



## State of Louisiana

KATHLEEN BABINEAUX BLANCO  
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

PHILLIP J. JONES  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCE MEMORANDUM NO. 01-003

January 12, 2001

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: Office of Risk Management (ORM) Safety Courses**

Attached are notices regarding the latest safety courses offered throughout the state by the Office of Risk Management (ORM). Also attached is an updated listing of personnel in the Loss Prevention Unit.

These courses are designed primarily for employees who perform safety functions in their jobs, such as safety coordinators and officers, and for managers and supervisors who have a need to know ORM safety requirements.

Approved registrations (a registration form is attached to this memo) should be faxed to Ms. Margie Washington at ORM, (225) 342-8418, as soon as possible. Classes are filled on a first come, first served basis. Certificates of completion will be provided upon completion. Records of attendance must be maintained by the Safety Coordinator within each office and copies forwarded to the Human Resources Office for the departmental safety files.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachments

**Please Post and Circulate**