



**LOUISIANA PUBLIC BROADCASTING**

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## LETA MANAGEMENT SAFETY STATEMENT

Date: March 13, 2023  
To: All Employees  
From: Clarence Copeland, Executive Director  
Subject: Safety and Health Policy Statement

- I. Policy - It is the policy of Louisiana Educational Television Authority (LETA) to provide a safe work environment for its employees in order to protect them from accidents that not only directly impact their quality of life, but also has the added benefit of reducing LETA insurance costs. This dual benefit ensures the safety and health of LETA employees and the protection of the taxpayer's hard-earned dollars by keeping insurance costs down.

Therefore, each employee of LETA is instructed to devote daily attention to making his or her activities and/or operations as safe and accident free as possible by complying with this policy and the LETA safety/loss prevention program.

- II. Purpose - The purpose of this policy is to authorize the implementation of a safety program for all employees that will:
- A. Promote a safe, productive work environment for all employees, and prevent injuries that are painful and potentially disabling.
  - B. Since this policy and program have cost savings potential to both LETA and the taxpayers of this state, this policy shall be applicable to all employees and all sections/units of LETA.

- III. Questions - All questions concerning this policy should be directed to the LETA Loss Prevention Coordinator

  
Clarence Copeland - Executive Director

3/13/2023  
Date

## **LETA ASSIGNMENT OF SAFETY RESPONSIBILITY**

Date: March 13, 2023  
To: All Employees  
From: Clarence Copeland, Executive Director  
Subject: Assignment of Safety Responsibility

The ultimate responsibility for preventing accidents and controlling hazards rests with the management of Louisiana Educational Television Authority (LETA). Safety should be managed like any other administrative function. Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The keys to effective safety performance are management procedures that assign accountability. The following is the list of responsibilities for various positions within LETA.

### **LETA Executive Director**

1. Has full responsibility for safety.
2. Authorizes necessary expenditures to provide safe work conditions.
3. Approves safety policies as formulated by the LETA Loss Prevention Coordinator.
4. Participates in the safety program as recommended by the LETA Loss Prevention Coordinator (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).

### **LETA Loss Prevention Coordinator**

*The LETA Loss Prevention Coordinator is responsible for the overall development and implementation of the safety program of LETA.* The LETA Loss Prevention Coordinator shall have direct access to the Executive Director. The LETA Loss Prevention Coordinator shall have open communication with all department heads acting in their roles as safety officers. The LETA Loss Prevention Coordinator shall demonstrate leadership to all department heads acting in their roles as safety officers. This shall include help and support in the development of LETA programs and policies. The duties of the LETA Loss Prevention Coordinator shall include but not be limited to:

1. Primary responsibility for coordinating the safety operations at each facility of LETA and ensures safe work conditions.
2. Planning and directing a regular program of safety inspections.



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- 3. Supervising and appraising accident investigations.
- 4. Keeping and analyzing accident records.
- 5. Conducting educational activities and Safety Meetings.
- 6. Conducting activities to stimulate and maintain interest in safety among employees.
- 7. Checking for compliance with applicable safety laws and codes
- 8. Issuing regular reports showing safety performance and accident trends.
- 9. Devising safety equipment, guards, and appliances.
- 10. Maintains a regular maintenance schedule on all equipment and keeps maintenance records.

**Department Heads**

- 1. Inspects work area for compliance with safe work practices and safety rules.
- 2. Trains employees to work safely.
- 3. Corrects unsafe conditions and unsafe acts.
- 4. Obtains prompt first aid for the injured.
- 5. Reports and investigates accidents and works with LETA Loss Prevention Representative to determine cause and correct any problems.
- 6. Discusses safety with individual employees.

**Employee**

- 1. Works in accordance with accepted safety practices.
- 2. Reports unsafe conditions and practices.
- 3. Observes safety rules and regulations.
- 4. Makes safety suggestions.
- 5. Asks for assistance or further explanation when needed.

  
 Clarence Copeland – Executive Director

3/13/2023  
 Date

## LETA SAFETY RULES

Date: March 13, 2023  
To: All Employees  
From: Clarence Copeland, Executive Director  
Subject: LETA Safety Rules

The following are safety rules for LETA:

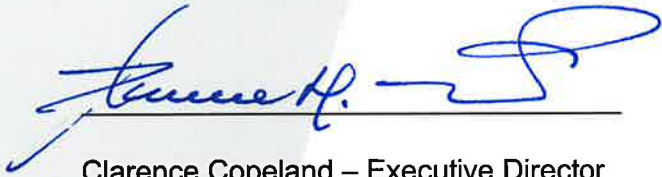
1. Smoke only in approved areas.
2. Horse play and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect the work station for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
10. Supervisors should obtain special safety permits when required (e.g., hot work or confined spaces).
11. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.



