 AGENCIES WITH AN EQUIPMENT MANAGEMENT PROGRAM “SHALL PROVIDE DOCUMENTED TRAINING FOR ALL EMPLOYEES TRAINED (WORKING) IN AREAS RELATED TO THE PROGRAM, WHETHER FORMAL OR ON-THE-JOB TRAINING...”</b>  <b>MUST EMPLOYEES, WHO COME FROM ELSEWHERE WITH SIGNIFICANT EXPERIENCE AND/OR TRAINING, BE RE-TRAINED OR WILL THEY RECEIVE CREDIT FOR IT ON THE AUDIT ?</b>  The intent here is for the LPO to be assured that those who operate, maintain, test, or repair inventoried equipment are adequately trained to do so. Proof of an agency policy where the agency reviews and determines an employee’s level of training and competency to safely perform the job will suffice.
<b>1/31/2011</b>		<b>60 HOW LONG MUST RECORDS BE MAINTAINED ON FILE BY EACH AGENCY?</b>
		3 Years - Inspection reports, hazard control logs (or other similar reporting forms), job safety analyses, incident/accident investigations, minutes of safety meetings, and training records.  5 years – Blood borne pathogens, Drug Free Workplace, and Sexual Harassment training records.  This became effective with the July 1, 2010, version of the audit, and the manual was revised on 1/31/11 to reflect this more accurately.