

Safety and Risk Management Orientation for New Employees

The #1 goal of Louisiana Tech University is to provide an environment that is safe for all its employees, students and visitors.

A text version of this presentation is available upon request.

Safety and Risk Management Orientation for New Employees Continued.

As a new employee, the University has developed a safety orientation program to introduce you to:

- (1) The General University Safety Policies and Procedures;
- (2) The highlights of those topics which the Louisiana State Office of Risk Management, the State of Louisiana, and the University require all new employees to be familiar with, before they begin their assigned tasks. These will be covered in these presentations.

Your immediate supervisor must also provide you with site specific/task-specific safety policies that apply to the individual tasks to which you are assigned.

Topics to be Covered in This Presentation

- **Topic 1**- Introduction to Risk Management and Safety Rules and Responsibilities
- **Topic 2**- University Drug-Free Workplace and Drug Testing Policies
- **Topic 3**- Basic Bloodborne Pathogen Training
- **Topic 4**- Louisiana Tech University Sexual Harassment Policies
- **Topic 5**- Policies and Training for Employees That Drive Vehicles as Part of Job
- **Topic 6**- Hazard Communication
- **Topic 7**- Post Accident Drug Testing and Transitional Return to Work Policies

Documentation of This Orientation for New Employees

These orientations must be documented by you and your Supervisor on the “New Employee Safety/Risk Management Orientation Form” which was provided to you by the Office of Human Resources. You must also complete and submit the Certificate of Completion found at the end of this course. This form and certificate must be returned to Human Resources on or before 30 days of your date of hire.

You must also take a comprehensive “University Policies and Procedures” training course that will also include an expanded discussion of those topics that are included in this Orientation, the first fall quarter after your date of hire.

Coordinated by:

Louisiana Tech University Office of Human Resources

Ph: 318-257-2235

Louisiana Tech Office of Environmental Health and Safety

Ph: 318-257-2120,

Louisiana Tech University Center for Instructional Technology

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Part 1- Introduction To Risk Management and Safety Rules and Responsibilities

Instructor- Kenneth E. Griswold, Ph.D. (NACB)

Objectives

- 1. Define, “Risk Management” and “Safety”.
- 2. State the specific responsibilities of, and accountability for, each of the following groups in the University Safety/Risk Management Programs: (a) Agency Head; (b) Dean, Directors, Department Heads; (c) Faculty and Staff; (d) Students; (e) Visitors and Contractors; (f) Office of Environmental Health and Safety; (g) University Police.
- 3. Review the content of each section of the Louisiana Tech University Safety Plan.

What is Risk Management?

- It is a process to reduce different risks related to a preselected domain to the level accepted by society. It may refer to numerous types of threats caused by environment, technology, humans, organizations and politics.
- ***Simply put, Risk Management leads to a reduction in injury/illness rates among employees as well as property losses.***

What is Safety?

- Safety is the quality or conditions required to be free from danger, damage, or injury.

Why Do We Have And Must Follow Safety Rules and Risk Management Policies?

- To reduce illness and injury to faculty/ staff, students and the community-at-large.
- To create an atmosphere which is more conducive to learning.
- To teach students the safety rules/ regulations which they must follow in their future employment.
- To reduce liability.

Safety is Everyone's Responsibility!!

- Budget Unit Heads - Provide the resources necessary to maintain, and are accountable for the University's and unit's safety programs.
- Faculty/Staff/Student/Visitor/Contractor- Know and observe all safety rules.
- Occupational Health and Safety Office and University Police- Provide guidance to Budget Unit Heads and as a liaison with regulatory agencies.
- University Safety Committee- Reviews and recommends adoption of ALL University Safety Policies.

What Are Your Safety Responsibilities?

- Your general responsibilities for safety are in the “Assignment of Safety Responsibilities” section of the University Safety Plan. You must review these when hired and at least annually.
- Additional site-specific/task-specific responsibilities are assigned to you by your Budget Unit Head when you are hired or have a job change. You must also review these with your supervisor at least annually.
- You must participate in quarterly Safety Meetings.
- You must participate in site-specific/task-specific Safety Training as directed by your Supervisor.

