

LETA SAFETY POLICY STATEMENT AND ASSIGNMENT OF RESPONSIBILITIES

SAFETY POLICY NO.1

EFFECTIVE DATE: January 1, 1999

REVISED DATE: January 3, 2003

SUBJECT: Safety Program

AUTHORIZATION: Beth Courtney, Executive Director

I. POLICY

It is the policy of LETA for all employees to have a work environment which is as safe and accident free as possible. Employee safety is one of the top priorities of LETA. It is instructed that each employee devote daily attention to making safety an integral part of his/her operations.

II. PURPOSE

To authorize the implementation of a safety program for all employees which will:

- promote a safe, productive work environment for all employees, and;
- prevent any and all injuries; and
- be in compliance with Title 39 of the LA Revised Statutes, Sections 1527 through 1544, which mandates that "... all state agencies must implement a program to prevent and reduce employee job-related accidents, injuries and loss of state property, thereby reducing the direct and indirect costs to the State of Louisiana."

III. APPLICABILITY

This policy applies to all employees of LETA.

IV. RESPONSIBILITY

Executive management is responsible for:

- creating a safe work environment for all employees;
- ensuring that applicable employees are held accountable as an aspect of job performance for the establishment and maintenance of an effective safety program in his/her section;
- ensuring compliance with the policy and procedures of the Safety Program by all department heads and employees under his/her immediate supervision;
- providing a (mandatory) quarterly safety meeting for all employees;
- communicating and demonstrating support for the Safety Program to each section;
- authorizing necessary expenditures for the implementation of the Safety Program whenever possible;
- supporting efforts to remedy unsafe working conditions;
- periodically participating in safety meetings of supervisors;
- facilitating any training necessary to assure safe operation of equipment or performance of job duties by employees;
- ensuring compliance with the policy and procedures of the LETA Safety Program by all employees; and
- assuring that each employee, current and new, is aware of the contents of this policy and any forthcoming revisions.

LETA has designated the Facility Maintenance Superintendent as the agency Safety Coordinator. The Safety Coordinator is responsible for:

- working in coordination with agency executive management to coordinate the overall safety program of the agency;

- coordinating with and communicating with each department head relative to safety issues affecting the various departments;
- analyzing and retaining accident records;
- conducting educational activities;
- conducting activities to stimulate and maintain interest in safety among employees;
- serving on the safety committee;
- supervising and appraising accident investigations;
- planning and directing a regular program of safety inspections;
- checking for compliance with applicable safety laws and codes;
- issuing regular reports showing safety performance and accident trends;
- overseeing, in coordination with the Chief Engineer, any maintenance work done on behalf of the agency, to the extent possible, to detect and correct unsafe working conditions;
- reviewing inspection checklists;
- planning and directing a regular program of safety inspections and accident investigations in coordination with executive management;
- conducting safety meetings; and
- under the direction of the Deputy Director, serving as liaison to the Office of Risk Management, State Loss Prevention Program

Department Heads are responsible for:

- establishing and maintaining a safe work environment for all employees under his/her supervision;
- working with his/her employees to develop a job safety analysis on tasks under his/her supervision;

- following safety rules, policies, and procedures and establishing (for his/her unit with the help of his/her subordinates) any additional rules, policies, or procedures needed for a particular area or project;
- making every reasonable effort to provide any equipment necessary to assure the safety of employees on the job;
- assuring that all safety rules and procedures are distributed to and understood by his/her employees through training, meetings, discussions, etc.;
- ensuring that employees understand the Emergency Preparedness Plan;
- conducting or providing safety training for each new and current employee and employees who must perform new tasks or operate new equipment or employees who are not demonstrating satisfactory safety performance;
- counseling with employees regarding safety violations or unsafe work performance and documenting, and recommending disciplinary action if necessary;
- immediately reporting any and all unsafe conditions and practices to the Safety Coordinator;
- correcting any unsafe conditions in the work area if it is within his/her means to do so;
- obtaining prompt first aid for injured individuals;
- ensuring that corrective action is taken to remedy the cause of the accident (following care for the injured employee);
- reporting all accidents or incidents not requiring medical attention by completing the "Incident Investigation Form;"
- conducting monthly inspections of his/her division site to identify and correct conditions or practices that are potential fire or safety hazards;
- reporting all accidents requiring medical attention by completing the Employer Report of Injury/Illness form;

- considering safety as a part of the performance criteria of each employee on a daily basis and during periodic official evaluations;
- maintaining all required safety records and distributing required reports in a timely fashion; and
- compiling and properly routing all applicable reports reflecting safety performance, compliance, and accident trends.

