

SOUTHERN UNIVERSITY SYSTEM



COMPREHENSIVE LOSS PREVENTION PLAN

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ACKNOWLEDGEMENT

I acknowledge that I am an employee of the Southern University System and agree to adhere to the policies, rules, and regulations detailed in this Comprehensive Loss Prevention Plan.

Additionally, I acknowledge that I have been provided a written copy or electronic access to this Comprehensive Loss Prevention Plan.

Employee Name Printed

Employee Signature

Institution

Date

GENERAL SAFETY PROGRAM

Management Policy Statement

It is the policy of the Southern University System (System) to provide a safe work environment for its employees. This policy protects System employees from accidents that not only directly impact their quality of life but also has the added benefit of reducing the System's insurance costs. This dual benefit ensures the safety and health of System employees and the protection of the taxpayer's hard-earned dollars by keeping insurance costs down.

Therefore, each employee of this System 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 Comprehensive Loss Prevention Plan (Plan), which is developed in accordance with the System's Risk Management Policy (Policy No. 12-003). As such, each employee must immediately report potentially unsafe conditions and work practices and take effective temporary actions to minimize the risk to himself/herself and others. Each supervisor will be held accountable for the actions of his/her employees and is responsible for ensuring that his/her employees follow all safety rules, policies, and procedures.

The purpose of this Plan is to authorize the implementation of a safety program for all employees that will promote a safe, productive work environment for all employees and prevent injuries that are painful and potentially disabling. Since this Plan has cost savings potential to both this System and the taxpayers of the State of Louisiana, this Plan shall be applicable to all employees and all sections/units of the System.

Because we take safety matters seriously, failure to follow the System's Plan could result in discipline up to and including termination. If you need training to safely perform any of your job tasks, please notify your supervisor or respective safety manager.

All safety issues and concerns will be investigated by the respective institution's safety manager or his or her designee.

All questions concerning this Plan should be directed to the personnel listed below for each respective institution's designated safety manager.

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Dennis J. Shields, President

06/21/2024

Date

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 responsibility and accountability. The following is a suggested list of responsibilities for various positions in the Southern University System (System).

Chancellor

- Has full responsibility for safety.
- Authorizes necessary expenditures to provide safe work conditions.
- Approves safety policies as formulated by the safety officer or safety committee.
- 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).

Safety Manager: The safety manager is responsible for the development and implementation of the System's safety program at his/her respective institution. This person should have direct access to the Chancellor and open communication with all safety coordinators on his/her respective institution. This person should also demonstrate leadership to the safety coordinators in carrying out his/her duties and responsibilities. The duties include but are not limited to:

- Primary responsibility for coordinating the safety operation at each facility on his/her respective institution.
- Keeping and analyzing accident reports.
- Conducting educational activities.
- Conducting activities to stimulate and maintain interest in safety among employees.
- Serving on the safety committee.
- Supervising and appraising accident investigations.
- Planning and directing a regular program of safety inspections.
- Checking for compliance with applicable safety laws and codes.
- Issuing regular reports showing safety performance and accident trends.
- Conducting safety meetings.
- Communicating with safety coordinators.
- Identifying and coordinating the removal of hazardous waste from campus.

Safety Coordinator

- Inspects designated area¹ to locate unsafe conditions or unsafe practices.
- Investigates injuries.
- Ensures that corrective action is taken to avoid recurrences.
- Analyzes accident history for clues to prevent future injuries and illnesses.

¹ The safety manager assigns and designates the areas for the safety coordinators.

- Stays abreast of unit's compliance with federal, state, and local regulations regarding work safety and health.
- Acts as advisor to others on safety matters.
- Publicizes safety requirements.
- Ensures that employees in his/her unit conduct their safety training.
- Serves on the safety committee. The safety coordinators compose the safety committee for the institution.

Maintenance/Facilities Department

- Works with safety committee, the Safety Manager, and supervisors to ensure safe working conditions.
- Executes work orders promptly.
- Cooperates in devising safety equipment, guards, and appliances.
- Maintains a regular maintenance schedule on all equipment and keeps maintenance records.
- Makes regularly scheduled inspections and creates and maintains inspection reports.

Supervisor

- Inspects work area for compliance with safe work practices and safety rules.
- Trains employees to work safely.
- Corrects unsafe conditions and unsafe acts.
- Obtains prompt first aid for the injured.
- Reports and investigates accidents and works with the Safety Manager to determine the cause and correct any problems.
- Hold crew safety meetings.
- Discusses safety with individual employees.
- Supervises the procurement and distribution of personal protective equipment.
- Ensures that his/her employees conduct their safety training.

Employee

- Works in accordance with accepted safety practices.
- Reports on unsafe conditions and practices.
- Observes safety rules and regulations.
- Makes safety suggestions.
- Asks for assistance or further explanation when needed.

Safety Rules

I. Implementation

- a. A written copy or electronic access to these Safety Rules shall be provided to every employee.
- b. Each employee must sign an acknowledgement indicating that said employee has received the Safety Rules or how to electronically access the Safety Rules.

- c. All employees at all levels are required to follow the Safety Rules.
- d. The Safety Rules shall be reviewed annually at a safety meeting.
- e. Each institution's designated safety manager must post these Safety Rules in a facility on each institution for review by all employees.

II. Rules

- a. No smoking on any campus location.
- b. Horseplay and fights will not be tolerated in the workplace.
- c. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- d. Use personal protective equipment, as required with your job function, to protect yourself from potential hazards that cannot be eliminated.
- e. Operate equipment only if you are trained, certified, and authorized.
- f. Inspect the workstation for potential hazards.
- g. Ensure that equipment or vehicles are in safe operating condition before using it.
- h. Immediately report any recognized potentially unsafe condition or act to your supervisor.
- i. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
- j. Immediately report accidents, near misses, and property damage to a supervisor regardless of severity.
- k. Supervisors should obtain special safety permits when required (e.g., hot work or confined spaces).
- l. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
- m. 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.
- n. Report any smoke, fire, or unusual odors to your supervisor.
- o. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
- p. Never attempt to catch a falling object.
- q. 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.
- r. Fasten restraint belts before starting any motor vehicle.
- s. Obey all driver safety instructions.
- t. Comply will all traffic signs, signals, markers, and persons designated to direct traffic.
- u. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
- v. Adhere to departmental rules and procedures specific to departmental operations.
- w. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
- x. Report to work well rested and physically fit to be able to give full attention to your job.

- y. Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others. If needed, the ADA Coordinator shall be contacted.
- z. No person shall be permitted to remain on the premises while their ability to work is so affected by alcohol, drugs (prescription or non-prescription) or other substance, to endanger their health or safety or that of any other person.
- aa. Machinery and equipment, including vehicles, are only to be operated by qualified and trained persons.
- bb. Avoid parking, even temporarily, in designated fire lanes.
- cc. Employees shall not use unfamiliar tools or equipment without proper instruction and permission from their immediate supervisor. Always use the correct tool for the job, do not improvise.
- dd. Loose clothing, dangling neckwear or bracelets shall not be worn around moving parts of machinery or electronically energized equipment.
- ee. Fire equipment shall be maintained in accordance with the manufacturer's instructions and the requirements of the Louisiana Fire Code.
- ff. Flammable liquids are to be handled and stored only in approved safety containers and fire safety cabinets. Proper lids and caps must always be used on storage containers. Cloth, paper, and other "make-shift" lids and caps are prohibited.
- gg. Never dispense gasoline into a fuel tank while the engine is running or the motor is hot.
- hh. Do not dispose of any hazardous materials or flammable liquids by pouring them down a sewer or drain. Seek guidance from your institution's designated safety manager if needed or refer to the Safety Data Sheet (SDS) for proper disposal.
- ii. Compressed gas cylinders should be stored in an upright position and chained or otherwise secured.
- jj. Flash-back arrestors or reverse gas flow check valves must be in place on all oxyacetylene fuel cutting equipment.
- kk. Compressed air shall not be used for cleaning clothing or blowing dust from your body.
- ll. Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment immediately to your supervisor or institution's designated safety manager. Electrical equipment can only be repaired or serviced by a qualified electrician.
- mm. Faculty or makeshift ladders should not be used.
- nn. Keep your work area safe, efficient, and pleasant by keeping it clean and orderly.
- oo. **If something looks unsafe, it probably is. If you are in doubt, ask!**

Safety Meetings

I. Implementation

- a. Class A agencies shall conduct and document safety meetings monthly. Class B agencies shall conduct and document safety meetings quarterly.
- b. Safety meetings are required for supervisors and all employees of each work unit.

II. Safety Meetings

- a. Safety meetings shall be conducted by each institution's designated safety manager.

- b. Meetings shall be conducted in-person or electronically as required by the Office of Risk Management.
- c. Attendance must be recorded and maintained by each institution's designated safety manager.
 - i. The attendance record must have the following listed below. An approved [Safety Meeting Report Template](#) is in Appendix I.
 - 1. Topics discussed,
 - 2. Employees receiving the information,
 - 3. Instructor's name,
 - 4. Teaching aids used,
 - 5. Date of training,
 - 6. Total number of employees on staff,
 - 7. Total number of employees in attendance at the training,
 - 8. Original signatures of employees on attendance sheets, or employee's initial next to typed names on attendance sheets or verification of "received and read" by e-mails, and
 - 9. Employee suggestions or follow-up.

Training

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 University's policy on such. All safety-related training, whether formal or on the job training, shall be documented and provided to the institution's designated safety manager.

Each institution's designated safety manager shall be responsible for developing training programs and maintaining the records for said programs.

Each institution's designated safety manager shall have documented proof of attendance at least once every five years in the ORM Loss Prevention Program course.

Each institution's designated safety manager shall be trained on accident investigation, inspections, safety meetings, supervisor responsibilities, and job safety analyses.

Procedures for Inspection

I. Implementation

- a. Inspections are required for all System buildings and structures, interior and exterior, regardless of whether the building is in use. Buildings used as a primary residence only require an exterior inspection.
- b. Class A agencies shall conduct and document inspections monthly. Class B agencies shall conduct and document inspections quarterly.

