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## **HUMAN RESOURCE MEMORANDUM NO. 01-042**

**June 26, 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**

The Office of Risk Management (ORM) is announcing a series of upcoming workplace safety courses. Please see the attached notice for a current schedule of classes through November, 2001.

ORM safety 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.

More information about the Office of Risk Management can be found at their home page <http://www.doa.state.la.us/orm/lp.htm>. From this site various forms, including the safety course registration form, can be downloaded and/or completed on-line.

If you have questions, please call the Human Resources Office at (225) 342-1675.

Attachments

**Please Post and Circulate**