Employees are responsible for:

- working in accordance with accepted safety practices;
- reporting unsafe conditions and practices;
- attending (mandatory) quarterly safety meetings;
- observing safety rules and regulations;
- making suggestions that would enhance safety; and
- seeking assistance and further explanation concerning safety-related matters, if needed.

Drivers' Safety Coordinator is responsible for:

- ensuring that test policies and procedures are established for the agency;
- planning, organizing, directing, and controlling the driver safety program for the ensuring that training courses are conducted;
- maintaining test driving records; and
- providing test reports to the Deputy Director and department heads.

Safety Committee

The Safety Committee shall be composed of the Deputy Director, Administrative Specialist, Chief Engineer, Safety Coordinator, and the Human Resources Director.

V. EXCLUSIONS:

There will be no exceptions to this policy.

SAFETY RULES

The following are the safety rules for the Louisiana Educational Television Authority.

1. Smoke only in designated areas. (See LETA Personnel Policy #5.)
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform your work in a safe manner.
5. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it. (Complete the Vehicle Checklist form prior to operating an agency vehicle.)
8. Immediately report any recognized potentially unsafe condition or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor and/or department head regardless of the severity.
11. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are working with hot objects and working in confined spaces.

12. Follow recommended work procedures outlined for the job including safe work methods described in the Job Safety Analysis.
13. 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.
14. Report any smoke, fire, or unusual odors to your supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.
17. 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.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
21. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
22. Adhere to departmental rules and procedures specific to departmental operations.
23. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

24. Observe all safety notices and posters.

Employees who do not comply with agency safety rules may be subject to applicable disciplinary action.

BLOODBORNE PATHOGENS PROGRAM

Purpose

The purpose of this information is to reduce or eliminate possible exposure to blood and other potentially infectious materials. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean-up procedures, and medical protocol involving post-exposure evaluation.

Procedure

LETA will use the 911 emergency number to render medical attention when there is an immoderate exposure of bodily fluids. In case of minor cuts, the first aid kit will contain the necessary bandage(s); there would be no contact with the wound.

1. Personal Protective Equipment

Disposable Contaminants Kits (bodily fluid clean-up kits) are located near each of the first-aid kits (Engineering Maintenance Shop, Tech Center, and Administration). If one of the disposable contaminant kits is used, a replacement should be made immediately. The contents of each kit meet current health and safety standards for handling bodily fluids. Those items are:

A. Disposable gloves

- i. Disposable gloves should be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, mucous membranes, and when handling or touching contaminated items or surfaces.

B. Disposable gown and shoe covers

- i. Disposable gown and shoe covers should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and contamination can be reasonably anticipated.

C. Absorbent medium

- i. The absorbent medium should be sprinkled over

the spill to solidify the blood or bodily fluid, thus assisting in safer handling of it.

- D. Scoop and red biohazard-labeled infectious-waste bag.
 - i. The scoop is to be used to pick up the solidified fluid and place it into the red biohazard-labeled infectious-waste bag.
- E. Antiseptic wipes
 - i. Used to clean the hands, arms, etc.

2. Exposure Procedure

- A. Wash the exposed area with soap and water; follow with antiseptic wipes.
- B. Report the incident immediately to your supervisor.
- C. An Accident Investigation Form will be filed by the supervisor and the Employer's Report of Occupational Injury or Disease Form will be completed by the Safety Officer.
- D. The Safety Officer will notify the hospital/doctor/clinic that an employee is being sent for evaluation of the exposure. (The exposed employee may seek the services of his physician.)

3. Medical Provisions

All first aid providers who have been identified as having exposure to blood or other potentially infectious materials during an emergency situation will be offered the Hepatitis B treatment at no cost to the employee. The employee may decline and sign a statement of refusal. If any employee initially declines Hepatitis B treatment but at a later date decides to accept the vaccine, the vaccination shall then be made available at no cost to the employee. The immunization series should be started as soon as possible, but no later than 24 hours.

4. Training

Employees with potential occupational exposure to bloodborne pathogens will participate in a training program which will be provided annually. The Safety Officer will schedule appropriate sessions.