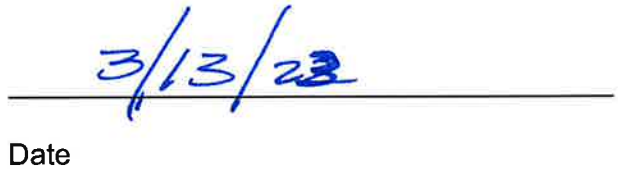
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- 20. Adhere to Departmental rules regarding first aid, evacuation routes, and fire Department notification.
- 21. Adhere to Departmental rules and procedures specific to Departmental operations.
- 22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

A handwritten signature in blue ink, appearing to read "Clarence H. Copeland", written over a horizontal line.

Clarence Copeland – Executive Director

A handwritten date "3/13/23" in blue ink, written over a horizontal line.

Date

## LETA DRUG FREE WORKPLACE POLICY

Date: March 13, 2023  
To: All Employees  
From: Clarence Copeland – Executive Director  
Subject: Drug Free Workplace Policy

A. It shall be the policy of Louisiana Educational Television Authority (LETA) to maintain a drug-free workplace and a workforce free of substance abuse. Employees are prohibited from reporting for work, performing work, or otherwise being on any duty status for LETA with the presence in their bodies of alcohol, illegal drugs, controlled substances, or designer (synthetic) drugs at or above the initial testing levels and confirmatory testing levels as established in the contract between the state of Louisiana and the official provider of drug testing services. Employees are further prohibited from illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances, designer (synthetic) drugs, and illegal drugs at the work site and while on official state business, on duty or on call for duty.

B. To assure maintenance of a drug-free workforce, it shall be the policy of LETA to implement a program of drug testing in accordance with R.S. 49:1001 et seq.

C. In order to maintain a safe and productive work environment, each LETA employee is required to:

1. Report for duty in a condition which maximizes his ability to perform assigned tasks in a competent and safe manner. Reporting to work impaired from the use of alcohol or drugs is prohibited;
2. Promptly and cooperatively submit to drug and alcohol testing when requested by the appointing authority, their designee, or as specified by this policy;
3. Notify a supervisor, prior to or immediately upon reporting for duty, when the employee has reason to believe that prescribed or over-the-counter medication may impair their ability to perform customary job duties or otherwise create a safety hazard. While the duration the medication will be taken should be disclosed, **employees should know that it is not necessary to disclose to the supervisor the medication being taken nor the condition for which it was prescribed.**
4. Notify a supervisor on the first scheduled workday of any arrest or conviction for a criminal, drug-related offense which occurs on or off duty, including Driving



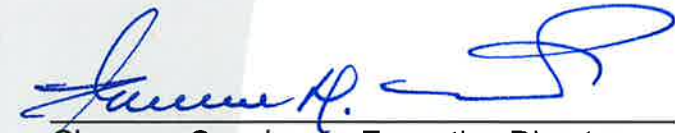
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While Intoxicated (DWI) arrests and convictions;

- 5. Notify the Director of Human Resources of all convictions occurring in the workplace, while on official business, during work hours, or when on call for duty, in writing, within 5 days after such conviction.

D. Violation of this policy, including refusal to submit to drug testing when properly ordered to do so, will result in actions up to and including termination of employment. Each violation and alleged violation of this policy will be handled on an individual basis, taking into account all data including the risk to self, fellow employees, and the general public.

  
 Clarence Copeland – Executive Director

3/13/23  
 Date

## LETA TRANSITIONAL RETURN TO WORK POLICY

Date: March 13, 2023  
To: All Employees  
From: Clarence Copeland, Executive Director  
Subject: Transitional Return To Work Policy

### 1. Policy

Louisiana Educational Television Authority (LETA) will return an injured employee to work in a safe work environment with physical restrictions determined by a physician until the employee is capable of returning to full duty.

### 2. Goals

- A. Provide return to work options of suitable accommodations for the injured worker.
- B. Provide a safe return to work for job-related injuries or illnesses.
- C. Retain work skills by retaining qualified employees.
- D. Facilitate a safer working environment.
- E. Reduce the duration needed for the employee back to full duty.
- F. Reduce workers' compensation claim cost.

### 3. Agency Expectations

- A. Develop job descriptions that include physical demands and essential functions.
- B. Work with ORM RTW Coordinator to develop a suitable RTW plan within the outlined abilities/limitations.
- C. Monitor employee progress with the assistance of the ORM RTW Coordinator.
- D. Ensure a work environment that is conducive to a successful RTW Plan.