II. Procedures

- a. Each institution's designated safety manager shall consult with each institution's director of facilities to ensure that the regularly scheduled inspections are

- conducted. Each institution's designated safety manager shall be responsible for ensuring the regularly scheduled inspections are conducted.
- b. Inspections are conducted to identify and correct conditions or practices that are potential safety or fire hazards.
 - i. Some examples of hazardous conditions are:
 1. Slip or trip hazards (e.g., cords or torn/broken floor covers),
 2. Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.,
 3. Holes or protrusions such as eroded, broken, or sunken walking surfaces,
 4. Temporary accumulation of flammable or combustible materials, and
 5. Storage and use of chemical products and other hazardous materials.
 - ii. Hazardous conditions may be classified into several categories:
 1. Building safety,
 2. Electrical safety,
 3. Emergency equipment,
 4. Fire safety,
 5. Office Safety, or
 6. Storage Methods.
 - c. Inspections are conducted using a site-specific inspection technique such as a checklist. The [Quarter/Monthly Inspection Building Form](#) may be used as a template.
 - d. All employees are responsible for immediately reporting any recognized potentially hazardous condition or practice. Employees shall report any unsafe condition to the supervisor or appropriate party via the [Hazard Control Log \(Form HC-1-90\)](#).
 - e. Correction of unsatisfactory conditions shall be made immediately to meet accepted and approved standards even if no accident has occurred. If a hazard exists for more than thirty (30) days, the institution's designated safety manager shall notify the President, the Chancellor, the System Director of Facilities, and the Office of Risk Management's Loss Prevention Unit.
 - f. All completed checklists and supporting documentation will be retained for at least three (3) years and the current working year and shall be made available to the Office of Risk Management upon request.

Procedures 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.

I. University Employee Incident/Accident

- a. Immediately report the incident/accident to your supervisor.
- b. *After acquiring necessary medical aid for injured persons*, the supervisor should:
 - i. If possible, ask the person or persons involved to describe what happened.
Do not assign blame or fault; just get the facts.

- ii. Survey the incident/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.
- iii. Determine if there were any witnesses to the incident/accident and get their written description of the incident/accident.
- iv. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
- v. Notify the institution's designated safety manager within one hour of the incident/accident.
- vi. Complete page one of the [State Employee Post Incident/Accident Analysis Form \(DA 2000\)](#). This form must be turned into the institution's designated safety manager within forty-eight (48) hours of the incident/accident.
- c. The institution's designated safety manager shall complete page two of the [State Employee Post Incident/Accident Analysis Form \(DA 2000\)](#), provide a copy of said form to Human Resources. Human Resources shall complete the [Workers Compensation – First Report of Injury or Illness Form \(LWC-WC IA-1\)](#), which shall be maintained by Human Resources in accordance with the System's Records Management Policy. These tasks must be completed within seventy-two (72) hours of the incident/accident.
- d. The completed [State Employee Post Incident/Accident Analysis Form \(DA 2000\)](#) shall be maintained by the institution's designated safety manager in accordance with the System's Records Management Policy.

II. Student or Visitor Incident/Accident

- a. Report the accident/incident to the institution's police department.
- b. The institution's police department will:
 - i. Investigate the incident and prepare a report.
 - ii. Take whatever steps necessary to prevent recurrences until the condition can be permanently corrected.
 - iii. Notify the institution's designated safety manager within one hour of the incident/accident.
 - iv. Complete the [Visitor/Client Post Incident/Accident Initial Information Form \(DA 3000\)](#) and turn it into the institution's designated safety manager within forty-eight (48) hours of the incident/accident.
- c. The completed [Visitor/Client Post Incident/Accident Initial Information Form \(DA 3000\)](#) shall be maintained by the institution's designated safety manager in accordance with the System's Records Management Policy.

III. University Property Damage (Equipment or Building) and Theft

- a. Immediately report damage or theft to your supervisor.
- b. The supervisor will immediately report the incident to the institution's police department and institution's designated safety manager.
- c. The institution's police department will investigate the incident and prepare a report.
- d. If applicable, the institution's designated safety manager will conduct an investigation and file a claim for damages.

NOTE: THIS PROCEDURE IS FOR NOTIFICATION AND INVESTIGATION. IT IN NO WAY SUPERSEDES EMERGENCY CARE OR FIRST AID FOR INJURED EMPLOYEES, STUDENTS, OR VISTORS.

Job Safety Analysis

A job safety analysis shall be performed by the institution's designated safety manager on all jobs that have resulted in an incident/accident trend, death, or a change in job procedure/equipment.

I. Procedures

- a. **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.
 - i. Occurrence of Injuries: Jobs that have produced an incident or accident trend, or death, during the past five years shall be analyzed.
 - ii. Frequency of Accidents: Jobs that repeatedly produced 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 preventative action taken prior to their occurrence was not successful.
 - iii. 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.
 - iv. New Jobs or a Change in 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.
 - v. Death: Any accident that caused the death of an employee shall have a job safety analysis made as part of the investigation.

- b. **Step 2: Perform the Analysis:** The institution's designated safety manager or designee shall perform the job safety analysis using the [Job Safety Analysis Worksheet \(JSA-1-00\)](#). The designated safety manager 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:
 - i. Making the breakdown too detailed so that an unnecessarily large number of steps result; or
 - ii. Making the job breakdown so general that the basic steps are not distinguishable.

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

Job safety analysis involves the following steps:

- i. Selecting a qualified person to perform the analysis.

- ii. Briefing the employee demonstrating the task on the purpose of the analysis.
- iii. Observing the performance of the job and breaking into basic steps.
- iv. Recording and describing each step in the breakdown.
- v. 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 the 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. Variation of routine procedure should be analyzed also.

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

- c. **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:
 - i. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
 - ii. Can the employee be caught in, by, or between the objects?
 - iii. Is there potential for slip or trip? Can someone fall on the same level or to another?
 - iv. Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
 - v. 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.

- d. **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:
 - i. 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.
 - ii. 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.

- iii. 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.
- iv. 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 shoulder length 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.

- e. **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 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.
- f. **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.

- g. **Step 7: Record Keeping:** Job safety analysis forms should be maintained by each institution's designated safety manager 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.

Transitional Return To Work Policy

The Southern University System (System) provides workers' compensation benefits to its faculty and staff in accordance with state law. After a workers' compensation injury, to return an employee to the workplace, the System makes reasonable efforts to place the returning employee into a meaningful assignment, which he or she can perform while on transitional duty on a temporary basis.

The System cannot guarantee placement and is under no obligation to offer, create, or encumber any specific position for purposes of offering placement.

In the event an employee refuses an accommodation or reassignment of duties (outside the employee's FMLA eligibility) which are within the employee's restrictions and ability to perform, the System is not obligated to provide alternatives. In such a case, each institution will notify the Office of Risk Management (ORM), which may result in the termination of the employee's workers' compensation benefits.

The goals of the Transitional Return To Work Policy are:

- To provide a safe return to work for occupationally related injuries or illnesses.
- To give employees returning to work more options.
- To provide suitable accommodations for employees who have sustained an injury or illness that impacts their ability to perform all aspects of their pre-injury or pre-illness job.
- To retain qualified employees.
- To facilitate a safer working environment.
- To reduce the duration of time needed for the employee to transition back to full duty.
- To retain valuable employee work skills, physical conditioning.

- To reduce workers' compensation claim cost.
- To provide a workers' compensation claims reporting process.
- To provide a process of semi-annual reports to the legislature and the governor.

A successful return to work plan should be based on medical prognosis, recovery, and physical restriction set forth by the treating physician. Transitional work should be available until an employee is able to resume full duty employment or up to one year. Unforeseen medical issues shall be referred to the ORM's third party administrator's (TPA) vocational rehabilitation counselor.

I. Policy Implementation

1. Human Resources shall conduct a documented awareness and training of this Transitional Return To Work Policy with all new hires during the new hire orientation.
2. Each institution's designated safety manager shall conduct a documented awareness and training of this Transitional Return To Work Policy for all employees on his or her respective institution annually.

II. Reporting a Work-Related Accident/Illness

Once an injury/illness is reported by an employee, each institution's designated safety manager shall:

- Report work-related injuries or illnesses **immediately**, but no later than five (5) days of the injury or knowledge of the injury, via the TPA's claims system.
- Provide employee with a [Physician's Modified Work Information Sheet](#) to provide to the treating physician.
- Refer the injured employee to the Occupational Medical Clinic chosen for the System. However, employees still retain the right to seek medical treatment from a physician of choice for the work-related accident.

III. Transitional Return To Work Team

The System has established a Transitional Return To Work Team to review all lost-time workers' compensation employees under its authority.

The scope of the team is to review and have oversight on all workers' compensation employees who would be eligible for this Transitional Return To Work Policy. This scope includes, but is not limited to, the completion of transitional return to work plans, the review of job modifications, job tasking, task identification, compliance with the State's requirement for transitional return to work plans, oversight of plans, facilitating success of plans, and transitional return to work program results.

The members of the Transitional Return To Work Team are:

- Human Resources Director

- ADA Coordinator
- Employee's immediate supervisor
- Institution's designated safety manager
- Department head, chair, or dean
- Claim Adjuster for the ORM TPA
- ORM TPA Return to Work Coordinator
- ORM TPA Vocational Rehabilitation Counselor, as needed.

The ADA Coordinator, in consultation with the ORM TPA Return to Work Coordinator, is the primary contact for employees and outside agencies on matters related to disability management and return to work planning. This includes, but is not limited to:

- Responsibility for the overall coordination and day-to-day administration of the disability management program.
- Development, facilitation, and monitoring of the return to work program.
- Development and facilitation of accommodations.
- Working with the employees and the respective institution to facilitate return to work programs.
- Monitoring return to work plans and providing progress reports to appropriate individuals.