5. Responsibility

A. Safety Officer

- i. Oversee the plan and audit it annually.
- ii. Periodically update the instruction and procedures of the bloodborne pathogens program
- iii. Report, investigate, and document all exposure incidents.
- iv. Request the purchase of the Disposable Contaminants Kits and maintain replacements.
- v. Ensure training for at-risk employees, including initially and annually.

B. First-aid personnel

- i. Use universal precautions in the treatment of all victims.
- ii. Follow the guidelines of this plan.
- iii. Attend all training sessions.

LIST OF REQUIRED RECORDS

The following safety records should be kept by LETA for a least one year. Copies of forms are included with exhibits describing the specific procedures as noted.

Safety Inspection Report

This will be completed monthly/quarterly in each work unit following a general safety inspection. The completed form is retained in the area it covers for at least two years. Copies should be made available to the LETA Safety Coordinator, the department head, and the Office of Risk Management's Unit of Risk Analysis and Loss Prevention upon request.

Hazard Control Log

This will be completed monthly to identify potential hazards in each work unit. The original form remains in the area it covers for at least two years and will be filed with other quarterly reports. Potential hazards, which are not corrected in 30 days, should be reported to the department head and LETA Safety Coordinator. Copies must be made available to the Office of Risk Management's Unit of Risk Analysis and Loss Prevention upon request.

Employer's Report of Occupational Injury, Illness or Disease:

This will be completed for each accident requiring medical treatment. The reports are filed by year of occurrence in a central file maintained by Human Resources. Agencies must implement a method for recording and filing reports of accidents that result in time lost from work (missing a full workday after the day of injury). Employees must have written authorization from treating physician to return to work following such an injury.

Incident/Accident Reporting Form

Complete one for each incident or near miss that does not require medical expense or lost time. Copies should be given to the LETA Safety Coordinator and to the Office of Risk Management, Unit of Risk Analysis and Loss Prevention.

Job Safety Analysis

Department heads will complete the Job Safety Analysis as required. Job Safety Analysis forms are kept in a notebook in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the Job Safety Analysis was completed or revised.

Safety Meeting Report

This will be completed monthly in each unit following safety meeting and maintained in the operating area for two years. Copies should be sent to the LETA Safety Coordinator and department head. Records should contain signatures of employees who attended the safety meeting. Those who are unable to attend a Safety Meeting should sign a statement indicating that they have received and read the materials.

Training Documentation

This is completed following training sessions and maintained in the operating area for two years. See Procedures for Setting Up Training Program, page 22.

PERSONNEL POLICY MANUAL

LETA		POLICY No. 2
Section:		EFFECTIVE: 5/93
Subject:	Sexual Harassment	REVIEW:
Source:	Executive Director	REVISION:
		REVISED: 12/12/2017

POLICY

The policy of management in this organization is that all our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct, which undermines the integrity of the employment relationship. No employee - either male or female - should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with our work effectiveness.

In addition, no one should imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any affect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

State Civil Service CPTP requires all state employees to take the web based training, Preventing Sexual Harassment annually. This course provides learners with information on how to identify, prevent, and report sexual harassment that occurs in the workplace. It is intended to meet the requirements of 2012 Senate Concurrent Resolution No. 107. It must be completed each calendar year.

PURPOSE

The purpose of this policy is to ensure that all employees enjoy a work environment free from sexual harassment.

APPLICABILITY

Applies to all employees of LETA.

DEFINITIONS

Sexual harassment is any repeated offensive sexual flirtations, advances, or propositions, continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual, or any sexual suggestive objects or pictures; or any offensive or abusive physical contact.

RESPONSIBILITY

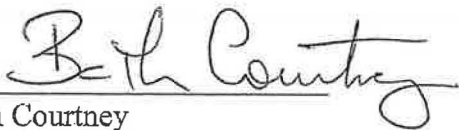
It is the responsibility of the Executive Director or her designee to ensure the department heads adhere to this policy.

The department heads shall be responsible for assuring that each employee, current and new, is made aware of this policy and its contents.

Each employee shall be responsible for adhering to the stipulations as outlined in this policy.

VIOLATION OF THIS POLICY

Persons who fail to adhere to this policy are subject to administrative disciplinary action.



