

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #3

SUBJECT: SAFETY PROGRAM

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: SEPTEMBER 25, 1978

**REVISION DATE: MAY 23, 2002**

This revision supersedes and replaces all previous information included in PPM #3 originally issued September 25, 1978, entitled "Safety Rules and Regulations". The current PPM is to be replaced in its entirety by this revised issue.

  
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ASSISTANT SECRETARY

This is Revision No. 1 of this PPM with an original date of September 25, 1978.

**IMPORTANT:**

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 3

SUBJECT: SAFETY PROGRAM

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: SEPTEMBER 25, 1978

**REVISION DATE: MAY 23, 2002**

Purpose:

This policy establishes the procedures the Office of State Parks will utilize to ensure a safe and healthful environment and work conditions for its employees and visitors.

Policy :

Louisiana Revised Statute Title 39: 1543-44 authorizes and directs the secretary of each state department to establish a safety program within his/her department, by adopting rules and regulations governing safety practices which will be indigenous to each department.

Each Recreation Area, Historic Site, Preservation Area and the Administrative Office shall implement a site specific, 16 point operational safety and loss prevention program to protect employees and visitors from injury. The sixteen components are as follows:

1. A management safety policy statement.
2. Responsibility for safety in an organization
3. Inspection Program
4. Job Safety Analysis
5. Investigation Program
6. Safety Meetings
7. Safety Rules
8. Employee Safety Training
9. Record Keeping
10. First Aid
11. Housekeeping Program
12. Hazard control Program
13. Boiler and Machinery Program
14. Driver Safety Program
15. Water Vessel Operator Safety Program
16. Any other loss prevention program developed by the Office of Risk Management for the prevention and reduction in accident events that may cause injury, illness, or property damage.

Each Recreation Area, Historic Site, Preservation Area and the Administrative Office are reviewed annually by the Unit of Risk Analysis and Loss Prevention concerning implementation of this sixteen-point safety plan.

Compliance with these rules is one factor in determining the insurance premium paid by the agency in the next fiscal year.

  
ASSISTANT SECRETARY