

SAFETY & LOSS PREVENTION MANUAL



RECOVERY SCHOOL DISTRICT

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TITLE: **MISSION STATEMENT**

EFFECTIVE DATE: August 17, 2009

“Effectively reducing the school district’s liability and hazard-related exposure by identifying risks and developing programs that provide a safe learning environment for students, employees and visitors.”



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TITLE: **PROCEDURAL STATEMENT**

EFFECTIVE DATE: August 17, 2009

It is the standard operating procedure of the Recovery School District (hereinafter referred to as RSD) to strive for a safe working environment for all RSD students, employees and the general public. We recognize that this goal can be achieved without sacrificing our public responsibility and in fact, result in improved services.

Safety is the responsibility for every employee and our Risk Management Department will provide guidance for reducing safety hazards, while designated safety officers will help administer the district's safety program.

The RSD's safety program has been designed to comply with all recognized local, state and federal safety laws and regulations, as well as to minimize exposure to the public. It is every employee's obligation to be knowledgeable of our safety standards and to work in a manner to assure compliance with them.

The RSD's Risk Management Department is pleased to promote this Safety Procedural Statement and will do everything within the parameters of the safety manual to implement the philosophy of the safety & loss prevention program.

Chapter 1

Responsibility & Accountability



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CHAPTER: 1

TITLE: ASSIGNMENT OF RESPONSIBILITY/ACCOUNTABILITY

EFFECTIVE DATE: August 17, 2009

A. ASSIGNMENT OF RESPONSIBILITY

RISK MANAGER

- A. Provides effective administrative leadership to ensure a safe and healthy work environment for all employees.
- B. Approves safety/loss prevention policies and procedures.
- C. Participates in safety program by reviewing and responding to safety/loss prevention reports and safety audits.
- D. Requires all employees to participate in the program and comply with all requirements.
- E. Actively promulgates safety/loss prevention awareness.
- F. Recommends safety/loss prevention policies and procedures to the Superintendent and Chief of Staff.
- G. Prepares budget to achieve the goals and objectives of the RSD's Safety/Loss Prevention Program.
- H. Provides direct supervision to the School Safety Officer.
- I. Provides Division Heads with forms, instructions, and updates regarding safety/loss prevention policy and procedures.
- J. Coordinates the School's hazardous materials and waste program, evaluating its effectiveness and assuring that the program is compatible with federal, state and local requirements for storage and disposal of such waste.
- K. Coordinates required activities with the State Fire Marshal's office.
- L. Guides the school through the Office of Risk Management annual safety audit process. Takes corrective action and/or implements required new program requirements.
- M. Conducts investigation of all general liability & property damage incidents including fraud cases.

SAFETY OFFICER

- A. Implements and monitors policies and procedures relative to the RSD's Safety/Loss Prevention Program, making requests for program needs that will

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increase effectiveness. Checks for compliance with applicable safety laws and codes.

- B. Provides clarification and guidance regarding safety/loss prevention policies and procedures, as included in the **RSD Safety Manual**.
- C. Chairs the School's Safety Committee meetings and activities.
- D. Reviews all safety meeting minutes, safety inspection reports and accident investigation/WC & general liability reports for compliance with safety rules.
- E. Assists and reviews accident investigations on all personal injuries and property damage.
- F. Annually reviews fire evacuation plans for compliance.
- G. Conducts daily/monthly safety inspections of school sites.
- H. Investigates all general liability & property damage incidents including fraud cases.

FACILITIES MAINTENANCE MANAGER

- A. Works with RSD's Facilities Director, Safety Officer, and Operations Director for compliance with safe work practices and safety rules by RSD employees and work by contractors at RSD facilities.
- B. Ensures requests for repairs and/or maintenance **are** initiated and completed in a timely manner.
- C. Secures appropriate safety equipment and ensures equipment and machinery that meets or exceeds established operational safety requirements.
- D. Maintains a regular preventive maintenance schedule on all equipment.
- E. Makes regularly scheduled inspections and makes report on findings to the Facilities Director.