The Transitional Return To Work Team shall meet when an employee is injured and/or there is a change in the injured employee's medical status. The meetings shall be chaired by the ADA Coordinator. Meetings will not be necessary if there are no active lost time claims. The ADA Coordinator shall maintain notes or recordings of the meeting in accordance with applicable records retention schedules.

IV. Job Tasking

Job tasking is the process of detailing each specific job task performed in a position. If assistance is needed with job tasking, ORM TPA Return to Work Coordinator shall be contacted.

Human Resources shall be responsible for job tasking. Job tasking should begin before the accident occurs or once an injury has occurred that leads to lost time. Complete job tasking for each position of injury that results in lost time shall be conducted. First-line supervisors shall be consulted when job tasking. There is no need for repetition of job tasking with each new occurrence. A master list of transitional tasks shall be compiled for each position. A file of job tasks shall be maintained for each position for which a lost time claim has occurred.

a. Accommodation Types

Modification of job tasks, equipment, or schedules in accordance with Civil Service provisions as outlined in the HR Managers' Handbook that is maintained on the Civil Service website, or until the injured worker can return to full duty, whichever comes first. Accommodations may include, but are not limited to:

- Modified Work – Includes modification to the job tasks, functions, hours of work, frequency of breaks, worksite, or any combination of these.

- Alternate Work – Different from the employee’s pre-injury job or illness offered to a worker who is permanently unable to perform their pre-injury work.
- Transitional Work – A group of tasks or specific jobs that can be performed until the worker is capable of returning to full pre-injury duties.

The System is not expected to create a position for transition return to work.

V. Transitional Return To Work Process

A transitional return to work plan should be completed with the supervisor of injured employee and the ADA Coordinator to include:

- Specific job tasks identified;
- Hours to be worked;
- Duty assignment; and
- Physical restrictions.

The plan shall be reviewed and approved by each member of the team.

a. Eligibility for Return To Work

When reviewing an individual worker’s eligibility for return to work options, the following criteria should be followed:

- Assess the job task of the workers’ pre-injury position.
- Identify transitional tasks that can be performed with the employee’s current physical restrictions.
- Review other services or tasks that can be performed which would improve the overall function of the institution.
- Review tasks that can be performed that would return an employee to gainful employment.

Contact TPA to identify transitional return to work tasks if needed.

b. Before the Return To Work

The ADA Coordinator will hold a return to work meeting with the employee to review the plan before the employee returns to work. Once the meeting has taken place, an offer of transitional duty employment shall be made to the injured employee in writing. If the injured employee is represented by counsel, the notice shall be sent to the employee through counsel.

c. Return To Work Offer

The offer of transitional return to work employment shall include the following:

- Offer must be made in writing;
- Certified mail return receipt request or electronic mail;
- A specific return to work date and time;

- Duty assignment; and
- Who to report to.

Each institution shall provide transitional employment for up to one year utilizing Civil Services' Special Detail provisions as outlined in the HR Managers' Handbook that is maintained on the Civil Service website, or until the injured worker can medically return to full duty, whichever comes first.

d. Employee Responsibilities

- Return the [Physician's Modified Work Information Sheet](#) to the immediate supervisor within 24 hours of receipt of the signed form from the treating physician;
- Accept the transitional return to work offer;
- Report to work as requested in the return to work offer letter;
- Work within the restrictions provided by the physician;
- Comply with medical treatment and keep all scheduled medical appointments; and
- Advise the immediate supervisor, ADA Coordinator, or ORM TPA Return to Work Coordinator if the transitional work is physically too difficult.

e. After the Employee Has Returned to Work

When an employee returns to work on transitional duty employment, the institution shall not require the employee to perform tasks that have not been approved by the treating physician. The Transitional Return To Work Team shall evaluate the plan every 30 days to assess the employee's ability to return to full duty. ORM TPA will be responsible for communications with medical personnel. The System or institution shall not have direct contact with the treating physician personnel without the approval of ORM TPA.

VI. Termination of Employment

The institution shall notify ORM TPA if a person is at risk of termination due to exhaustion of sick leave.

The ADA Coordinator shall:

- Maintain documentation of failed transitional return to work employment.
- Maintain documentation of efforts made to identify transitional return to work tasks.
- Maintain documentation of barriers in identifying transitional return to work.
- Notify TPA when an injured worker is removed from work or the accommodations are no longer available.

Documentation shall include evidence that transitional return to work tasks could not be identified.

VII. Measure of Effectiveness

The [Transitional Duty Employment Audit Form \(DA WC4000\)](#) shall be used to measure the effectiveness of the Transitional Return To Work Policy at each institution. Human Resources shall complete and maintain these forms in accordance with applicable records retention schedules.

Blood Borne Pathogens Program

The purpose of this Blood Borne Pathogens Program is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to System 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.

I. Blood Borne Diseases (not an all-inclusive list)

- a. HIV: Human Immunodeficiency Virus causes AIDS
- b. Hepatitis B and C
- c. Syphilis
- d. Malaria
- e. Other potentially infectious materials: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, amniotic fluid, saliva, etc.

II. Exposure Determination

- a. The following employees are most likely to have an occupational exposure to bodily fluids and shall be considered High Risk.
 - i. Campus police
 - ii. Athletic trainers
 - iii. Recreation staff
 - iv. Custodial staff
 - v. Facilities staff
 - vi. Plumbers
 - vii. Public safety staff
 - viii. Kitchen staff
 - ix. Lab technicians
 - x. Healthcare professionals (i.e., medical doctors, nurses)
- b. All other employees shall be designated as Low Risk.

III. Preventive Measures

USE UNIVERSAL PRECAUTIONS: TREAT ALL BLOOD AND BODY FLUIDS AS POTENTIALLY INFECTIOUS.

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

IV. Decontamination Procedures

- a. All spills that may possibly contain blood borne pathogens must be cleaned with a commercial disinfectant.
- b. Cleaning equipment must be properly decontaminated.
- c. Utilize spill kits (The institution's designated safety manager must ensure that spill kits are maintained throughout the institution.).
- d. Wear the required PPE.
- e. Restrict access to the area.
- f. Use disposable supplies whenever possible and dispose of them properly.
- g. Disposal: Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.
 - i. All waste with the possibility of contamination of blood borne pathogens 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.

Notify the institution's designed safety manager of all spills that may possibly contain blood borne pathogens because all such spills must only be cleaned up by a trained personnel.

V. Post-exposure Procedures

- a. Wash hands with antibacterial soap after contact.
- b. Flush your eyes and face with fresh water for several minutes after contact.
- c. Report the incident to supervisor and seek medical attention immediately.
- d. Notify the institution's designated safety manager.
- e. Post exposure follow-up care will be provided.

VI. Other Exposure Hazards

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

VII. Training

- a. All employees shall receive training within ninety (90) days of hiring.
- b. High Risk Employees
 - i. Shall receive instructor led training annually.
 - ii. High Risk employees shall be offered the Hepatitis B vaccine free of charge. If the employee declines the vaccine, they must sign the [Hepatitis B Vaccine Declination Statement](#). However, the employee may decide to receive the vaccine at a later date.

- iii. Training for High Risk employees shall be instructor-led by someone qualified and knowledgeable in such matters (e.g., healthcare professional, safety, and health professional, EMT, first aid/CPR instructor, Red Cross, etc.)
- iv. While in-person training is always the preferred method, virtual training is an acceptable alternative provided that all of the following criteria are met:
 - 1. The qualified instructor is present and available for interaction at all times.
 - 2. Require all participants to turn on their video feed, leave it on and unobstructed, and remain in front of the camera for the entire duration of the training.
 - 3. Assign (and document) someone from the System to monitor the screen the entire time to ensure that no one leaves, is distracted, or turns off their video feed.
 - 4. Limit class size to the max gallery screen allowed under the video settings in the online platform used.
 - 5. Obtain a participant report from the online platform to use as your attendance sheet and to call roll before and after the training. Retain the attendance sheet for the audit.
- c. Low Risk Employees
 - i. Shall receive training every five years.
 - ii. If a unit experiences a blood borne pathogen event, the employees of that unit shall be required to retrain within the following sixty (60) days.
- d. Each institution's designated safety manager shall be responsible for developing and ensuring training compliance.

VIII. Sample Guidelines for Avoiding the Spread of Infection

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

IX. Summary

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

First Aid

The primary source of minor temporary first aid at the institution is the student health center. If the institution does not have a student health center or if the student health center is closed, employees, students, or visitors shall report to the institution's police department.

Serious medical conditions and workplace incidents/accidents that require advanced treatment will be handled by the nearest medical facility. Please dial 911 immediately and stay on the line with the operator. If possible, please also notify campus police.

Drug-Free Workplace Policy

The System, like the State of Louisiana, has a long-standing commitment to a drug-free workplace. In order to curb the use of illegal drugs by employees of the State of Louisiana, the Louisiana Legislature enacted laws which provide for the creation and implementation of drug testing programs for State employees. Therefore, this Policy applies to all System employees, appointees, and students as well as candidates for employment, appointment, and all other persons having an employment relationship with the System.

Illegal or unauthorized drugs include any drug which is not legally obtainable; any drug which is legally obtainable but has been illegally obtained; prescription drugs not being used in accordance with the prescription or in excess of the prescription; or any substance which affects the employee's ability to safely and competently perform assigned duties.

The System reserves the right to have a licensed physician, of its own choosing and at its own expense, determine if use of prescription medication produces effects which impair the employee's performance or increase the risk of injury to the employee or others. In such case, where the situation is temporary and business necessity allows, the System may modify the employee's customary duties or work activities for the period the employee is unable to safely perform his/her customary job duties. Alternatively, the employee may be required/permitted to use accrued leave when such leave is available.

System employees will not be allowed on System property or at any other location where employees are conducting System business under the influence of illegal or unauthorized drugs. Additionally, it is unlawful to manufacture, distribute, dispense, possess, or use any illegal or unauthorized drugs or alcohol or to abuse controlled substances in the workplace and classroom or other related areas associated with the learning process including dormitories. Such actions are prohibited on all System property and at any other location where employees are conducting System business.