Means of Compliance

- The University's and Budget Unit-Specific Risk Management/ Safety Plans are Based On the Policy Requirements of Many Agencies and All Must Be Followed to Be In Compliance.

Ramifications

Failure to follow the standards set forth by these agencies jeopardizes funding as well as the leveling of fines and other penalties against the errant employee and their employer!

Location of Rules That Must be followed to be in Compliance With These Regulations

Most of the general safety and risk management policies specified by the State of Louisiana Office of Risk Management and other federal, State and Local Agencies are addressed in the **Safety Plan**. It is codified as, Louisiana Tech University Policies 4200 through 4222.

These policies and plan are located in all Budget Unit offices and at:

<http://www.latech.edu/administration/policies-and-procedures/>. Now go to this web site and review each section of the Safety Plan to become familiar with its content

Other University Safety/Risk Management Policies and Rules

These are :

- Louisiana Tech University Biohazard and Radionuclide Institutional Review Committee (BRIRC) Guidelines located at: http://research.latech.edu/resources/forms_downloads.
- Site-specific/task-specific rules which have been developed, and enforced by each Budget Unit that address unique safety/risk management federal, state and local regulations which apply to that unit and the tasks performed therein.

Remember.....

All of these rules are in place to protect you, your fellow workers, our students and our neighbors, **and safety is everyone's business**

End of Part 1

To document your completion of Part 1, complete the Certificate of Completion located at the end of this course and submit it the Louisiana Tech University Office of Human Resources

Proceed to Part 2.

Part 2- University Drug-free Workplace and Drug Testing Policies

Instructor: Mr. Don Braswell-Director- Office of Environmental Health and Safety

Drug Free Workplace Education and Awareness

Who are the Substance Abusers?

They can be anyone:

- They cross all demographic, geographic & labor management lines.
- Looks, talks and acts like everyone else.
- They can be part of any agency or workplace.

Negative effects of drug abuse:

- Abusers are not safe;
- Abusers are less productive;
- Abusers work is of poor quality.

Drug Free Workplace Program

Louisiana Tech University strives to maintain a safe and healthy environment for its students, employees and visitors. To support these efforts, the university has adopted and implemented a multi-phase drug-free workplace program, with Drug-free Workplace Policies, including a Tobacco-Free Workplace Policy, and an Employee Drug Testing Policy. The purpose of the program is to address the illegal or improper use of drugs and alcohol by members of the university community and to assist any errant employee.

A Drug Free Workplace Program Includes:

- Written Policy
- Education & Awareness Program
- Supervisor Training
- Employee Assistance Program
- Drug Testing Procedures

The University Drug-Free Workplace Policies:

- Are tailored to La Tech's specific drug-free workplace needs
- Assigns responsibility for the Program
- Identifies Safety/Security Positions
- Must be disseminated to all employees
- Mandates drug testing in accordance with **Executive Order KBB 05-08 &05-11**
- Specifies violation of Policy actions

The Louisiana Tech University Drug-free Workplace Policy is found at:

<http://www.latech.edu/administration/policies-and-procedures/1411.shtml>

The Louisiana Tech University Employee Drug Testing Policy is found at:

<http://www.latech.edu/administration/policies-and-procedures/1412.shtml>

IT IS MANDATORY THAT YOU GO TO THESE SITES AND REVIEW THESE POLICIES

Executive Orders KBB 05-08 & 08-11

They mandate testing as follows:

1. When reasonable suspicion exists
2. Following an accident that:
 - a. Leads to reasonable suspicion
 - b. Results in a fatality
 - c. Could result in a Worker's Compensation claim
3. Results in the release of a hazardous waste or material
4. Randomly as a part of a rehabilitation monitoring program
5. Pre-employment for both employees/appointees
6. Randomly for all employees in a safety/security sensitive position
7. Prior to promotion/reassignment to a safety/security sensitive position.

Targeted Substances in the Mandated Testing Program

- Marijuana
- Opiates (narcotics)
- Cocaine
- Amphetamines
- Phencyclidines(PCP)

Confidentiality Requirements

- All drug testing is considered confidential pursuant to LRS 49:1012
- Information cannot be used against an employee except where drug use is considered relevant

If Test Results are Positive:

The Agency may, but are not required to, allow current employee to undergo rehabilitation without termination.