SAFETY COMMITTEE CHAIR

- A. Administers and monitors the General Safety Program in his/her division.
- B. Appoints a safety coordinator for each department.
- C. Ensures employee safety performance is included as a factor on his/her annual Performance Planning and Review or other evaluation system.
- D. Ensures quarterly safety meetings and inspections are conducted and accidents are properly investigated and documented.
- E. Maintains records of safety meetings and accident investigations for three (3) years as required by the Office of Risk Management.
- F. Coordinates quarterly safety trainings in his/her division.
- G. Provides supervisors with resources and support to implement the program.
- H. Keeps Safety Officer informed of the progress and needs of the safety program.

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DEPARTMENT HEAD (Principals, Asst. Principals, Coordinators, Deputy Directors, Directors)

- A. Ensures a copy of the RSD Safety Manual is available for all employees to use.
- B. Implements the General Safety program in his/her area with direction from Division Head.
- C. Develops a plan of action for emergency situations such as serious injury or illness. Secure appropriate medical attention for injured persons in accordance with the RSD's policies and procedures.
- D. Develops and implements an employee safety training program as outlined in the RSD Safety Manual.
- E. Conducts Quarterly Safety Meetings.
- F. Conducts Quarterly Safety Inspections of their assigned building space responsibility and completes the Recovery School District's Safety Inspection Checklist form and submits to the District's Risk Management office.
- G. Develops an emergency plan for fire. This plan should include a system for reporting missing employees to the safety officer and an evacuation map with two separate means of egress, and designated safe assembly area that is clear of the disaster area and emergency vehicles.
- H. Completes an Employer Report of Injury/Illness (LDOL-WC-1007) for each accident involving injury to his/her employees and submits to immediate supervisor, for forwarding to Human Resources, within specified time frames.
- I. Conducts Job Safety Analysis and submits to the office of Risk Management.
- J. Conducts an investigation of every accident resulting in personal injury or property damage, as well as "near misses," within acceptable time frames utilizing the Accident Investigation Form (DA 2000) and completes the Job Safety Analysis Form (JSA-1-00) if applicable.
- K. Maintains Material Safety Data Sheets (MSDS) for each hazardous product used by employees within that department, as outlined in the RSD Safety Manual.
- L. Reviews safety responsibilities with employees upon any change in position with different or additional safety duties.

EMPLOYEES

- A. Knows where the RSD Safety Manual is located in their department and is familiar with policy and procedures outlined in the Manual.
- B. Reports all accidents and injuries to immediate supervisor as soon as they occur and participates in the investigation of the accident, including the suggestion of possible corrective action.
- C. Keeps work area in safe condition. Reports unsafe conditions to supervisor. If possible, removes safety hazards that could cause injury to self or others, such as

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roping off, unplugging, or otherwise rendering the area safe until further action can be taken.

- D. Records unsafe conditions on the Hazard Control Log. (Form HC-1-90).
- E. Follows all work rules, job procedures and safety rules established in work area.
- F. Attends and participates in quarterly safety meetings.
- G. Assists supervisor in developing a Job Safety Analysis, as applicable.
- H. Utilizes Personal Protective Equipment (PPE) when performing jobs with a potential to be hazardous.
- I. Knows where the Material Safety Data Sheets (MSDS) binder is located in the work area and is familiar with hazardous chemicals that are used in the scope of the job.

B. ACCOUNTABILITY

A major goal of state agencies is to provide safe and efficient services to residents of the State of Louisiana and to the customers of each agency. Each employee shall help to accomplish this goal through safe and efficient work practices. Safe work habits are an essential element of satisfactory job performance.

Supervisors will be held accountable for the actions of their employees. They are responsible for ensuring that both they and their employees follow all safety rules, policies and procedures. Disregard and/or violation of the safety rules, policies and procedures will subject an employee to adverse action, including discipline up to and possible removal from employment.

C. SAFETY RULES

Safety rules are intended to protect employees from injury in the course of performing their duties. RSD strives to maintain a safe workplace by providing safe work procedures and a hazard free environment. Employees are expected to follow the general rules for safety, found in the RSD Safety Manual.

If an employee is unsure of the proper procedures, he/she should ask the supervisor.

Chapter 2

Safety & Loss Prevention



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CHAPTER: 2

TITLE: SAFETY/LOSS PREVENTION PROGRAM

EFFECTIVE DATE: August 17, 2009

I. PURPOSE

It is the purpose of the Recovery School District (hereinafter referred to as RSD) to provide a work and educational environment for faculty, staff, and students that is as safe and accident-free as possible. Refer to the RSD Safety Manual for further description of the program goals, assignments of responsibility, program areas included and procedures to be followed in the administration of the RSD's safety/loss prevention program.