An employee must notify his/her supervisor prior to or immediately upon reporting to duty when the employee has reason to believe that prescribed or over-the-counter medication may impair the employee's ability to perform customary job duties or otherwise create a safety hazard. While the duration the medication will be taken should be disclosed, employees should know that **it is not necessary to disclose to the supervisor the medication being taken nor the condition for which it was prescribed.** Such information may be required to be disclosed to the ADA Coordinator or Human Resources Director should circumstances or the nature of the employee's job duties warrant.

An employee must notify the Human Resources Director on the first scheduled workday of any arrest or conviction for a criminal, drug-related offense which occurs on or off duty, including driving while intoxicated (DWI) arrests and convictions. In such cases, the employee will be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Additionally, an employee must notify the Human Resources Director of all convictions occurring in the workplace, while on official business, during work hours, or when on call for duty, in writing, within five (5) days after such conviction.

La. R.S. 49:1001, et seq., requires drug testing of certain public employees as a condition of hiring, random testing of certain other employees, and specifics that all such testing be conducted pursuant to written policy, which is below. All requested drug testing of any employees shall be approved and coordinated by the Human Resources Director or his or her designee.

I. Required Drug Testing/Screening

Samples to test for the presence of drugs shall be required in the following circumstances:

- a. Pre-Employment. As a condition of hiring for prospective System employees whose principal responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle, or supervising any public employee who operates or maintains a public vehicle.
- b. Random Testing. On a random basis for those employees whose principal responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle, or supervising any public employee who operates or maintains a public vehicle.

II. Permitted Drug Testing/Screening

Situations in which samples to test for the presence of drugs may be required include, but are not limited to, the following:

- a. Reasonable Suspicion. A belief based on a reliable information from independent sources or reliable, objective, and articulable facts derived from direct observation of odorous presence, specific physical, behavioral, or performance indicators, and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this Policy.
- b. Post-Accident/Incident. Following an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property were damaged, or unusually careless acts were performed.
- c. Rehabilitation Monitoring. Employees participating in substance abuse after-treatment program or pursuant to terms of a rehabilitation agreement.
- d. Safety-Sensitive and Security Sensitive Positions. Those positions deemed safety and security sensitive within the System, such as positions requiring firearms, access to controlled substances, handling hazardous materials, operating heavy equipment or machinery, or otherwise having opportunity to cause substantial harm to persons or property, etc.

III. Drug Screening for NON-DOT Safety Sensitive Positions

- a. Pre-employment: All candidates for NON-DOT safety sensitive positions must submit to pre-employment testing as a condition of employment. Negative results must be received prior to hire, transfer, or assignment to any safety-sensitive job.
- b. Reasonable Suspicion: Employees will be subject to reasonable suspicion drug and/or alcohol testing if a manager observes physical or behavioral indicators of

potential drug or alcohol impairment. Employees are lab based and employees will be removed from service and provided transportation pending results.

- c. Random: Employees who perform safety sensitive job duties as defined above will be subject to random NON-DOT Breath Alcohol & NON-DOT Drug Testing.
- d. Post-Accident: Employees must undergo drug and/or alcohol testing when an accident or incident has occurred.
- e. Return-to-duty/Follow-up: Employees eligible to return to work following a drug free workplace policy violation, will be required to pass a return to duty drug and/or alcohol test before being allowed to return to work. Once returned to work, they will be subject to unannounced follow-up testing.

IV. Confidentiality

- a. All tests/screening under this Policy shall be done in strict confidence. Information obtained from tests/screening will be provided only on a need-to-know basis. Medical information obtained will be protected as confidential unless otherwise required by law or overriding public health concerns.

V. Physician Recommended Marijuana

- a. The System shall not subject an employee or prospective employee to negative employment consequences based solely on a positive drug test for marijuana, marijuana components, including tetrahydrocannabinols, or marijuana metabolites if the employee or prospective employee has been clinically diagnosed as suffering from a debilitating medical condition and a licensed physician has recommended marijuana for therapeutic use by the employee in accordance with La. R.S. 40:1046.
 - i. However, the above section shall not be construed to prohibit the imposition of negative employment consequences on an employee who uses or is impaired by marijuana on the premises of the employer or during work hours or an employee whose principal responsibility is to operate a state vehicle, maintain a state vehicle, or supervise any employee who drives or maintains a state vehicle. Additionally, the above section shall not apply to emergency medical services, law enforcement, or public safety officials.

VI. Federal Grants and Work

- a. All System employees paid by a grant or work under the terms of a grant from a Federal government agency shall as a condition of employment be required to:
 - i. Acknowledge receipt of and comply with the terms of this Policy;
 - ii. Report to work in a condition that maximizes the employee's ability to perform assigned tasks in a competent and safe manner (Employees are prohibited from reporting to work impaired by alcohol or drugs); and
 - iii. Submit to a drug and alcohol test upon request by the Human Resources Director or his/her designee.
- b. For any project or contract from a Federal agency, the principal investigator is required to ensure that each employee working on the grant be given a copy of this Policy and be required to acknowledge receipt of this Policy.

Employees who violate this Policy may be subject to suspension from duty and pay, termination of employment, referral to rehabilitation program, and/or referral for criminal prosecution. Civil

service employees will also be subject to disciplinary action in accordance with Chapter 12 of the State Civil Service Rules.

Emergency Preparedness Plan

Each institution has developed an emergency preparedness plan, which shall be provided to the local police and fire departments and all employees. Additionally, the emergency preparedness plan shall be incorporated into this Comprehensive Loss Prevention Plan and posted on each institution's website as well as the System's website.

Fire drills shall be conducted at least once per year. Requests for exceptions to conduct fire drills must be approved by the Chancellor and submitted to the ORM Loss Prevention Manager for review and approval.

Hazardous Materials

Each institution's designated safety manager shall conduct and document, at least annually:

- a. A complete inspection of all facilities, grounds, vehicles, and any other piece of System property that may contain hazardous materials on their respective institution;
- b. A full assessment, including a complete listing, of all materials found;
- c. A review of the Safety Data Sheet (SDS) for each institution and ensure that copies of the SDS are maintained in all locations with hazardous material (e.g., chemistry labs, biology labs, etc.); and
- d. A determination as to whether all on-site hazardous materials are only accessible by an outside entity and, therefore, there is no System employee exposure potential. If so, then a program is not needed for those materials.

Special rules are needed to cover the handling, storing, and usage of hazardous materials from receipt through disposal.

Therefore, if hazardous materials are found, and there is any potential for exposure to any System employee, then the respective institution 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.). Additionally, substances may be considered "hazardous" based on volume or length of exposure (i.e., bleach used more than one hour a day). The hazardous materials plan shall completely address the availability of and/or documented training on: proper handling, storage (cabinets), Safety Data Sheets (SDS), container labels, Personal Protective Equipment (PPE), lab hoods and lab safety, required safety equipment and its training, a proper disposal of hazardous materials.

Training requirements should be appropriate for, and commensurate with, the nature of the work or exposure. Therefore:

- For employees who are likely to encounter one or more hazardous materials in the course of a work shift:
 - Documented training on the Hazard Communication Program is required:

- Within thirty (30) days of employment a full program training;
- If working in a new area or with new hazardous materials a refresher training only;
- Whenever the supervisor or institution's designated safety manager determine a full program or refresher training is needed; and
- At least annually a full program training is needed.
- For employees who are not likely to encounter one or more hazardous materials in the course of a work shift:
 - Documented training on the Hazardous Communication Program is required:
 - Once, within thirty (30) days of employment, a SDS and labels training only;
 - If promoted/transferred/assigned to a job/area involving exposure to one or more hazardous materials a full program training; and
 - Whenever the supervisor or institution's designated safety manager determines a full program or refresher is needed.

Each institution's designated safety manager shall ensure that the Hazard Communication Program is developed and that training requirements are compiled for their respective institution. Southern University and A&M College, Southern University Law Center, and Southern University Agricultural Research and Extension Center shall develop a single Hazard Communication Program. Each Hazard Communication Program shall be incorporated into this Comprehensive Loss Prevention Plan, distributed to all employees, and posted on each institution's website as well as the System's website.

Claim Reporting

The institution's designated safety manager or his or her designee is the only authorized personnel to report claims to the Office of Risk Management except for worker's compensation claims, which shall be reported by the Office of Human Resources. All claims shall be reported via Smart.ly at <http://www.laorm.com/reporting.html>.

Record Keeping

All records created under or as required by this Comprehensive Loss Prevention Plan shall be retained for at least five (5) years.

DRIVER SAFETY PROGRAM

Purpose

The purpose of the Driver Safety Program is to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or drive System owned vehicles or personal vehicles on state business. This Program is applicable to all student workers, faculty, and staff of the System that drive for System business. This Program covers all automobile use owned, leased, rented, or otherwise used for the System. Students are not allowed to drive System owned, leased, or rented vehicles.

Personnel Duties

I. Institution's Designated Safety Managers

These individuals are responsible for implementation of the Driver Safety Program and shall stress the importance of the System's Driver Safety Program to all employees. Prior to authorizing System employees to drive, they are responsible for completing all of the following steps for employees that are authorized to drive:

- a. Verifying that each driver has a valid and properly classed driver's license.
- b. Obtaining official driving records (ODRs) no longer than every twelve (12) months, reviewing them no later than forty-five (45) days from the date the ODR is obtained, and ensuring that employees meet all of this Program's requirements to be authorized to drive.
- c. Certifying that each employee has completed an ORM-recognized defensive driving course within ninety (90) days of entering this Program.
- d. Signing and dating, along with the employee (if applicable), the [Driving Authorization and History Form \(DA 2054\)](#) as the authorized designee. The [Driving Authorization and History Form \(DA 2054\)](#) can be used more than once if the institution's designated safety manager signs and dates the [Annual Supplement Signature Page \(DA 2054 Supp.-1\)](#) and attaches it to the [Driving Authorization and History Form \(DA 2054\)](#). The original form cannot be modified.
- e. Notifying the appropriate supervisors which employees have been authorized to drive or not authorized to drive.
- f. Maintaining for their respective institution an [Authorization and Driving History Log](#), which shall be a signed and dated by the institution's designated safety manager. This list shall be updated annually prior to the audit or compliance review. However, any employee that is determined in the year to be a High Risk Driver should be updated on the list immediately.
- g. Ensure policies and procedures are established and implemented.
- h. Ensure training courses are conducted and documented.