Prospective employees/ appointees will be eliminated from consideration for employment or appointment.

EMPLOYEE ASSISTANCE PROGRAM

This program provides “outside” Professional Assistance to employees and/or family members who may benefit from outside assistance. This includes employees with:

- Substance Abuse Problems
- Family Problems
- Emotional Problems
- Financial Problems
- Other Problems Affecting Job Performance

AVAILABILITY OF EMPLOYEE ASSISTANCE PROGRAM

Services are scheduled through Louisiana Tech's Human Resources Department.

Services are provided free of charge for a specified number of visits.

Confidentiality – If service is used, NO ONE, including supervisors, are informed.

Information Resource

Address any questions related to the Louisiana Tech Substance Abuse Program to the Office of Human Resources at extension 2235.

Thank you for your attention

Policy 4202 - Tobacco-Free and Smoke-Free Campus Environment

- Summary/Purpose: Act 211 of the 2013 Louisiana State Legislative session directs all public post-secondary educational institutions to develop smoke-free policies for its campuses. Nothing in this law prohibits institutions from developing a tobacco-free policy. Therefore, Louisiana Tech University has approved this policy to provide notice of and guidelines about the tobacco-free and smoke-free environment at the University.

Prohibited Products and Locations

- Smoking and the use of all tobacco products, including but not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, e-cigarettes, and oral smokeless or spit are prohibited at all times, and at all locations of Louisiana Tech University including University-owned or leased facilities, properties, and grounds. The University also prohibits littering the campus with remains of any tobacco products. Additionally, the University-controlled advertising, sale, or free sampling of tobacco products is prohibited on campus, regardless of the vendor.

Responsibility for Tobacco-Free and Smoke-Free Campus Environment

- **Respect and Responsibility:** The success of this policy depends on the thoughtfulness, consideration, and cooperation of users and non-users of tobacco products. All members of the University community share in the responsibility for adhering to and enforcing this policy. Courtesy and consideration shall be exercised when informing violators of the policy. Any complaint should be brought to the attention of the appropriate University authorities. Anyone who complains shall be protected against retaliation.

Policy 4202 -Enforcement

Enforcement

- Civility and respect are expected by all members of the University community in regards to this policy.
- Violations of the policy should be referred to the appropriate administrative office for review and action: for academic employees, the Office of Academic Affairs; for staff, the Office of Human Resources; and for students, the Office of Student Affairs.
- Violations may also result in a citation by law enforcement in accordance with State law.

Smoking Cessation Programs

The University Health Center and Counseling Center offer a range of smoking cessation and support programs for all members of the University community who desire to quit smoking. Additional information may be found at 1-800-QUIT-NOW (1-800-784-8669)

End of Part 2

To document your completion of Part 2, complete the Certificate of Completion located at the end of this course and submit it the Louisiana Tech University Office of Human Resources

Proceed to Part 3

Part 3- Basic Bloodborne Pathogen Training

Developed by: Kenneth E. Griswold, Ph.D. (NACB)- Safety
Specialist- Department of Environmental Health and Safety
Louisiana Tech University and the U.S. Department of Labor

Rationale For This Training

- To remind employees of the dangers of an exposure to bloodborne pathogens.
- To review measures that employees must take to minimize their exposure to these pathogens.
- Refresher training is required by the regulations of the State of Louisiana.
- Refresher training is required by federal regulations every 3 years.
- Non-compliance with these regulations can result in loss of federal funds and possibly lead to litigation against the University and to individual “high risk” employees.

Objectives

- 1. Define occupational risk for exposure to bloodborne pathogens.
- 2. Identify individuals with greatest risk of exposure to bloodborne pathogens at Louisiana Tech University.
- 3. Identify the bloodborne pathogens to which individuals may be exposed at Louisiana Tech University.
- 4. Identify the components of the Louisiana Tech University Exposure Control Plan for Bloodborne Pathogens.
- 5. Discuss the action taken by participants when exposure to bloodborne pathogens occurs in their workplace.

Bloodborne Pathogen Exposure Risk, defined....

“High Risk” employees are those who are assigned tasks in which they can reasonably anticipate skin, eye, mucous membrane or parenteral contact with human blood and other potentially contaminated body fluids or tissues.

