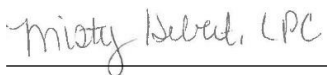



Safety Training

Policy Type:	Safety	Policy Number:	1105
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Document Owner's Approval:	 _____ Misty Hebert, LPC, Deputy Director		
Executive Director's Approval:	 _____ Kristin Bonner, MHA, BSN, RN, Executive Director		

Policy Statement:

South Central Louisiana Human Services Authority (SCLHSA) shall ensure that all employees receive instruction in job-specific safety/loss prevention training during the orientation period and at least every quarter thereafter. Training will be reviewed annually to ensure understanding and ability to carry out and comply with policy, inform staff of any changes to existing policy and to assure compliance with regulatory bodies having jurisdiction.

Rationale:

To establish a systematic method of teaching employees to perform the required tasks in the areas of general safety, driver safety, bonds and crimes and property programs, equipment management and in other programs developed by the Loss Prevention unit of the Office Risk Management in a safe and efficient manner.

Procedure:

Upon hire, each new employee will attend orientation and at that time the employee will receive the SCLHSA New Employee Training form which details the required safety trainings that must be completed within 30 – 90 days of hire. The completed form is kept by the Safety Officer.

There are four (4) primary objectives in employee safety training:

1. To teach employees hazard recognition and methods of corrective action
2. To involve employees in accident prevention
3. To motivate employees to accept their safety responsibilities
4. To provide employees information on accident causes, occupational health hazards, and accident prevention methods.

Steps in Conducting Safety Training

1. Select appropriate training topics and schedule training by priority. The training topics listed below are recommended as essential to each agency or facility as required by regulatory bodies. Other lesson plan topics may be added as needed:
 - a. General Safety Program
 - b. Hazard Recognition and Control
 - c. Emergency First Aid Procedures
 - d. Emergency Response Procedures

- e. Blood borne Pathogen and Personal Protective Equipment (must be presented by a person trained in the Blood borne Pathogen Course)
 - f. Material Handling
 - g. Environmental Safety (preventing falls, slips, trips, using equipment and managing spills)
 - h. Material Handling
 - i. Bonds and Crimes (Site specific security plan and property control)
 - j. Sexual Harassment
 - k. Safe vehicle operation
 - l. Incident reporting
 - m. Threat Assessment
 - n. Drug Free Workplace
 - o. Return to Work
 - p. Post-Accident Drug Testing
 - q. Management of Suicide/Attempted Suicide On-Site and Sexual Assault On/Off Site
 - r. Violence Prevention
 - s. Security Plan
 - t. Lock Out/Tag Out
2. Develop a lesson plan for each training session. A complete lesson plan should include the following:
 - a. Title: Clearly identifies the topic.
 - b. Objectives: States what the trainee should know or be able to do at the end of the training period. A well written objective limits the subject matter, is specific, and stimulates thinking on the subject.
 - c. Estimated Time of Instruction: States the length of the training session. Ample time should be allowed to thoroughly cover the subject.
 - d. Materials: States material to be used in training including agency policy, equipment, tools, charts, slides, films, videos, etc.
 - e. Instructor Duties: Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.).
 - f. Employee Responsibilities: Indicates how employees will apply the material in the training session.
 - g. Evaluation: Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.
 - h. Assignment: Provides employees an opportunity to apply the material on the job.
 3. Safety topics not covered in e-learning courses are assigned to be reviewed at designated times according to the fiscal year beginning July 1 through June 30 of each year. Topics are expected to be taught during the assigned periods, however a Safety Officer may elect to re-teach or review any topic needed.
 4. SCLHSA's Risk Manager, the Safety Coordinator and all Safety Officers are required to have documented proof of attendance at least once every five years in the ORM Loss Prevention Program course. This documentation is kept by the Third Party Administrator working with the Office of Risk Management.
 5. Annually, each employee will submit a print out of all required safety training completed through the e-learning system to assure compliance with training. A cumulative grid with safety education will be completed by each Safety Officer annually.

Compliance Requirement:

There are no compliance requirements for this policy.

Attachments:

There are no attachments for this policy.

Linkages:

There are no linkages for this policy.