II. Supervisors

- a. Provide time for each authorized employee to complete the ORM-recognized defensive driving course.
- b. Allow only authorized employees to drive on state business. This includes not approving any employee travel where the employee has to drive for System business and the employee has not been authorized to drive for System business pursuant to this Program.
- c. See that all vehicles provided to authorized employees are in safe operating condition, including the use of the [Daily Vehicle Log \(MV3\)](#) and [Preventative Maintenance Form \(MV4\)](#).
- d. Follow through that all deficiencies noted during the inspections are corrected and such actions documented.
- e. Ensure that all accidents and incidents are properly reported and said records are maintained.

III. Employees

- a. Employees shall only operate those vehicles for which they are licensed and insured.
- b. Employees who are authorized to drive System vehicles are responsible for the safe operation of those vehicles.
- c. Drivers shall report any unsafe condition or accident involving System vehicles to their supervisor or designee. Accidents by employees in their personal vehicles after hours need not be reported unless the employee was ticketed.
- d. Employees who drive their personal vehicle on System business shall be required to sign the [Driving Authorization and History Form \(DA 2054\)](#) attesting that they currently carry at least the required minimum vehicle insurance. Such a signature is not required if the employee only drives a state vehicle on all System business.
- e. Employees shall immediately report any revocation of their driver's license or any moving violations received to their supervisor, but no later than their next scheduled workday. Said reporting applies whether on System or personal/private business and whether in a state or personal/private vehicle.
- f. Employees shall not use a wireless telecommunications device while driving a System-owned, leased, or private vehicle that is being driven on System business. This includes writing, sending, or reading text-based communication and engaging in a call. Use of a wireless telecommunications device is permissible for passengers in such vehicles.
 - i. Exceptions:
 1. Report traffic crash, medical emergency, or serious road hazard.
 2. Report situation in which the person believes his/her personal safety is in jeopardy.
 3. Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
 4. Engage in a call or write, send, or reach a text-based communication while the motor vehicle is lawfully parked.
- g. Ensure that every non-System employee (i.e., students) riding in the System-owned, leased, or rented vehicle or personal/private vehicle on System business signs an [Acknowledgement of Non-State Employees Using State Vehicles](#).

Authorization Process

Any System employee must be authorized to operate a vehicle on System business. To become officially authorized to operate a vehicle on System business the following steps must be completed:

1. Complete the [Driving Authorization and History Form \(DA 2054\)](#).
2. Complete the ORM Online Defensive Driving Course at https://wwwprd.doa.louisiana.gov/orm/Online_Courses/Defensive_Driving_2019/presentation_html5.html.
3. Submit the completed [Driving Authorization and History Form \(DA 2054\)](#), a copy of your driver's license, and ORM Online Defensive Driving Course Certificate of Completeness to your institution's designated safety manager or designee.

Upon completion of the steps above, the institution's designated safety manager or designee shall:

1. Verify the employee's name, address, and driver's license number match the information of the [Driving Authorization and History Form \(DA 2054\)](#).
2. Check the driver's license expiration date.
3. Check the driver's license class and any restrictions that may affect the employee's ability to drive.
4. Request the employee's official driving record (ODR) from the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles.
 - a. Upon receipt of the employee's official driving records, the institution's designated safety manager or designee shall:
 - i. Verify any violations that were received in the past twelve (12) months and whether these violations meet the High Risk Driver definition outlined in this Program.
 - ii. Make sure the following flags are not noted on the ODR above the violations section:
 1. NI = No Insurance (i.e., no liability security coverage on this vehicle.)
 - a. Individual's driver's license is blocked against renewal or re-issuance.
 - b. Does not mean a driver's license suspension is imposed.
 - c. An individual can still operate only a System-owned, leased, or rented vehicle on System business; however, use of a personal vehicle is prohibited until the NI flag has been resolved.
 2. Revoked = The individual's registering privileges are withdrawn.
 3. Suspended = A suspension of the individual's driving privileges.
 - iii. If further clarification is needed, please contact ORM loss Prevention Management.
5. Complete, sign, and date the [Driving Authorization and History Form \(DA 2054\)](#) if applicable, and update the [Authorization and Driving History Log](#). The employee's ODR must be attached to the [Driving Authorization and History Form \(DA 2054\)](#).

If at any time an employee is not authorized to drive, that employee and his/her supervisor shall be notified in writing that they shall not drive on System business. The immediate supervisor and appropriate fleet control personnel shall be notified that this employee shall not be given authority to drive on System business, and the employee's name shall be updated on the [Authorization and Driving History Log](#).

An ORM-recognized defensive driving course shall be repeated every three (3) years.

High Risk Drivers

High Risk Drivers shall not be authorized to drive vehicles on System business from the date of discovery for a minimum of twelve (12) months High Risk Drivers are those individuals:

1. Having three (3) or more convictions, guilty pleas, or nolo contendere pleas for moving violations within the previous twelve (12) month period or

2. Having a single conviction, guilty plea, or nolo contendere for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

Preventative Maintenance

A preventative maintenance procedure and a preventive maintenance schedule is developed as a component of the Equipment Management Program.

Accident Reporting

A vehicular accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of: who was injured, what was damaged or to what extent, where it occurred, or who was responsible.

All accidents shall be reported to the employee's immediate supervisor and the institution's designated safety manager by the driver of the System vehicle on the day of the accident. If the driver is not able to complete the [Accident Report - Louisiana State Driver Safety Program Form \(DA 2041\)](#), the driver's supervisor will complete the report to the best of his/her ability for the employee. The supervisor may enter identifying information and attach the police report. The [Accident Report - Louisiana State Driver Safety Program Form \(DA 2041\)](#) shall be completed within 48 hours after any vehicle accident while on System business and forwarded to the institution's designated safety manager.

If the accident involves a workers' compensation claim, the institution's designated safety manager must report the accident to ORM's third party administrator, and the [State Employee Post Incident/Accident Analysis Form \(DA 2000\)](#) is not required for automobile accidents. When an accident occurs in either an employee's personal vehicle or a rental vehicle while the employee is on System business, complete the [Accident Report - Louisiana State Driver Safety Program Form \(DA 2041\)](#) and note whether or not the vehicle is System-owned, rented, or personal.

A copy of the Uniform Motor Vehicle Traffic Accident Report shall accompany the [Accident Report - Louisiana State Driver Safety Program Form \(DA 2041\)](#) or should be sent to ORM's third party administrator as soon as it is received by the institution's designated safety manager. Do not delay submission of the [Accident Report - Louisiana State Driver Safety Program Form \(DA 2041\)](#) waiting on the Uniform Motor Vehicle Traffic Accident Report.

Failure of an authorized driver to report any vehicular accident may be cause for suspension of driver authorization.

The supervisor of the authorized driver involved in an accident shall review the accident report within two working days of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may assist the individual in completing the report. All accidents require completion of the [Accident Report - Louisiana State Driver Safety Program Form \(DA 2041\)](#).

The supervisor or institution's designated safety manager may consider what corrective action(s) may be necessary for accidents thought to be preventable. The corrective action(s) may include: temporary suspension of driving privileges, special training, physical examination, etc. and must be approved by Human Resources.

BONDS, CRIME, AND PROPERTY PROGRAM

Introduction

The Bonds, Crime, and Property Program is intended to protect the System from financial and/or property losses resulting from any act and/or omission by any System officials, employees, and appointees in the performance of their respective duties.

The purpose of the Bonds, Crime, and Property Program is to:

- i. Assign responsibility for developing and managing fiscal controls in the System;
- ii. Establish each individual's accountability for the performance of his/her duties in compliance with the System's fiscal control program;
- iii. Reduce the System's exposure and losses and to safeguard state assets against theft, robbery, abuse, etc.; and
- iv. Maintain the public's confidence in the ability of System officials, appointees, and employees to conduct the System's business in an honest and professional manner.

Components of the Bonds, Crime, and Property Program

I. Institution's Policy and Procedures:

- a. Responsibilities – Each institution shall develop and implement a written Bonds, Crime, and Property Program, which shall be incorporated into this Comprehensive Loss Prevention Plan. Additionally, the Bonds, Crime, and Property Program shall be distributed to all employees and posted on each institution's website as well as the System's website.
- b. Procedures – Each institution shall develop procedures for managing assets and the fiscal internal control system to minimize potential losses and damages. These procedures shall address, at a minimum:
 - i. Handling/processing negotiable items such as: cash, checks, credit card charges, and postage stamps;
 - ii. Controlling inventories, including disposal thereof;
 - iii. Employee accountability for equipment assigned to them;
 - iv. The securing of vaults and safes; and
 - v. Purchasing procedures.
- c. Implementation of training programs for employees. Training may include formal and on-the-job training. All training shall be documented.
- d. Investigation/reporting procedures, including use of the DA3000, for incidents involving losses/damages to assets (e.g., property, negotiable items) that include

corrective action to prevent recurrence. There must be a method for reporting discrepancies or problems to supervisors and/or management, as well as timely submission of the claim to the Third-Party Administrator (TPA).

- e. The responsibilities and accountability for managers, supervisors, and employees who have duties requiring Bonds, Crime, and Property coverage.

These policies/procedures shall be given to employees involved in the fiscal control program and form the basis of the Bonds, Crime, and Property Program. Only those individuals authorized and trained to manage or handle cash, property, stamps, fees, licenses, permits, securities, and other System assets shall be assigned to those duties. "Manage" is defined as including "approval of transactions and/or directing the approval of transactions."