“Low Risk” employees are those who do not routinely perform task that are deemed “high risk”.

Any employee, regardless of risk category, must report any occupational exposure they may have and the exposure must be processed according to University Policy.

High Risk Groups are:

- Faculty and other instructional/research personnel who use or potentially come in contact with HUMAN fluids or tissues in teaching, service or research activities
- Student Health Personnel
- Custodial Personnel (If they handle blood-contaminated linens or cleanup blood/body fluid spills)
- First Responders
- Plumbers
- Athletic Trainers
- Environmental Health and Safety Personnel
- Other “High Risk” Personnel as Identified by their Budget Unit Head

ALL OTHER EMPLOYEES ARE CONSIDERED TO BE “LOW RISK” FOR EXPOSURE TO BLOODBORNE PATHOGENS

Supervisor's Responsibilities for "High Risk" Employees

Federal and State Law and Louisiana Tech University Policies mandate that supervisors identify all tasks that are performed by employees under their supervision in which an employee could be routinely exposed to human blood, body fluids or tissue. Such employees are deemed as "high risk". Tasks that place an employee at "high risk" must be approved by the Louisiana Tech University Biohazard and Radionuclide Institutional Review Committee. In addition, the names of these employees must be reported to the Office of Environmental Health and Safety. Once approved, supervisors must schedule "high risk" Advanced Bloodborne Pathogen training for these employees with EHS and for training updates every year thereafter. Training must be completed, prior to employees commencing duties that place them at "high risk" for exposure.

The supervisor is both responsible and accountable for these reporting requirements.

BLOOD-BORNE PATHOGEN TRAINING

Training is a MUST for All Employees!!

- All new employees (both “high Risk” and “low risk”) must successfully complete a blood-borne pathogen awareness course within 30 days of hire. All “low risk” employees must attend a refresher course every three years.
- All employees who meet the ORM/OSHA definition of being at “high risk” for exposure to blood-borne pathogens must **also** complete an advanced blood-borne pathogen training course provided by the Office of EHS, **BEFORE BEGINNING ANY HIGH-RISK DUTIES. YOU MUST SCHEDULE THIS TRAINING, DIRECTLY WITH EHS.** Additional refresher training is also required, annually.

What are these Bloodborne Pathogens?

Hepatitis B and C, HIV are the bloodborne pathogens that could be encountered in your workplace.

Transmission and Preventative Measures

- Mode of Transmission of HB B,C and HIV: Entrance of infected human blood or other body fluids into the body of an uninfected person through cuts, needle sticks, sexual contact or from infected mother to fetus.
- Primary Preventive Measures: Wear latex gloves when handling body fluids; wear latex + puncture-resistant gloves when working in sewer; never handle trash in trash containers; don't share razors, toothbrushes, needles; wear condoms; refrain from having tattoos or body-piercing; Get Hepatitis B vaccine (if in a high risk category)

Potentially Infectious Materials (PIM) Included in These Regulations

- These human body fluids: (A) blood; (B) vaginal secretions; (C) cerebrospinal fluid; (D) synovial fluid; (E) pleural fluid; (F) pericardial fluid; (G) peritoneal fluid; (H) amniotic fluid; (I) semen ; (J) saliva contaminated with blood (K) all body fluids in situations where it is difficult or impossible to differentiate between body fluids
- Any unfixed tissue or organ (other than intact skin) from a living or dead human.
- HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture media or other solutions;
- Blood, organs or other tissues from experimental animals infected with HIV or HBV.

Common Routes of Exposure to These Pathogens in Your Workplace?

- Being stuck with a contaminated sharp object such as a needle
- Entry of pathogens from contaminated material into a wound, burn or other break in the skin
- Splashing of contaminated materials into eyes, nose or mouth
- Entry through sexual contact with an infected person
- Bites from HIV or HBV-infected laboratory animals

What must you do to protect yourself and others from these agents and to comply with the law?

