

COMPREHENSIVE SAFETY PROGRAM REQUIREMENTS

In an effort to comply with federal and state regulations in providing a safe and healthy work place, BRCC is required to implement an operational Comprehensive Loss Prevention Program, mandated by the Office of Risk Management (ORM) and the Loss Prevention (LP) Unit, pursuant to L.R.S. 39:1543.

As a result, a Comprehensive Safety Program has been established to address the various threats to the safety of BRCC's constituents. All BRCC employees will be required to complete mandated safety training at the beginning of their employment, and subsequent training sessions throughout their career with the College. Training requirements for BRCC employees will vary. As such, the College is required to ensure such training have been completed by all employees within the regulated time frame.

The College works in cooperation with appropriate federal, state and external agencies, in particular the State of Louisiana Office of Risk Management, which is responsible for coordination, implementation, and maintenance of safety and loss prevention programs within all State agencies. BRCC strives for adherence to and compliance with all safety-related laws, standards, rules, and regulations.

Your responsibility as an employee of BRCC:

1. You are required to complete mandated safety training within the first 30 days of employment; prescribed interval training; as well as annual safety training for the duration of your employment with the College.
2. You are required to participate in **Quarterly Safety Meetings**. Safety Meetings are conducted to educate, inform, and motivate employees and to examine work practices for potentially unsafe acts that may produce bodily injury and provide a method to preclude recurrences. **All employees** (including faculty, staff, volunteers, student workers, & interns) must participate in "Safety Meetings". BRCC meets this standard by including all personnel in the electronic distribution of Safety Meetings, via e-mail with read receipts. Emails will be disseminated from BRCC's Environmental Health & Safety (EHS) email account at environmentalsafety@mybrcc.edu. EHS emails' and corresponding attachments are equipped to automatically send delivered receipts and read receipts, which is a requirement of ORM, establishing compliance by the Agency.
3. Failure to complete the designated training within the allotted timeframe may result in sanctions to the College and disciplinary action to non-compliant employees.

The College is committed to maintaining a safe working environment and complying with ORM standards and regulations. **By signing below you are acknowledging that you have received and understand BRCC's Safety Program requirements.**

Print Name

Department/Unit

Campus/Site

Signature

Title

Date

MANDATORY TRAINING & REGULARITY

According to the Office of Risk Management (ORM) and the Loss Prevention (LP) Unit (L.R.S. 39:1543), **ALL** state agencies are required to implement a comprehensive loss prevention program [“plan”] in the state of Louisiana. To further assist BRCC in implementation and obtaining compliance, Quarterly Safety Meetings will be administered electronically to employees by the Environmental Health and Safety Department and mandated safety trainings will be made available through CANVAS to increase safety awareness by employees.

All mandated training is listed below, including an overview of each subject for your review. Please click on each of the training tabs to access training sessions, applicable forms, and review college policy.

***ACCIDENT/INCIDENT REPORTING PROGRAM**

In accordance with the Office of Risk Management (ORM), BRCC is committed to reporting all incidents/accidents, including hazardous conditions or incidents that pose an immediate or on-going threat to the health or safety of the College. An accident investigation must be conducted for any incident/accident. The report must include information on the person injured, a complete description of the incident/accident, a statement of what caused or might have caused the incident/accident and any corrective action that has been taken or that should have been taken to prevent recurrence. *All employees shall receive training within (30) days of employment & complete annual training.*

- [Accident/Incident Reporting \(Training\) Policy](#)

APPLICABLE FORMS

- [Employee Incident/Accident Investigation Form- DA 2000](#)
- [Employer Report of Injury/Illness LDOD-WC-1007](#)
- [State Vehicle Incident Report Form-DA2041](#)
- [Student/Visitor/Client Accident Report Form- DA 3000](#)
- [Vehicle Glass Damage- \(DA 2073\)](#)