The TPA will, upon request, assist institutions in organizing, directing, implementing, and controlling a Bonds, Crime, and Property internal control program that minimizes the potential for financial and/or property losses.

II. Other Required Policies and Procedures

- a. Security Plan – Each institution shall develop and implement a documented site-specific security plan, which includes property control procedures. The security plan must provide a means of controlling access to System buildings for System employees as well as students, visitors, and vendors. The security plan shall include assignment of responsibilities as well as employee accountability and lockdown procedures.
- b. Key Control Policy – Each institution shall develop and implement site-specific policies and procedures for key control. Key control shall include responsibility for keys, security badges, access cards, security systems, etc. These procedures are for the security of the institution's physical plant, property, and most importantly, employees. The policy and procedures shall cover, at a minimum:
 - i. Issuance and return of keys/cards;
 - ii. Reporting lost or stolen key(s);
 - iii. Changing locks/codes (when applicable); and
 - iv. Employee responsibility for handling keys.

Institutions shall maintain an inventory log that indicates employees issued keys, the date the key(s) were issued (and returned), what areas the key(s) access.

EQUIPMENT MANAGEMENT PROGRAM

Introduction

Each institution shall implement an Equipment Management Program for all electrical and mechanical equipment (i.e., hardwired and/or plumbed), which shall be incorporated into this

Comprehensive Loss Prevention Plan. Additionally, the Equipment Management Program shall be distributed to all employees and posted on each institution's website as well as the System's website.

The System requires a comprehensive Equipment Management Program to assist all institutions in conducting effective maintenance operations within their facilities. The program will assist all institutions in lowering the high cost of insurance, reducing the number of unplanned outages and extending the life of the System's mechanical and electrical equipment. Equipment covered under the boiler and machinery policy is not depreciated; it is covered for the replacement value.

Program Goal

The primary goal of the Equipment Management Program is to ultimately decrease repairs to equipment by increasing the efficiency in managing the scheduled equipment maintenance. The System is committed to continuing, aggressive program for maintenance of mechanical and electrical equipment at all levels of the System.

The Equipment Management Program applies only 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. It does not apply to mobile or portable equipment.

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 and irrigation pump, running power tools at a remote site, etc.) will not be included in the Equipment Management Program.

An effective program will reduce loss of equipment, decrease operational down time and extend the life of System mechanical and electrical and other equipment. The size, nature, and complexity of an operation dictate certain maintenance requirements. All systems shall be monitored so that temperature, humidity, plumbing, lighting, air quality, emergency, and safety equipment are maintained at an acceptable level.

Components of an Equipment Management Program

- I. Institution Maintenance Policies and Procedures:
 - a. Responsibilities – Each institution is responsible for implementing a viable Equipment Management Program. This program shall be made available and accessible to all maintenance or other designated personnel. The program shall include designating personnel who are responsible for specific maintenance areas. Policies must outline the roles and responsibilities of managers, supervisors, and employees within the program.
 - b. Specific Inventory – Each institution shall develop a specific inventory of all mechanical and electrical equipment in the program including the name of the equipment, location, model number, and serial number.

- c. Preventive Maintenance Procedures – Each institution shall develop preventive maintenance procedures for each piece of mechanical and electrical equipment included in the program that include:
 - i. Tasks to be completed,
 - ii. Trade skills needed to accomplish the task, and
 - iii. Estimated time required to complete task.

If the institution has a preventive maintenance contract, the contract shall specify the work to be performed and a copy of the contract shall be available for review during the audit.

- d. Preventive Maintenance Schedule – Each institution shall develop preventive maintenance schedule(s) for each piece of equipment included in the program. It is recommended that the institution follow the suggested manufacturer’s preventive maintenance (PM) on its equipment; however, if the manufacture’s information is not available, ORM’s program contains some suggested schedules. Institutions using a preventive maintenance contract shall specify therein how often the work is to be performed.
- e. Testing Procedures – Each institution shall develop testing procedures for each piece of equipment that requires testing. The program shall specify the test(s) to be performed and the frequency. It is recommended that the institution follow the suggested manufacturer’s testing procedures on its equipment; however, should the manufacturer’s information not be available, ORM’s program contains some suggested tests and schedules.
- f. Documentation – Each institution shall document its preventative maintenance and/or repair procedures, schedules, and testing procedures performed on the mechanical and electrical equipment.

The documentation provides the institution with an equipment history and the following shall be included, if applicable:

- 1. What work was performed on the equipment;
 - 2. Who performed the work;
 - 3. How long did it take to perform;
 - 4. What replacement parts were used and their cost;
 - 5. Whether the work was billed to an entity or individual;
 - 6. If the institution is using a contractor to perform preventive maintenance, repairs, testing, etc., the institution shall require the contractor to provide clear, concise documentation of the work performed; and
 - 7. Date work was performed/completed.
- g. Training – Each institution shall provide documented training for all employees trained in areas related to the program, whether formal or on-the-job training, to include training on:
 - i. The written Equipment Management Program;

- ii. The operation of equipment included in the program;
- iii. The preventive maintenance of the equipment included in the program;
- iv. The testing procedures for equipment and the operation of testing equipment;
- v. The safety precautions to be aware of when performing the preventive maintenance as well as the PPE needed before starting the procedure.

NOTE: Employees who come from elsewhere (public or private sector) with significant, relevant experience and/or training do not need to re-train provided there is proof of an agency policy where the agency reviews and determines an employee's level of training and competency to safely perform the job.

II. Other Required Policies and Procedures

- a. Personal Protective Equipment (PPE) – Each institution shall establish a written Personal Protective Equipment Program that includes:
 - vi. Performing an assessment of its workplace to determine if hazards requiring the use of PPE are present or likely to be present. (If possible, hazards should be reduced or eliminated with engineering or work practice controls rather than PPE. PPE should be a last resort.)
 - vii. Identifying appropriate PPE and supply such at no cost to the employees.
 - viii. Training employees on the use of PPE including:
 - 1. What PPE is required when performing job tasks;
 - 2. When PPE is required when performing job tasks;
 - 3. How to obtain the required PPE;
 - 4. How to properly use PPE, including properly donning/removing and fit testing the PPE;
 - 5. Limitations of the PPE;
 - 6. How to properly care for and store;
 - 7. Disposal;
 - 8. How and/from whom to request assistance form concerning PPE;
 - 9. Identifying how the institution will enforce proper PPE usage;
 - 10. Identifying how the institution will provide for any required medical examinations (i.e., for respirator usage); and
 - 11. Identifying how and when to evaluate the PPE Program

The institution must be able to provide documentation of implementation of each area of the program as it applies.

- b. Work Order System – Each institution shall have documented work order system procedures that address scheduled preventative maintenance and/or repairs. The procedures should include reporting work orders and assignments and documenting work completion. All repairs should be initiated, and serious ones completed, within thirty (30) days.
- c. Lockout/Tagout (LO/TO) Policy – Each institution possessing electrical and mechanical equipment necessitating an equipment management program must

include a written Lockout/Tagout Plan. If any LO/TO work is to be performed by an outside contractor, the institution shall ensure that the contractor has its own LO/TO Plan and that the institution's affected employees are trained on the contractor's program.

- d. Confined Spaces Policy – Each institution shall develop and implement a Confined Spaces Policy and conduct a confined space assessment whenever confined spaces exist at the institution.
- e. Boiler's Policy – Each institution with boilers shall develop and implement a Boiler's Policy. The commercial insurance carrier shall perform boiler inspections on applicable equipment to ensure institutions are operating within the prescribed boiler/machinery code and law. Current inspection certificates shall be posted on or near the corresponding approved boilers.
- f. Elevator's Policy – Each institution with elevators shall develop and implement an Elevator's Policy. A commercial elevator inspector shall conduct semi-annual elevator inspections at all institutions.
- g. Fire Alarm Systems' Policy – Each institution shall develop and implement a Fire Alarm Systems' Policy. As required by the State Fire Marshall, each fire alarm system must be inspected annually by a licensed fire alarm service company.

III. Communication/Organization

The Third-Party Administrator (TPA) will, upon request, assist institutions in setting up the Equipment Management Program within the institution.

Institutions that have commercial maintenance/service contracts in force will provide all relevant documentation to the Loss Prevention Officer upon request.

IV. Audits and Record Keeping:

The TPA will, upon request, assist institutions in reviewing and analyzing their Equipment Management Program to determine if it is properly designed to have the intended impact. Records will be maintained for the life of the equipment on all program equipment including, but not limited to: preventive maintenance schedules, testing results, repair documents, replacement documents, and all completed service documents. The documentation may be listed on the work order comments if using a computer-based maintenance management program designed specifically for maintenance management such as work orders, inventory, preventive maintenance, and time management. Loss prevention audits shall be conducted on the program every three (3) years. Recertification/Compliance reviews shall be conducted in subsequent years.

APPENDIX I: FORMS

[Remainder of this page intentionally left blank.]

ACCIDENT REPORT – LOUISIANA STATE DRIVER SAFETY PROGRAM (DA 2041)

DA 2041
Rev. 9/14

ACCIDENT REPORT LOUISIANA STATE DRIVER SAFETY PROGRAM

(If you do not know your location code, please refer to <http://www.laorm.com/documents/lococodes.pdf>)

Submit report to ORM
within 48 hours of accident

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	Agency Name (Owner)	Person to Contact	Phone	Vehicle Owner's Loc. Code
	State Vehicle Driver's Name	Driver's Agency Name and Location Code	Date of Accident	Time of Accident AM PM

Exact Location of Accident (Use street markers, mileage markers, etc., to pinpoint location)

DESCRIBE HOW ACC. HAPPENED	
Seat Belt in Use Yes No	

STATE VEHICLE INFORMATION

If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.

State Vehicle Driver's Address (Street No)	City	State	Zip Code	Home Phone	Work Phone
Driver's License No.	Age	Sex M F	Vehicle's Owner's Name and Address		
Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle Lic. No. / Equip No. / VIN	LPAA Fleet ID No.
Where can the Vehicle be Seen ?			Describe Damage		

OTHER VEHICLE INFORMATION

If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).