- Stay informed by reading and following the Louisiana Tech University Exposure Control Plan for Bloodborne Pathogens
- Practice Universal Precautions
- Be properly trained in how to safely perform you assigned tasks

Pertinent Documents

- Federal OSHA Bloodborne Pathogen Standards
- Louisiana Tech University Policy 4215- Exposure Control Plan for Bloodborne Pathogens (The “Plan”)
- Louisiana Tech University Policy 4202- Emergency Guidelines, including Medical and First Aid
- Site Specific/Task Specific Bloodborne Pathogen Action Plans developed by Individual Budget Units

Scope of the Exposure Control Plan

The “Plan” covers all employees who could be “reasonably anticipated” as a result of performing their job duties to come in contact with human blood, blood components, human body fluids, un-fixed human tissue and/or HIV- or HBV- containing cultures.

- It identifies task, procedures and job classifications within the University where occupational exposure to blood or other potentially infectious materials may could be “reasonably anticipated”
- It dictates the schedule for implementing the other parts of the Standard;
- It contain a “Responsibility Matrix” which list those who are accountable for implementing and updating the Plan

Scope of the Exposure Control Plan- Cont'd

- It contains a written procedure for evaluation of exposure incidents
- It contains a process for review and update of the Plan to reflect new procedures, tasks, or processes where occupational exposure may occur.
- It contain a process for review and update of the Plan to reflect new or revised employee positions in which occupational exposure may occur are identified

Exposure Control Plan- Methods of Compliance

- Universal Precautions
- Engineering and Work Practice Controls
- Personal Protective Equipment
- Housekeeping
- Hepatitis B Vaccinations
- Post-exposure Evaluations and Follow-up
- Hazard Communication (Labels and Signs)
- Recordkeeping
- Cleanup of Spills

Exposure Control Plan-Post Exposure and Follow-up Plan

- All exposures to human blood or other body fluids which occurs via stick, splatter, ingestion must be reported to the supervisor, IMMEDIATELY. If injuries are involved, follow University Policy 4203- Emergency Guidelines/ Medical and First Aid.
- The Supervisor must complete an Incidence Report Form to document the Exposure and/or accident.
- At a minimum, the Incidence Report must contain, for each incident: (1) Route of Exposure; (2) Type and brand of device involved in the exposure; (3) Identification of the source individual from which the body fluid came; (4) Department or area where the incident occurred; (5) Description of incident

Exposure Control Plan-Post-Exposure Follow up Plan -Cont'd

The University Student Health Center shall conduct a confidential medical evaluation of the exposed employee to include:

- Documenting circumstance of exposure ;
- Collecting blood from the source individual (if known) for HBV and HIV serological testing. Results of the source individual's testing is made available to the exposed employee;
- Collecting and testing exposed employee's blood for HBV and HIV serological status;
- Providing post exposure prophylaxis as recommended by the USPHS when medically indicated;
- Providing post exposure counseling;
- Follow up serological testing and treatment, if necessary.

Exposure Control Plan- Recordkeeping

- Medical records on each employee with occupational exposure to BBP must be kept for the duration of employment + **30 years**;
- All medical records must be kept confidential and are not available to the employer;
- All medical records must be made available to the employee

EXPOSURE CONTROL PLAN- REMOVING BLOOD/BODY FLUIDS

Human blood or body fluids should be cleaned up immediately after they are discovered.

1. Report such spills to your immediate supervisor.
2. Follow the procedure for cleaning up blood/body fluid spills that is located in the Exposure Control Plan

Exposure Control Plan- Hazard Communication

Warning labels which include the OSHA Biohazard symbol must be affixed to containers of regulated waste and refrigerators/freezers or other containers used to store or transport blood or potentially infectious materials. Do not store food or drink for human consumption in these areas.

Additional Resources

- Human Immunodeficiency virus: <http://www.cdc.gov/hiv/default.htm>
- Hepatitis B: <http://www.cdc.gov/hepatitis/B/index.htm>
- Most Frequently Asked Questions Concerning the Bloodborne Pathogens Standard:
http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=21010&p_text_version=FALSE
- Consult your Budget Unit Head or the Office of Environmental Health and Safety if you have any questions about the University's Bloodborne Pathogen policies.
- Sections of Presentation Provided by: U.S. Department of Labor, OSHA, 200 Constitution Avenue NW, Room N-3603, Washington, DC 20210

End of Part 3

To document your completion of Part 3, complete the Certificate of Completion located at the end of this course and submit it the Louisiana Tech University Office of Human Resources

Proceed to Part 4

Part 4- Louisiana Tech University Sexual Harassment Policies

Prepared by: Louisiana Tech University Office of Human Resources, Louisiana Tech University Office of Environmental Health and Safety, and Louisiana Office of Civil Service

Why train on the subject of sexual harassment?