### 4. Agency Responsibilities

- A. Obtain signed physicians' Modified Work Information sheet.
- B. Modify position duties for up to 6 (six) months based on Civil Service Guidelines.
- C. May detail the employee to Special Duty for up to 1 year based on Civil Service Guidelines.
- D. Do not **reduce** rate of pay while employee is on Transitional Return To Work Plan.
- E. Conduct Transitional Return To Work Team meetings.
- F. Review the Return To Work plan with the existing employees annually.
- G. Review the Return To Work plan with new hires.

### 5. Physicians' Modified Work Information Sheet

Civil Service requires that a copy of the Physicians' Modified Work Information Sheet be on file at the agency for each employee who is on a Transitional Return to Work Plan.

### 6. Report Accidents / Illnesses

- Once an employee notifies an agency of an injury/illness, the agency will:
- Immediately report the claim in the TPA'S risk information system.



- Provide the employee with a Physicians' Modified Work Information sheet to give to the treating physician.
- Inform the injured employee of Occupational Medical Clinics in the area.
- Allow the injured employee to seek treatment with a physician of choice.

## 7. Transitional Return To Work Team

The transitional work team reviews each employee who is eligible for workers' compensation lost-time benefits.

### **Team Composition:**

- human resources representative
- immediate supervisor
- safety personnel
- management representative
- claim adjuster for ORM's TPA
- ORM TPA RTW coordinator
- ORM TPA Vocational Rehabilitation Coordinator as needed.

### **Team Scope**

- complete transitional return to work plans,
- review job modifications,
- job tasking,
- identify tasks,
- comply with the transition return to work plan requirement,
- oversee transitional return to work plans,
- report transitional return-to-work program results.

## 8. ORM TPA Return To Work Coordinator

The RTW coordinator is the primary contact for disability management and return to work planning.

This includes but is not limited to:

- Coordinate and administer disability management of the claim;
- Assist LETA with job tasking
- Assist and coordinate transitional return to work for the employee and LETA;
- Assist LETA with developing and facilitating accommodations;
- Monitor the RTW plan and provide progress reports to ORM and LETA.

## 9. Pre-accident Job Tasking

Job tasking is detailing each job task performed in a position.

- Complete job tasking before an accident occurs or once an injury leads to lost time.
- Compile a master list of transitional tasks for each position.
- Maintain a job task file of each position for which a lost-time claim has occurred.

## 10. Accommodation Types

LETA should modify the following:

- job tasks,
- equipment and,
- schedules,
- up to six months utilizing Civil Service guidelines
- may utilize the Civil Service provision concerning Special Detail

**LETA is not expected to create a position for Transitional Return to Work.**

### 11. Return To Work Process

A completed transitional return to work plan should define the following;

- Specific job tasks identified,
- Hours to be worked,
- Duty assignment
- Review of physical restrictions.

Each member of the team shall review and approve the plan.

### 12. Eligibility For Return To Work

Assess job tasks of the pre-injury position to identify the following:

- Task within current physical restrictions,  
-based on a signed Physicians' Modified Work Information Sheet;
- Other tasks that can improve overall agency function;
- Tasks that promote return to gainful employment;
- The Office of Risk Management's TPA will be available to identify transitional return to work task if needed.

### 13. Before The Return To Work

- Review the plan with the employee before the employee returns to work.
- Make an offer of transitional duty employment in writing;
  - certified mail return receipt request or
  - electronic mail..
- If the injured employee is represented by counsel, the notice shall be sent to the employee via counsel.

### 14. The Return To Work Offer

The offer of transitional return to work employment shall include the following;

- A specific return to work date and time
- Duty assignment
- Who to report to
- Provide transitional employment for up to six months or until the injured worker can medically return to full duty, whichever comes first.

### 15. Employee responsibility

- Return the physician Modified Information sheet to the immediate supervisor within 24 hours of receipt of the signed form from the treating physician.
- Accept the transitional return to work offer.
- Report to work as requested in the return to work offer letter.
- Work within the restrictions provided by the physician.
- Comply with medical treatment and keep scheduled medical appointments.
- Advise the immediate supervisor and the ORM TPA RTW Coordinator if the transitional work is physically too difficult.

### 16. After The Employee Has Returned To Work

- Evaluate the plan every 30 days to assess the employee's ability to return to full duty.
- Do not require the employee to perform tasks that have been prohibited by the treating physician.



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17. Termination Of Employment

If an employee is at risk of termination due to exhaustion of sick leave, LETA should:

- Notify the RTW Coordinator for the ORM TPA.

Document failed transitional return to work tasks employment.

- Include evidence that transitional return to work tasks could not be identified, if applicable;
- when an injured employee is removed from work,
- or the accommodations are no longer available.

  
 Clarence Copeland – Executive Director

3/13/23  
 Date