

GENERAL SAFETY PROGRAM

For

Office of Lt. Governor and Office of Secretary

The Office of Lt Governor and the Office of Secretary have developed this written safety program in regards to the Louisiana statute R.S. 39: 1527 which requires the development of a loss prevention program for implementation by all state agencies including basic guidelines and standards of measurement. It is the goal of this agency to provide all of its employees and visitors a safe workplace free from hazards and occupational diseases. All employees will be made aware of this program during the orientation process. For documentation each employee will sign an acknowledgement form stating that they have reviewed the plan and are aware where a copy is located for their review. At the Capitol Annex Administrative Building the written safety program is kept in room 235.

The Safety Risk Agency Director is responsible for maintaining the safety program.

This safety program is based on the required loss prevention components for a general safety program.

- Management Policy Statement
- Assignment of Safety Responsibility
- Safety Rules
- Safety Meetings
- Training
- Safety Committees
- Procedures for Inspection
- Procedures for Incident/Accident Investigation
- Job Safety Analysis
- Recordkeeping
- Bloodborne Pathogens

- First Aid
- Emergency Preparedness
- Hazardous Materials-Hazard Communication

I. Management Policy Statement

The Office of Lt Governor and the Office of Secretary has developed a proper written Management Policy Statement to reflect management's commitment to provide employees and visitors a safe environment to work and visit. Also, included is a Management Policy Statement from the Secretary of Culture, Recreation & Tourism and Governor John Bel Edwards. (See Exhibit A & B)

II. Assignment of Safety Responsibility

The Office of Lt Governor and the Office of Secretary has reviewed its operations and established a list of safety responsibilities that are required to provide all employees a safe work environment. These responsibilities are assigned to the site management, loss prevention, maintenance and other employees. Also included in this section is the Human Resources' Disciplinary Policy for handling employees that do not adhere to the written safety responsibilities. The written assignment of safety Responsibilities is given to each employee at orientation and such action is documented by a signed acknowledgement form. (See Exhibit C)

III. Safety Rules

The Office of Lt Governor and Office of Secretary have reviewed its operation and established a written set of general safety rules for all employees. When appropriate or necessary any site/task specific safety rules will be developed for the involved employees. Each employee will be given a copy of the safety rules at orientation and such action is documented by a signed acknowledgement form. The safety rules are reviewed by the employees annually during a safety meeting. Attendance is documented by the sign-in sheet. (See Exhibit D & E)

IV. Safety Meetings

The Office of Lt Governor and Office of Secretary is a **Class B Agency** and perform safety meetings quarterly. The required documentation for a safety meeting is as follows:

- Topics Discussed
- Employees sign in sheet or read receipt(Online)
- Instructor's Name
- Teaching Aids if any

- Date of Safety Meeting
- Total Number of employees on staff
- Total number of employees that attended meeting

Employees that are unable to attend the regular scheduled safety meeting will be given the safety material to review and will be able to sign the sign-in sheet with the appropriate date. The attendance goal for the Office of Lt Governor and the Office of Secretary is 100 %. The Lt Governor and Secretary will attend all of the safety meetings to show support for the safety program. The topics for the safety meetings will be chosen that apply to all employees. Employees will be given the opportunity to provide recommendations for safety topics. Documentation for safety meetings will be maintained for a minimum of three years. (See Exhibit F)

V. Training

Safety related training is provided to all employees of the Office of Lt Governor and Office of Secretary that 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, will include instruction in the correct work procedures, use of safety equipment, and availability of assistance. Also, safety related training will cover a review of a basic topic as well as the site's existing written policy that also pertains to the same topic. **All safety related training will be documented.** (See Exhibit G)

The Safety Risk Agency Director will ensure that only trained employees will conduct safety meetings, inspections of the work site, investigate accidents, analyzing jobs for safety (JSA), and to demonstrate leadership skills in safety.

The Safety Risk Agency Director will attend the ORM Loss Prevention Program Class every three years and will maintain documentation for completing the class. To meet ORM guidelines, policies for Sexual Harassment, Drug Testing & Substance Abuse have been developed, issued and discussed with all employees at orientation. The training of employees on these topics is performed within the three month of hire requirement and is provided again every five years for Substance Abuse and annually for Sexual Harassment. Training for these topics may count as one of the monthly/quarterly safety meetings.