***BLOODBORNE PATHOGENS PROGRAM (BBP/Exposure Control Plan or ECP)**

BRCC complies with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030 in the elimination or minimization of employee occupational exposure to blood or other body fluids. OSHA requires employers to examine employee exposure to blood or other potentially infectious material (OPIM). All employees may be potentially exposed to bloodborne pathogens at some point during their employment at BRCC; however, high risk employees, (police department, nursing faculty, EHS staff, etc.) are more likely to be exposed to bloodborne pathogens on a regular basis due to the nature of their jobs. As a result, bloodborne pathogens training will vary for employees. *All BRCC employees shall receive initial training within 90 days of employment, however, employees in *High Risk positions are required to complete annual training; *Low Risk employees-If there are no BBP events, training shall be required every (5) years thereafter; If an Agency's Unit experience a BBP event, the employees of that Unit shall be required to retrain within the following (60) days; For a list of the areas determined “high risk” for exposure to bloodborne pathogens, please click on the “High Risk/Low Risk Areas” tab below.*

- [Bloodborne Pathogens Training Policy](#)
- [High Risk/Low Risk Areas](#)

***BRCC ALL HAZARDS EMERGENCY RESPONSE PLAN**

In accordance with federal and state regulations, BRCC is required to provide employees that include procedures to ensure an immediate response to crisis situations. The All Hazards Response Plan provides detailed information on the College's procedures in responding to various emergencies and incidents, such as a tornado/hurricane, power outage, armed intruder, etc.). The goal is to prevent, prepare for, respond to and recover from any and all emergencies that could affect BRCC locations. *All employees shall receive training within 30 days of employment & complete annual training.*

- [BRCC All Hazards Emergency Response Plan Policy](#)

***CAMPUS SECURITY AUTHORITY (CSA)**

As part of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, certain categories of crime, arrest and referrals at certain locations are required to be reported in an Annual Security Report that is published by October 1st each year and is made available to the campus community.

The Clery Act identifies certain categories of students, College employees and contractors as Campus Security Authorities (CSAs) who have federally mandated responsibilities to report crimes that are reported to them. The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular may be hesitant about reporting crime to the police, but may be more inclined to report incidents to other campus-affiliated individuals. *Such employees shall receive training within (1) year employment & complete annual training.* For additional information on the CSA role and responsibilities, and view CSA list, please click the tabs below.

- [CSA Training](#)
- [CSA Employee List](#)

DRIVER SAFETY PROGRAM

The Driver Safety Program is mandated by state law with the purpose of reducing incidents and accidents while driving on official College business. BRCC is required to develop a comprehensive loss prevention program to comply with Louisiana Revised Statute Title 39, Section 1543 (R.S. 39:1543). Such regulations establish procedures concerning the maintenance and operation of motor vehicles by BRCC employees; address safety and achieve accountability for safe driving. *All new drivers will be required to take the online defensive driving course within (90) days of employment. All authorized drivers are required to repeat the defensive driving course once every three (3) years. Employees who are not authorized will not be allowed to drive a college vehicle, nor be eligible for reimbursement if they use a private vehicle.*

- [Defensive Driver's Training \(On-line Course\) Policy](#)

APPLICABLE FORMS

- [Accident Report Form- Employees \(DA 2041\)](#)
- [BRCC's Authorized Driver's List](#)
- [Driver Authorization Form \(DA 2054\)](#)
- [Passenger Liability Waiver Form](#)

DRUG-FREE WORKPLACE

Baton Rouge Community College (BRCC) is committed to maintaining a drug free workplace and complying with federal and state regulations, including Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101-226), and Revised Statutes of the State of Louisiana.

Each BRCC employee is required to report for duty in a condition that 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. As a condition of employment, all BRCC employees must comply with this policy. Failure to comply with this policy may result in disciplinary action up to and including termination. *All employees shall receive training within 90 days of employment and repeat the course once every (5) years.*

- [Drug-Free Workplace Awareness Training Policy](#)

EQUIPMENT MANAGEMENT PROGRAM (Forklift, Scissor lift, etc.)

The Equipment Management section applies only to electrical and mechanical systems/equipment that are integral to the operation of the building and/or are an affixed (i.e., hardwired and/or plumbed) part of buildings/structures. It does not apply to mobile or portable equipment. Although training may vary for such employees, BRCC is required to provide documented training for all employees trained in areas related to the program, whether formal or on-the-job training, to include training on:

- The written Equipment Management Program.
- The operation of equipment included in the program.
- The preventive maintenance of the equipment included in the program.
- The testing procedures for equipment and the operation of testing equipment.
- The safety precautions to be aware of when performing the preventive maintenance as well as the PPE needed before starting the procedure.