1. Every employee has the right to be treated with respect. Respectful behavior facilitates more productive employees.
2. Training restores harmony to the workplace and learning
3. Sexual harassment is illegal.
4. Annual Training is required by State Law and the University and the Louisiana Office of Risk Management.

Why train...? (Continued)

5. Comprehensive policies, training, and appropriate investigations can limit the liability of the University for the actions of their employees.

6. Violations of Title IX—Education Amendments of 1972, and Title VII—1964 Civil Rights Act (federal legislation prohibiting sexual discrimination in employment) can result in monetary damages, attorney's fees, compensatory and punitive damages.

Sexual Harassment Policies

Go to Tech's website (www.latech.edu); click on "Faculty and Staff"; under "LATechNet," click on "Policies and Procedures"; scroll down to policies and read,

- [Policy 1436 – Policy Procedures for Addressing the Issues Concerning Sexual Harassment](#)
- [Policy 1437 – Procedures for Resolution of Sexual Harassment Complaints](#)
- [Policy 1441 – Retaliation](#)
- [Policy 1450 – Consensual Relationships](#)

End of Part 4

- Proceed to Part 5

Part 5- University Driver Safety Training Policies

All New and Continuing Employees who must travel/drive as part of their job duties, must be certified by the State to do so.

Instructions on how to become certified can be found at:

<http://www.ltadm.latech.edu/envirosafety/safety-driver.htm>

No employees are to travel/drive on State business until after they have been notified by the Office of Environmental Safety that the State has certified them.

End of Part 5

- Proceed to Topic 6

Topic 6- Hazard Communication

Prepared by:

Kenneth E. Griswold, Ph.D.-Louisiana Tech University Office of
Environmental Health and Safety

Hazard Communication Training Requirements

The U.S. Occupational Safety and Health Administration (OSHA) and the Louisiana Office of Risk Management (ORM) mandate that ALL new employees be trained on the revised Hazard Communication Standard for chemicals used in the workplace. This training is part of [Louisiana Tech University Policy 4212](#) – the University Hazardous Communication Plan. Many of these chemicals are also designed for use at home and information in this Standard also applies to these chemicals. This training must be completed within 30 days of employment

What are the New Requirements?

Newly revised federal standard which ALL employees must be made aware of are:

1. The use of a standardized format for Safety Data Sheets (SDS), formerly known as, Material Safety Data Sheets (MSDS).
2. The use of new GHS labeling elements for these chemicals.

Hazard Communication Training Resources

The SDS and GHS Labeling System training for all new employees is found in the following assignments:

1. Read the [“OSHA Briefs- “Hazardous Communication Standard: Safety Data Sheet”](#). Pay particular attention to how the content of each of the 16 sections of a SDS apply to an employee’s use of a particular chemical.
2. View the tutorial, [“Understanding the GHS Labeling System”](#). Again, pay particular attention to how this labeling system applies to the employee’s use of a particular chemical.

Hazard Communication “High Risk” Training

New employees who are likely to routinely encounter hazardous materials in the course of a work shift are considered, “high risk employees”. OSHA and ORM mandate that they MUST have further documented hazardous material training as described in the University Hazardous Communication Plan. The training must be appropriate for and commensurate with, the nature of the work or exposure. This training must be completed within 30 days of employment.

Documentation of Hazard Communication Training

These “high risk” employees must also have additional documented refresher training on the full Hazardous Communication Plan:

1. Any time that they are assigned work with a new hazardous material and/or;
2. At least annually.

Responsibilities for Hazard Communication Training

An employee's immediate supervisor is responsible for all hazardous communication training.

New employees and their supervisor must verify this training on the "New Employee Safety and Risk Management Orientation Form" and the course "Certificate of Completion".