VI. Procedures for Inspection

The Office of Lt Governor and Office of Secretary is a Class B agency and perform inspection on a quarterly basis. A written procedure has been developed for conducting inspections of this facility to identify and to correct hazards. A site

specific inspection form is used for the inspection process. Each building is required to be inspected. It covers the inspection of the following site components if applicable:

- Building Safety
- Electrical Safety
- Emergency Equipment
- Fire Safety
- Office Safety
- Storage Methods

The completed inspection forms are maintained for three years.

All employees are responsible for immediately reporting any recognized potentially hazardous condition or practice. These hazards or unsafe conditions will be reported to a supervisor or appropriate employee via the Hazard Control Log or the Safety Risk Agency Director. If a supervisor or the loss prevention representative cannot correct the hazard, they will immediately report it to the next level of management. If a hazard exists for more than 30 days, the supervisor or loss prevention representative will request assistance from the ORM Loss Prevention Unit for assistance. Additionally, any deficiency discovered during an inspection conducted by the Fire Marshal will be corrected in the designated timeline. (See Exhibit H & I)

VII. Procedures for Incident/Accident Investigation

The Lt Governor's Office and the Office of Secretary **have** developed a written incident/accident investigation procedures. The procedures required that the following forms to be completed after an incident/accident:

- DA-2000-Employees incidents
- DA-3000-Visitor incidents
- DA-1973(OWC-1007)-First report of employee injury
- Site internal Employer Report Accident Form
- Supplemental Report as necessary

The work area supervisor where the incident/accident occurred will normally complete the required forms. The Safety Risk Agency Director will review all completed forms for accuracy. All forms are required to be completed in entirety with additional written information supplied as necessary. The DA-1973 will be

forwarded to the agency workers compensation representative to report employee claims online to ORM Claims Office.

In the event of a fatality, the ORM Loss Prevention Unit will be notified immediately. (Exhibit J, K, L, M & N)

VIII. Job Safety Analysis

At the Office of Lt. Governor and Office of Secretary, Job Safety Analysis (JSAs) is developed for all tasks that have resulted in an incident/accident trend, death, or a change in job procedures or equipment. For equipment, the standard operating procedures in the maintenance/operating manual are used as the JSA. Employees are trained annually on the existing JSAs. The training is documented and maintained for three years. JSAs are reviewed after a related incident/accident to revise as necessary to prevent similar accidents from re-occurring. JSAs for the Office of Lt Governor and Office of Secretary are kept at/in room 238 for employee review. (See Exhibit O)

IX. Recordkeeping

The Office of Lt Governor and Office of Secretary will keep the following records for three years:

- Inspection Reports
- Hazard Control Logs
- Job Safety Analysis
- Incident/Accident Investigations
- Safety Meeting Documentation

These training records will be maintained for five years:

- Training Records
 1. Bloodborne Pathogens
 2. Drug Testing & Substance Abuse
 3. Sexual Harassment
 4. Ethics Training
 5. Defensive Driving

X. Blood borne Pathogens

The Office of Lt Governor and Office of Secretary have developed a written Bloodborne Pathogen program composed of the five mandated components:

- Employee exposure determination
- Medical evaluation for affected employees
- Methods of compliance

- Employee training
- Work practice controls

Employees at the Office of Lt Governor and Office of Secretary have been designated in the category of "Low Risk" with reference to occupational exposure to Blood borne Pathogens.

"Low Risk" employees will receive Bloodborne Pathogen training within 3 months of hire and thereafter every 5 years. These employees may use the ORM online BBP training course found on the "Leo" website.

If the Office of Lt Governor and Office of Secretary experiences a BBP exposure incident, all employees are required to be retrained on BBP within 60 days of the incident. All BBP training is documented and is maintained for a period of 5 years.

XI. First Aid

The Office of Lt. Governor and Office of Secretary has developed a written First Aid program that addresses the needs of its employees and visitors. The Safety Risk Agency Director is responsible for keeping the first aid kits stocked with supplies and maintained. First Aid kits are located in the following areas:

- Room 235

(See Exhibit Q)

XII. Emergency Preparedness Program

The Office of the Lt Governor and Office of Secretary has developed a written Emergency Preparedness Program that covers the following mandated ORM emergency situation components:

- Fire
- Natural Disasters
- Proximity threats
- Terrorism

Fire drills are conducted at least once per year and documented and maintained for three years. (See Exhibit Q)

XIII. Hazardous Materials

At this time The Office of Lt Governor and Office of Secretary are not required to develop a written Hazard Communication Program since the employees are not exposed to hazardous materials. However, a hazardous Communication plan has been developed and implemented to incorporate the new Global Harmonized Plan. It requires that all affected employees that use hazardous materials to be trained within 30 days of hire and thereafter annually.