NOTE: employees who come from elsewhere (public or private sector) with significant, relevant experience and/or training do not need to re-train *provided there is proof* of an agency policy where the agency reviews and determines an employee's level of training and competency to safely perform the job.

- [Equipment Management Program Training Policy](#)

***ETHICS**

In accordance to state regulations, all staff members of the LCTCS must comply with the requirements of The Code of Governmental Ethics found in Louisiana Revised Statutes 42:1101 through 1123 of 1950, as amended. *All employees shall receive training within 30 days of employment & complete annual training.*

- [Ethics Training Policy](#)

***HAZARD COMMUNICATION**

BRCC complies with all applicable federal, state health and safety rules and is committed to the prevention of exposures that result in injury and/or illness. In accordance to 1910.1200 and Office of Risk Management (ORM), BRCC provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors.

All employees shall receive training within 30 days of employment; 2) When working in a new area; 3) Whenever a new material or procedure is introduced into the work place; 4) Whenever the Department Head/Department Safety Officer, or Supervisor determines that refresher training is in order; or 5) at least annually.

- Hazard Communication Training Policy
APPLICABLE FORMS
- Hazard Control Log

***JOB SAFETY ANALYSIS (JSA)**

In accordance with state law, BRCC is committed to providing constituents with a procedure used to review work methods and uncover hazards that might result in incidents/accidents. JSA's are synonymous with many agencies' Standard Operating Procedures or SOP's and apply primarily to hazardous operations or potentially hazardous operations. The job safety analysis will provide a framework for incident/accident analysis. *All employees shall receive training within 90 days of employment & complete annual training.*

- Job Safety Analysis Training Policy
APPLICABLE FORMS
- JSA Form

POST-ACCIDENT DRUG TESTING

Pursuant to La. R.S. 23:1081 and in accordance with BRCC's Drug-Free policy, employees must be drug tested for any incident that may be a potential workers compensation claim. Employees found to test positive or failing to promptly submit to testing under this policy may be subject to dismissal or denial of their Workers' Compensation benefits. *All employees are required to complete training within 90 days of employment and repeat the course once every (5) years.*

- Post Accident Drug Testing Training Policy

***SAFETY IN THE WORKPLACE**

In accordance with LRS 39:1527, BRCC is required to establish a safety work environment and loss prevention program. Such programs are designed to foster safety awareness, provide safety rules and responsibilities, mitigate any unsafe conditions, provide both general and specific safety training, as well as, practical measure to prevent harm to all constituents. *All employees shall receive training within 90 days of employment & complete annual training.*

- Safety in the Workplace Training Policy (BRCC Safety Manual)
APPLICABLE FORMS
- Quarterly Safety Meetings
- Safety Meeting Form
- Safety Responsibilities
- Safety Rules

***SEXUAL HARASSMENT**

BRCC complies with federal and state law, (Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations (R.S. 23:301, 312, 332), and prohibits harassment in any form and prohibits members of the BRCC community of harassing others. *All employees shall receive training within 30 days of employment & complete annual training.*

- [*Sexual Harassment Training Policy*](#)

***TITLE IX**

In accordance with federal and state regulations, BRCC prohibits sex discrimination and sexual misconduct and will take appropriate action to prevent, correct, and discipline behavior that violates college policy. *All employees shall receive training within 30 days of employment & complete annual training.*

- [*Title IV Training- Get Inclusive Policy*](#)

TRANSITIONAL RETURN TO WORK

The Office of Risk Management (ORM) and the Department of Civil Service have jointly developed a return to work program for employees of the State of Louisiana. BRCC complies with state regulations, requiring state employers to implement a comprehensive return to work policy. *All employees are required to complete training within 90 days of employment and repeat the course once every (5) years.*

- [*Transitional Return to Work Training Policy*](#)

***WORK PLACE VIOLENCE**

BRCC is committed to providing a safe work environment and complies with federal and state law in the implementation of effective security measures & administrative work practices to minimize exposure to conditions that could result in harm to campus community partners. *All employees shall receive training within 30 days of employment & complete annual training.*

- [*Work Place Violence Training Policy*](#)