Other Vehicle Driver's Name	Driver's Social Security No. --no longer required--	Driver's License No.	Age	Sex M F	
Other Vehicle Driver's Address (Street No.)	City	State	Zip Code	Home Phone Work Phone	
Vehicle Owner's Name and Address (Street No.) City State Zip Code					
Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle I.D. No. or Lic. No.	Where can the vehicle be seen ?
Other Vehicle Insurance Co.				Policy No.	
Describe Damage				Estimated Amount \$	

INJURED

Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Police Investigated ? Yes No
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Type Report State Sheriff City
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Report No. (Item No.)

WITNESSES OR PASSENGERS

Name and Address Witness Passenger	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	(Specify)
Name and Address Witness Passenger	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	(Specify)
State Driver's Signature	Name of Driver's immediate Supervisor and Phone No.				

ACKNOWLEDGEMENT OF NON-STATE EMPLOYEES USING STATE VEHICLES

**Office of Risk Management
State of Louisiana
Division of Administration**

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

This form is to be used in lieu of the previously issued hold harmless agreement. It is to be completed by non-state employees who will be drivers or passengers in state vehicles or vehicles rented by the State. The Agency will retain the completed form, making it available in the event of an accident or claim.

ACKNOWLEDGMENT

By signing this document, I acknowledge that I will be operating, or will be a passenger in, a state-owned vehicle or a vehicle rented to the State of Louisiana (or to a Department, Agency, Board, Commission, other entity or official thereof). I acknowledge that operating, or being transported in, a vehicle is a potentially dangerous activity. I fully realize the physical risks involved, and further acknowledge that this risk, and the danger associated with this activity, is obvious to all persons. I nevertheless willingly and voluntarily elect to operate, or be transported in, said vehicle and expressly accept the risks inherent therein.

For purposes of operating said vehicle, I declare and certify that I have received training regarding the operation of motor vehicles, and that I currently possess a valid driver's license. Moreover, I certify that I am physically and mentally capable of operating, or being transported in, said vehicle, and suffer from no physical or mental condition that would prevent my safe and responsible operation of said vehicle. I affirmatively declare that the vehicle may be safely entrusted to me. Further, I certify that the State of Louisiana may rely on the representations made herein, which are true and correct to the best of my knowledge.

I hereby agree to indemnify and hold the State of Louisiana harmless from any injury or damage to myself that is sustained as a result of the fault of any third person or entity.

Print Name _____

Signature _____

Date _____

DRIVING AUTHORIZATION AND HISTORY FORM (DA 2054)

STATE OF LOUISIANA

DRIVER AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY, UPON CHANGE OF STATE OF ISSUANCE, CLASS OF LICENSE, AND/OR DRIVING RESTRICTION CHANGE

Agency: _____
Employee Name: _____ Employee Number: _____
Immediate Supervisor: _____ Driver Training Course (MM/DD/YY): _____
Drivers License Number: _____ State of Issuance: _____

AGENCY HEAD OR DESIGNEE AUTHORIZATION

By executing this document, I have reviewed the Official Driving Record and Driver Training Course dates and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements.

My signature authorizes the aforementioned employee to drive the following on state business as required (check all that apply):

- _____ **STATE VEHICLE**
- _____ **RENTAL VEHICLE**
- _____ **PERSONAL VEHICLE**

AGENCY HEAD
(or designated individual)

DATE OF AUTHORIZATION

EMPLOYEE ACKNOWLEDGEMENT/AUTHORIZATION

This is to certify that, as a condition of and if authorized to drive my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by *LA. R.S. 32:900 (B) (2)*.

I understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Further, by signing this document, I agree to notify my agency in writing should any of the following change on my license: Drivers License No., State of Issuance, Class of License or Driving Restrictions.

I authorize my agency to obtain access to my Official Driving Record (ODR) as necessary to comply with the State's Loss Prevention Program.

I affirmatively acknowledge and understand that operating a state-owned, state-rented or state-leased vehicle while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates both the terms and conditions of my use of said vehicle, and my employer's instructions. In the event such operation results in my being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, I acknowledge and understand that such would constitute evidence of: (1) my violating the terms and conditions of my use of said vehicle, (2) my violating the direction of my employer, and (3) my acting beyond the course and scope of my employment with the State of Louisiana. I further affirmatively acknowledge and understand that personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

My signature on this document shall remain in effect until revoked by the agency or until a new form is executed.

EMPLOYEE SIGNATURE

DATE

07/01/2012
DA 2054

**ANNUAL SUPPLEMENTAL SIGNATURE PAGE FOR DRIVING AUTHORIZATION
AND HISTORY FORM (DA 2054 SUPP.-1)**

ANNUAL SUPPLEMENTAL SIGNATURE PAGE

EMPLOYEE NAME: _____

DRIVERS LICENSE NUMBER: _____

DEPARTMENT/AGENCY: _____

AGENCY HEAD OR DESIGNEE STATEMENT

By executing this document, I have reviewed the following and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements:

**Official Driving Record
Drivers Training Course**

Further, my signature allows the aforementioned employee to drive a state vehicle, rental vehicle or personal vehicle on state business.

_____ Agency Head (or designated individual)	_____ Date of Authorization
_____ Agency Head (or designated individual)	_____ Date of Authorization
_____ Agency Head (or designated individual)	_____ Date of Authorization
_____ Agency Head (or designated individual)	_____ Date of Authorization
_____ Agency Head (or designated individual)	_____ Date of Authorization
_____ Agency Head (or designated individual)	_____ Date of Authorization
_____ Agency Head (or designated individual)	_____ Date of Authorization

(DUPLICATE SUPPLEMENTAL SIGNATURE PAGE AS NEEDED)

07/01/2011
DA 2054
Supp.-1

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 C = ONE MONTH A = TODAY D = THREE MONTH B = ONE WEEK	
					REVIEWED BY:	DATE:

HEPATITIS B VACCINE DECLINATION STATEMENT

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 infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to me. 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.

Employee Name

Employee Personnel Number

Employee Signature

Date

Supervisor Signature

Date

PHYSICIAN'S MODIFIED WORK INFORMATION SHEET

To All Employees: Please return this completed report directly to your supervisor within 24 hours of your injury or illness, and prior to the start of your next scheduled work shift.

Attending Physician: The State of Louisiana pursuant to R.S.39:1547 Office of Risk Management is committed to a modified/alternate duty work program to accommodate the timely return to productive, beneficial work that facilitates recovery. For the return to work to be successful, it is important that the accommodation fits the appropriate restriction(s) and limitation(s) that the employee should be observing. To assist us in identifying suitable duties, please indicate your patients' work capabilities and any other comments you may have. The State of Louisiana has the ability to provide duties that accommodate almost all restrictions. Please fax a copy of the completed form to (225)368-3490.

Employee Name:		Visit Date:	Next Visit:	Claim Number:	
Health Care Provider Name:				Injury Date:	
Employee is released to the job of injury without restrictions as of (date): ____/____/____					
Employee may perform modified duty, if available, from (date): ____/____/____ to ____/____/____					
If released to modified duty, may work limited hours: ____ hours/day					
Does the employee require assistance returning to work? Yes No					
Transitional Duty Available: Yes					
Employer / Employee notified of Restrictions: Yes No					
How long do the employee's current capacities apply (estimate)? 1-10					
days 11-20 days 21-30 days 30+ days					
____/____/____					
<i>Capacities apply all day, every day of the week, at home as well as at work.</i>					
Employee abilities (related to work injury) A blank space = no restricted	Never	Seldom 1-10% 0-1 hour	Occasional 11-33% 1-3 hours	Frequent 34-66% 3-6 hours	Constant 67-100% (Not restricted)
Sit					
Stand / Walk					
Frequent Breaks					
Climb ladder, stairs, etc.					
Drive					
Twist					
Bend / Stoop					
Squat / Kneel					
Crawl					
Reach L R B					
Work above shoulders L R B					
Keyboard L R B					
Wrist (flexion/extension) L R B					
Grasp (forceful) L R B					
Fine manipulation L R B					
Operate foot controls L R B					
Vibratory tasks; high impact L R B					
	Never # lbs	Seldom # lbs	Occasional # lbs	Frequent # lbs	Constant # lbs
Lifting / Pushing					
Lift L R B					
Carry L R B					
Push / Pull L R B					
Other Restrictions:					
Signature:					Date:

_____ QUARTER/MONTHLY INSPECTION BUILDING FORM

Date: _____

Building: _____

Inspector's Name: _____

FIRE SAFETY AND EMERGENCIES				
Item	Yes	No	N/A	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

16	Are first aid kits visible & accessible? Are they stocked? Are expiration dates current?				
17	Is there a person in the area trained in first aid? If not, are the numbers and names of trained personnel				
18	Are BBP spill kits stocked and accessible?				

BUILDING AND OFFICE SAFETY					
Item		Yes	No	N/A	Comments
1	Is there litter or spilled liquid on the floor?				
2	In areas that may be wet, greasy, or slippery are floor mats or other anti-slip material used and in good condition?				
3	Are floors in good condition with no loose or broken				
4	Are floor surfaces chipped, does carpeting show worn spots or holes?				
5	Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?				
6	Are service holes, manholes, drains, etc. properly covered?				
7	Are stairways in good condition with handrails in place? Are stair treads in good condition?				
8	Are all ceiling tiles in place and in good condition throughout the building?				
9	Is the building well lit, inside & outside?				
10	Is the building secure? Are all outside doors locked at the end of each?				
11	If equipped, is the security system for the building working properly?				
12	Are all maintenance and mechanical areas secure? (i.e., boiler rooms, air handlers)				
13	Do any windows have broken panes?				
14	Are all elevators working correctly? Are elevators equipped with an emergency phone?				
15	Is the parking lot in good condition? (i.e., no potholes, parking lines visible, etc.)				
16	Are there any water leaks in the building? Note exact location of leaks if it can be determined.				
17	Are all plumbing systems working properly? (Toilet flushing problems, drainage problems, leaks from faucets, pipes, etc.)				