Safety/loss prevention programmatic areas covered in the Safety Manual and through individual Operational Procedures of the RSD include, but are not limited to:

General safety, including employee training and supervisory safety leadership development; driver safety and fleet management; bonds, crime and property

Management; employee communication service; ethics compliance; equipment

Management/preventive maintenance; violence in the workplace prevention; harassment/sexual harassment; Equal Employment Opportunity [EEO] and

Americans with Disabilities Act [ADA] coverage; Worker's Compensation program; alcohol and drug testing; incident/accident investigation and reporting; First Aid;

JSA program (Job Safety Analysis); hazard analysis and control; facilities inspections; emergency preparedness; hazardous communication (including Material Safety Data Sheets [MSDS] and Personal Protective Equipment [PPE].

II. AUTHORITY

This procedure is established in accordance with the RSD's responsibility to be in compliance with LA R.S. 39:1527 – 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.”

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III. APPLICABILITY

This procedure applies to all faculty and staff with adherence expected by students, visitors, volunteers and vendors/service providers who come onto any RSD campus.

IV. MANAGEMENT POLICY STATEMENTS

The Superintendent for the RSD expresses his/her commitment to providing a safe and accident-free work environment. This commitment to the School District's safety/loss prevention program is stated in the Superintendent's Support Statement, a copy of which is included as Attachment 1 of this procedure. Attachment 2 is the Division Head and Cabinet member Statement of Support for the safety/loss prevention program. Attachment 3 is the Superintendent and Cabinet Statement of support for the Americans with Disabilities Act.

Each of these statements, signed by the current administrators, shall be posted and available in the various Departments of the RSD.

V. RESPONSIBILITY/ACCOUNTABILITY

Refer to RSD Safety Manual, on "Assignment of Responsibility" with "Accountability" requirement for all employees to know and follow all safety/loss prevention rules, and procedures. Individuals found to have violated the requirements may be subject to corrective/ disciplinary action. For example, lack of adherence to safe work habits may be included in an employee's job performance assessment, i.e., PPR/PEP or district's employee evaluation.

VI. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers and Division Heads are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access. Those safety/loss prevention aspects that students are expected to follow must be explained to them, as well as faculty/staff explaining the RSD's expectations of visitors and vendors/service providers who come onto the campus.

As part of the "New Employee Induction and Orientation" process at the School, employees are informed of their safety/loss prevention responsibilities. They receive an informational packet on the total program and are introduced to the RSD Safety Manual, with notification of their obligation to become familiar with program requirements and to comply with such provisions.

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VII. EXCEPTIONS to PROCEDURE

The Superintendent may make exceptions to the requirements of the RSD's safety/loss prevention program whenever it is deemed to be appropriate and/or in the best interest of the School District except where in conflict with statutes, Civil Service Rules, BESE regulations, LA Department of Education policies, or ORM (Office of Risk Management) requirements.

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ATTACHMENT 1

SUPERINTENDENT SUPPORT

**STATEMENT of Safety/Loss
Prevention Program**

Date: August 17, 2009

TO: Chief of Staff, Chief Financial Officer; Chief Administrative Officer , Office of School Management; Administrator, Chief Academic Officer; Human Resources Director, Curriculum & Instruction Director, Operations Director, Security Director.

FROM: Paul Vallas, Superintendent

RE: SAFETY/LOSS PREVENTION PROGRAM

As Superintendent of the Recovery School District I am committed to lowering the number of accidents and/or injuries that occur within the RSD's facilities through the safety program, and preserving the State's resources by effective loss prevention at the School sites. There are three basic reasons for maintaining an effective safety/loss prevention program: moral, economic, and legal.

The RSD has the moral responsibility to ensure that all employees work in a safe environment and receive necessary, appropriate safety/ loss prevention training. The adage, "it costs more to have accidents than it does to safeguard against them" is true. This applies to government as well as to business and industry. Legally, certain safety regulations and provisions are required by local/state/federal governments, and administrators are responsible to help ensure the health and safety of their employees is guarded.