Beth Courtney
CEO/Appointing Authority
LA Educational TV Authority/LPB

PERSONNEL POLICY MANUAL

LETA	<i>Beth Country</i>	POLICY No. 9
Section:		EFFECTIVE: 11/98
Subject:	Employee Substance Abuse and Drug-Free Workplace Policy	REVIEW:
Source:	Executive Director	REVISION: #1
		REVISED: 8/06

POLICY

It shall be the policy of the Louisiana Educational Television Authority to maintain a drug-free workplace and a workforce free of substance abuse. Employees are prohibited from reporting for work or performing work for LETA with the presence in their bodies of 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 officially provided drug testing services. Employees are further prohibited from the 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. 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 Executive Order No. MJF 98-38, R.S. 4449:1001, et seq., and all other applicable federal and state laws, as set forth in this policy.

PURPOSE

The purpose of this policy is to provide a drug-free environment and a workplace free of substance abuse that is conducive to the physical and mental well-being of LETA employees that necessary for them to properly carry out their responsibilities.

APPLICABILITY:

Executive Order 98-38 applies to all employees of LETA, including appointees, prospective employees and prospective appointees, and all other persons having an employment relationship with LETA pursuant to Louisiana Revised Statute 49:1001, et seq.

GUIDELINES

Employees will be given a copy of the "Employee Substance Abuse and Drug-Free Workplace Policy". Notification of this policy is required as part of new employee orientation. All employees are to adhere to the following:

- Reporting to work or performing work while under the influence of and impaired by illegal drugs or alcohol is prohibited.
- The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances by employees at the work site, and while the employee is on official state business, on duty or on call for duty is prohibited.

-Employees are required to notify the employing state agency on the first scheduled workday of an arrest or conviction for a criminal, drug or drug-related offense which occurs on or off duty, including DWI arrests and convictions.

-An employee who is convicted of violating any criminal drug statute as stated above, may be subject to discipline and/or a directive to participate in a rehabilitation program.

DEFINITIONS

Controlled Substance – a drug, chemical substance or immediate precursor in Schedules 1-5 of R.S. 40:964 or Section 202 of the Controlled Substances Act (21 U.S.C. 812).

Designer (Synthetic) Drugs – Those chemical substances that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.

Employee – unclassified, classified, and student employees, student interns, and any other person having an employment relationship with the agency, regardless of the appointment type.

Illegal Drug – any drug which is not legally obtainable or which has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed.

Reasonable Suspicion – belief based upon reliable facts derived from direct observation of specific physical, behavioral, odorous presence, or performance indicators and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this policy.

Safety-sensitive or Security-sensitive position – a position determined by the Appointing Authority to contain duties of such nature that the compelling State interest to keep the incumbent drug-free outweighs the employee's privacy interests. The list was determined with consideration of statutory law, jurisprudence, the practices of this agency and the following examples of safety-sensitive and security-sensitive positions:

Under the Influence: means a drug, chemical substance or the combination of a drug, chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance or the odor of alcohol. A determination of influence can be established by a professional opinion or a scientifically valid test.

1. Positions with duties that are required or are authorized to perform the safety inspection of a structure;
2. Positions with duties that are required or are authorized to inspect, handle, or transport hazardous waste as defined in R.S. 30:2173(2) or hazardous material as defined in R.S. 32:1502(5);
3. Positions with duties that are required or are authorized to exercise any responsibility over power plant equipment;

4. Positions with duties that require on-the-job instruction or on-the-job supervising of any person to operate or maintain any heavy equipment or machinery; and

5. Positions with duties that require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee.

Under the Influence – for the purpose of this policy, a drug, chemical substance, or the combination of a drug, chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion or a scientifically valid test.

Workplace – any location on agency property including all property, offices, and facilities (including all vehicles and equipment) whether owned, leased, or otherwise used by the agency in the conduct of its business in addition to any location from which an individual conducts agency business while such business is being conducted.

RESPONSIBILITY

It is the responsibility of the Executive Director or her designee to ensure that all employees of this agency are in compliance with this policy and submit to the Governor's Office, through the Commissioner of Administration, a report on this policy and drug testing program, describing progress, the number of employees affected, the categories of testing being conducted, the associated costs of testing, and the effectiveness of the program by November 1 of each year.

The Appointing Authority is responsible for administering the drug testing program; determining when drug testing is appropriate, receiving, acting on, and holding confidential all information received from the testing services provider and from the medical review officer; and collection appropriate information necessary to agency defense in the event of legal challenge.

All supervisory personnel are responsible for assuring that each employee under their supervision receives a copy of this policy, signs a receipt form, and understands or is given the opportunity to understand and have questions answered about its contents.

VIOLATION OF THIS POLICY

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.