18	Is the Hazard Control Log posted?				
19	Are safety rules posted?				
20	Do employees stand on chairs/desks instead of approved ladders/stepstools?				
21	Are warning signs posted near repair work or redecorating?				
22	Any employees observed performing unsafe behavior?				
23	Is one or more desk or file drawer left open?				
24	Are files top-heavy with empty drawers at the bottom and full drawers on top?				
25	Are boxes, papers, and books stored on top of files, storage cabinets, and windowsills?				
26	Is equipment turned off/powered down when not in use?				
27	Do employees secure dangling jewelry or floppy clothing around machinery?				
28	Is the paper cutter placed in a safe location and secure while not in use?				
29	Are items with sharp edges stored properly?				
30	Do employees practice good housekeeping and maintain a safe environment in their respective work areas?				
31	Has a complete walkthrough assessment of the facility been conducted to determine the presence of hazardous materials?				
32	Does the building have any pest problems?				

ELECTRICAL SAFETY AND STORAGE METHODS

Item		Yes	No	N/A	Comments
1	Are all breaker boxes labeled correctly? Are empty breaker slots covered? Are the doors closed?				
2	Do panel boxes have any hot spots? If so, note location of hot spot & which panel box.				
3	Check extension cords: are they properly grounded and adequately sized for the current being drawn? Are they placed in a manner to prevent tripping?				
4	Are there any surge protectors plugged into other surge protectors? Only one surge protector allowed per outlet.				
5	Check extension cords: are they damaged in any way?				

6	Are cords placed where they might trip a passerby?				
7	Do cords look frayed? Are they bent around hooks or stepped on?				
8	Are flimsy extension cords in use? (All extension cords should be 3- pronged)				
9	Are all electrical equipment connected with three pronged plugs?				
10	Are electrical outlet boxes or bonnets exposed so that they pose a tripping hazard?				
11	Are storage areas neat? Are items stacked properly? Are heavier items stored below shoulder height?				
12	Do top shelves have overhang?				
13	Are all custodial areas in good condition? Are chemicals stored in appropriate containers? Is this area secure?				
14	Are flammable items stored in proper cabinets and/or containers?				
15	Are oxygen and/or acetylene tanks secured properly?				
OTHER BUILDING SAFETY ISSUES & CONCERNS NOTED BY THE INSPECTOR					
Item		Comments			

Upon completion send a copy to the Loss Prevention Representative and keep a copy for your file. Any hazards found shall be reported to the Loss Prevention Representative for corrections and/or follow-up.

Inspector's Signature

Date

STATE EMPLOYEE INCIDENT/ACCIDENT ANALYSIS FORM - DA2000

OFFICE OF RISK MANAGEMENT - UNIT OF RISK ANALYSIS AND LOSS PREVENTION

WORKER'S COMPENSATION – FOR AGENCY USE ONLY

- This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com
- Required for all incidents/accidents except auto accidents, for which a police report serves as the investigation document.
- Keep completed forms on file at the location where the audit/compliance review will occur.

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE: _____

2. ACCIDENT DATE and TIME: _____ 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 WITNESS(ES): _____

13. NAME OF PERSON COMPLETING THIS SECTION OF REPORT: _____

14. SIGNATURE: _____ 15. DATE: _____

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

STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM - DA2000
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) STATE-OWNED? ____Y ____N

A. TYPE OF EQUIPMENT: _____

B. IS THERE A JSA FOR EQUIPMENT? ____Y ____N C. DATE LAST JSA 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

<p>UNSAFE ACT (PRIMARY): <input type="checkbox"/> Failure to comply with policies/procedures <input type="checkbox"/> Failure to use appropriate equipment/technique <input type="checkbox"/> Inattentiveness <input type="checkbox"/> Inadequate/lack of JSA/standards <input type="checkbox"/> Incomplete or no policies/procedures <input type="checkbox"/> Inadequate training on policies/procedures <input type="checkbox"/> Inadequate adherence of policies/procedures</p> <p>Other (specify) _____</p> <p>Detailed explanation of checked box _____</p>
<p>WHY WAS ACT COMMITTED:</p>
<p>UNSAFE CONDITION (PRIMARY): <input type="checkbox"/> Inappropriate equip/tool <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate training <input type="checkbox"/> Wet surface <input type="checkbox"/> Worn/broken/defective building components <input type="checkbox"/> Broken equipment <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Electrical hazard <input type="checkbox"/> Fire Hazard</p> <p>Other (specify) _____</p> <p>Detailed explanation of checked box _____</p>
<p>WHY DID CONDITION EXIST:</p>
<p>CONTRIBUTORY FACTORS (IF ANY):</p>
<p>IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:</p>
<p>LONG RANGE ACTION TO BE TAKEN:</p>
<p>WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:</p>

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TRANSITIONAL DUTY EMPLOYMENT AUDIT FORM – DA WC4000

The purpose of this form is to record an agency’s Transitional Duty activity for the **current month** only. It is not cumulative.

Month of Report _____ Location code _____

Agency _____ Contact Person _____

The agency has developed and implemented a Transitional Duty Employment plan: ___ Yes _ No

Transitional Duty Employment is monitored at the department level:
_____ Yes _____ No

REPORT THE FOLLOWING ACTIVITY:

1. Number of lost time workers’ compensation claims during the month of reporting: _____. *
2. Number of employees returned to work on transitional duty: _____.
3. Number of employees returned to work full duty: _____.
4. Number of employees on workers’ compensation at month’s end: _____.
5. The RTW committee has met and reviewed all W/C claims eligible for Transitional Duty Employment: _ yes _____ no _____ n/a.

***NOTE: Lost time refers to whole days an employee has missed from work due to a work-related accident for which indemnity benefits would be paid.**

Please keep completed forms on file at the location or department level that is responsible for Transitional Duty Employment.

THIS FORM IS FOR INTERNAL USE ONLY.

**FORM DA
WC4000
REVISED
06.2020**

**VISITOR/CLIENT POST INCIDENT/ACCIDENT INITIAL INFORMATION FORM
DA 3000**

OFFICE OF RISK MANAGEMENT - UNIT OF RISK ANALYSIS AND LOSS PREVENTION

GENERAL LIABILITY – FOR AGENCY USE ONLY

- This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com
- Required for all incidents/accidents except vehicle accidents, for which a police report serves as the proper documentation.
- Keep completed forms on file at the location where the audit/compliance review will occur.

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE: _____

2. DATE and TIME of INCIDENT/ACCIDENT: _____ 3. REPORTING DATE: _____

4. VISITOR/CLIENT NAME (LAST, FIRST): _____

5. VISIT/CLIENT ADDRESS: _____

6. VISITOR'S/CLIENT'S TELEPHONE #: _____

7. VISITOR'S/CLIENT'S DETAILED DESCRIPTION OF HOW ACCIDENT OCCURRED:

8. DID ANY EMPLOOYEE ASK THE VISITOR/CLIENT IF HE/SHE WAS INJURED: Y N

9. DID THE VISITOR/CLIENT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY: Y N

(IF NO, SKIP TO Q. 10)

A. WHICH PART OF HIS/HER BODY WAS INJURED? PLEASE BE SPECIFIC (e.g., RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN) _____

B. WAS MEDICAL CARE OFFERED? Y N

1. DID THE VISITOR/CLIENT ACCEPT MEDICAL CARE? Y N

10. WERE THERE ANY WITNESS(ES)?? Y N (IF NO, SKIP TO Q 11)

A. WITNESS'S NAME, ADDRESS, and TELEPHONE # 9use additional sheet if needed)

B. WITNESS STATEMENT(S) ATTACHED? Y N

FORM DA 3000, REVISED 06/2020

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

Form Page 1 of 2

11. DETAILED DESCRIPTION OF INCIDENT/ACCIDENT LOCATION _____

A. IS THIS LOCATION IN A STATE-OWNED OR LEASED BUILDING?

B. IS THIS SPACE SHARED WITH NON-STATE EMPLOYEES? ___Y ___N

12. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT? ___Y ___N IF YES, PLEASE PROVIDE A BRIEF SUMMARY:

13. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION(S) THAT IS/ARE APPLICABLE TO THE INCIDENT/ACCIDENT:

- RAINING SUNNY CLOUDY FOGGY COLD HOT LIGHTING WIND
 OTHER WEATHER CONDITION(S) _____ WEATHER NOT A FACTOR

14. CHECK THE APPROPRIATE BOX(ES) THAT PERTAINS TO THE INCIDENT/ACCIDENT:

- STAIRS PARKING LOT GARAGE SIDEWALK ELEVATORS GRATING
 SPONSORED ACTIVITY DORMITORY WAITING ROOM WALKWAYS RAILINGS
 FURNITURE LIQUID ON FLOOR - TYPE OF LIQUID _____
 FLOORING - DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____
 EQUIPMENT (SPECIFY TYPE) _____ STATE-OWNED? ___Y ___N
 OTHER CONDITION(S): _____

15. IF THE INCIDENT/ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (e.g., furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF INCIDENT/ACCIDENT AND NAME OF VISITOR/CLIENT.

IF THE STATE-OWNED 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, WERE THESE STEPS FOLLOWED? ___Y ___N

16. WAS THE VISITOR/CLIENT AUTHORIZED TO BE IN THIS AREA? ___Y ___N

17. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT?

___Y ___N (IF NO, SKIP TO Q. 18)

A. WAS A STATEMENT OBTAINED AND ATTACHED? ___Y ___N

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

___Y ___N

19. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? _____Y_____N

20. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT:

DATE






Comprehensive Loss Prevention Plan

Final Audit Report

2024-06-21

Created:	2024-06-20
By:	Jeremiah Sams (jeremiah.sams@sus.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR1561AWM9u5uaQU-JgnES4KP54nn193O

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