The RSD has a multitude of tasks performed on its premises and on its behalf, and also provides numerous services. Any specific needs your section may have for safety training, information, materials, etc., should be brought to the attention of the Safety Coordinator.

It is important for all of us to do everything possible to prevent accidents and other losses. The supervisors, managers, and administrators of the RSD are requested to make safety and the management of risk an integral part of all operations, and to communicate to employees under your direction your support of the safety/ loss prevention programs.

Each employee likewise is responsible for:

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- Supporting all safety and loss prevention programs, e.g., attending quarterly safety meetings and other safety meetings called by your supervisor or higher management, attending safety training, following State procedures on purchasing, inventory control, use of State property;
- Performing assigned tasks and your job in a safe manner; reporting workplace abuses;
- Following safety procedures and programs of the RSD, e.g., following all safety rules and immediately reporting potentially unsafe conditions and work practices, and taking effective temporary actions to minimize the risk to yourself and others.

At the Recovery School District we are committed to maintaining a safe work environment and managing risks that could occur or develop.

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ATTACHMENT 2

Date: **August 17, 2009**

TO: **Employees of the “x” Division**

Recovery School District

FROM: **(Name/Division Head title)**

**DIVISION HEAD and CABINET
SUPPORT**

**STATEMENT of Safety/Loss
Prevention Program**

This is to confirm that we, the management of the “x” Division, endorse providing a safe work environment for our employees and one which does not risk the State’s resources at the Schools. We repeat the intent of the Superintendent’s statement of support for the safety/ loss prevention program, that we are committed to making safety and risk management an integral part of our day-to-day operations, and for communicating to employees our support of the safety/ loss prevention program. In addition, we are working continuously toward establishing and maintaining safe, healthy conditions in our offices, facilities, and on our property, plus supporting safe work practices and procedures for our employees and implementing programs that minimize risk for the State at the RSD.

Just as management supports the RSD’s safety/ loss prevention program, so must each employee agree to follow safety and risk rules, and practices; to perform the job in a safe manner; to attend safety/ loss prevention meetings and trainings; and to make management aware of any concerns in these areas.

By working together, we can provide the services of the RSD in a safe, risk-reduced, effective manner.

_____	_____	_____
Dept. Head name	x	x
Area of responsibility	x	x
Job Title	x	x

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DIRECTOR and CABINET SUPPORT

STATEMENT of ADA

ATTACHMENT 3

AMERICANS with DISABILITIES ACT

Compliance statement regarding sect. 102(B) (5)(A), Sect. 1630.9

(Paying for reasonable accommodations and determining undue hardship)

On July 26, 1990, the **AMERICANS with DISABILITIES ACT** of 1990 (ADA) was signed by President George H.W. Bush. The ADA prohibits discrimination against disabled employees or applicants who otherwise are qualified to do the essential functions of a job, with or without reasonable accommodations. It is a violation of the ADA to fail to provide reasonable accommodations to the known physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operations of the Recovery School District.

The RSD shall take a pro-active approach in complying with the terms of the ADA. It shall be the responsibility of the Appointing Authority, with recommendations from the Facilities Director, to identify, arrange for and/or pay for reasonable accommodations. Also, determinations must be made as to whether an undue hardship would exist for a reasonable accommodation, as evaluated on a case-by-case basis.

Decisions rendered not to hire or promote qualified individuals with a disability on the basis of the accommodation, placing an undue hardship on the RSD, shall be documented in detail.

RSD Cabinet members' support of the ADA:

x name, Superintendent

x name, Chief of Operations

x name, Chief of Staff

x name, Administrator, Student Life

x name, Administrator, ESS

x name, Operations

x name, Human Resources

Chapter 3

Safety Meetings



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CHAPTER: 3

TITLE: SAFETY MEETINGS

EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as the RSD) as a designated Class B agency by the Office of Risk Management to conduct and document quarterly safety meetings in the various departments of the RSD.

II. PURPOSE

Safety meetings are to educate, inform, motivate and examine work practices for potentially unsafe acts that could produce bodily injury and to provide a method to prevent recurrences. They also may address loss prevention topics to be used in the safe handling and preservation of State equipment, property and assets.

This procedure will establish guidelines for RSD employees to follow.

III. AUTHORITY

Office of Risk Management annual general safety audit requirement.