End of Part 6

- Proceed to Part 7

Topic 7- Louisiana Tech University Worker's Compensation and Transitional Return to Work Policies

Program Administration

- The Louisiana Tech University Office of Human Resources is responsible for the administration of the Louisiana Tech University Worker's Compensation and Transitional Return to Work Programs.

What is to be Done When an Employee Has a Work-related Injury or Illness?

When an employee experiences a work-related injury or illness which may result in a Worker's Compensation claim, the employee's supervisor must contact the Louisiana Tech University Office of Human Resources (HR).

HR will arrange for a post accident drug test of the injured employee and assist the supervisor in completing a Form LWC-WC 1A-1, "First Report of Injury or Illness. This form must be filed with the State's Third Party Administrator (TPA) immediately.

Post-Accident Drug Testing

- Drug-Testing is required after an accident involving any of the following:
 - An accident that requires (or should require) medical attention to the employee
 - An accident leading to a reasonable suspicion of illegal drug or alcohol use
 - An accident involving a fatality
 - An accident involving hazardous waste.

Monitoring of the Injured/Ill Employee

- HR will provide the injured/ill employee with a “Functional Capacity Form” (FCF) that must be completed by the physician treating the injury/illness. The employee must return the completed report to their supervisor within 24 hours of the injury/illness.
- The employee is to provide regular updates to the employee’s supervisor on at least a bi-monthly basis.

Return to Work Goals

- Louisiana Tech University makes a reasonable effort to return to the workplace those employees who have sustained job-related injuries or illnesses and are temporarily prevented from returning to work.
- The University strives to place such an employee into a meaningful assignment with light/limited duties on a temporary basis (not to exceed 6 months).

Return to Work Goals- Cont'd

- The employee will be allowed to return to a modified duty arrangement when such arrangement align and comply with medical restrictions set by the treating physician as determined by a case management team.
- In instances where the employee's department is unable to find a suitable duty arrangement, a case management team will assist in determining an appropriate duty arrangement.

Return to Work Case Management Team

- The case management team's duties include:
 - reviewing physician restrictions and requesting a second medical opinion when appropriate;
 - Assessing to what extent the restrictions will impact the employee's ability to perform;
 - Determining the work load, schedule, and any modification of duties;
 - Analyzing whether the employee's current position can be altered to accommodate the modified schedule/duties or whether another more appropriate position is available.

Return to Work Accommodations

- If the employee's department cannot accommodate the employee, the department must notify the case management team with written reasons for the determination. The case management team will review and determine if alternative arrangements can be made.
- If the employee refuses an accommodation or reassignment which are within the employee's restrictions and ability to perform, the University is not obligated to provide alternatives.

Questions about Worker's Compensation and
Transitional Return to Work are to be referred to:

Shelia S. Trammel- Director

Louisiana Tech University Office of Human Resources

Phone: 318-257-2235

E-mail: strammel@latech.edu

References:

- Louisiana Tech University Policy 1443
- Frequently Asked Questions From Employees and Employers about Rights and responsibilities in Worker's Compensation-Louisiana Workforce Commission
- 2016 Loss Prevention Manual- Loss Prevention Unit of the Louisiana Office of Risk Management
- Louisiana State Office of Civil Service General Circular #001290

INSTRUCTIONS FOR SUBMITTING CERTIFICATE OF COURSE COMPLETION

STEP 1

Go to: <http://admfac.latech.edu/ehs/new-employee-certificate.pdf>

STEP 2:

Insert your name in the blue area of the certificate

STEP 3:

Print 2 copies of the certificate.

STEP 4:

Have your immediate supervisor sign both copies to verify that you have completed this orientation

STEP 5.

Submit one copy of the certificate and your completed and signed “New Employee Safety/Risk Management Orientation Form” to the Louisiana Tech University Office of Human Resources within 30 days of your initial hire. Save copies of both for your files.

A sample of the certificate is found in the next slide.



Certificate of Completion

Presented To:

For Successful Completion of the
New Employee Safety/Risk Management Orientation

Topics:

Orientation to University General Safety, Drug-Free Workplace, Bloodborne Pathogens,
Sexual Harassment and Hazard Communication, Post Accident Drug Testing and
Transitional Return to Work Policies

Verified by: _____ Date of Completion: _____
(Signature of Employee's Supervisor)

END OF COURSE