IV. APPLICABILITY

This procedure applies to all employees of the RSD. For any quarterly safety meeting to count toward the quarterly requirements of the ORM general safety audit, there must be 75% of the employees in attendance and/or combined with provision of the material presented during the meeting through the Absentee process.

V. RESPONSIBILITY

The agency's management shall attend **ALL** safety meetings for which he/she is scheduled, in order to show support of the loss prevention program

It is the responsibility of the supervisor/Department Head to see that quarterly safety meetings are conducted and that applicable employees are included. Each supervisor/Department Head is also responsible for his/her own attendance at meetings. The supervisor/Department Head is responsible for completing and then maintaining documentation of the safety meeting for 3 audit (fiscal) years. The original documentation set is to be sent to the Public Safety office for

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audit purposes. **Blank copies of the current “Quarterly Safety Meeting Report” and “Safety Meeting Absentee” form shall be found on the RSD’s Intranet under the Public Safety section titled, forms.**

Each Division Head and/or Cabinet member of the RSD is responsible for over seeing the conduct and documentation of quarterly safety meetings, and for personal attendance at meetings.

It is the responsibility of each employee to attend scheduled safety meetings. Repeated absences at safety meetings may lead to disciplinary action and/or may be reflected in the employee’s performance evaluation.

VI. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD’s Intranet Web Site for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

Chapter 4

Safety Rules



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CHAPTER: 4

TITLE: SAFETY RULES

EFFECTIVE DATE: August 17, 2009

The following safety rules shall apply to employees of the Recovery School District.

1. This school district is smoke free. There is NO SMOKING allowed on any RSD facility, or in state vehicles.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Inform your immediate supervisor if you are required to take medication during work hours that may cause drowsiness or will adversely affect your decision making or physical ability. You may be required to produce a written medical document stating that the medication will not adversely affect your decision-making and/or physical ability to perform assigned tasks.
5. Report work related injuries to your supervisor immediately.
6. Before beginning work, notify your immediate supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
7. Use protective equipment to protect yourself from potential hazards that cannot be eliminated.
8. Operate equipment only if you are trained and authorized.
9. Inspect the work area for potential hazards and ensure that equipment or vehicle to be used is in safe operating condition before using it.
10. Immediately report any recognized potentially unsafe condition or act to your immediate supervisor.
11. If there is any doubt concerning the safe work method to be used, consult immediate supervisor before beginning work.
12. Immediately report accidents, near misses, and property damage to your immediate supervisor, regardless of the severity.
13. Follow recommended work procedures outlined for the job, including safe work methods described in a job safety analysis and/or manufacturer's instructions.
14. 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.
15. Report any smoke, fire or unusual odors to your immediate supervisor.
16. Use proper lifting techniques. Supervisors must train employees on the proper way to lift bulky loads and those exceeding 50 pounds in weight.
17. Never attempt to catch a falling object.

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18. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to mark the area before leaving it unattended
19. Fasten restraint belts before starting any motor vehicle, or motorized piece of equipment if provided thereon.
20. Obey all driver safety instructions.
21. Comply with all traffic signs, speed limits, signals, markers, and persons designated to direct traffic.
22. Know the RSD's procedures regarding administering first aid, evacuation routes, and fire department notification.
23. Adhere to RSD rules and procedures, including those specific to your section's Operation.
24. Assist and cooperate with all safety investigations and inspections and assist implementing safety procedures on an on-going basis as well as when requested.
25. Keep your mind on your job and surroundings. When you are not paying attention, you are putting your health and safety and that of others at risk. Exercising good common sense is your best aid to staying safe on-the-job

Chapter 5

Safety Training



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CHAPTER: 5

TITLE: SAFETY TRAINING

EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

It is the intent of the Recovery School District (hereinafter referred to as RSD) to provide safety training to all employees as it applies to their performance on-the-job and conduct while associated with the RSD. The term "safety" also includes security, loss prevention, and health issues. The provision of safety training is in agreement with the RSD's objective to employ and retain well-trained employees to fulfill the organizational and programmatic goals of the RSD. All employees are included in safety training programs, whether they are new hires, re-assigned employees, or employees whose safety performance on-the-job needs improvement.

II. PURPOSE

This procedure will establish guidelines for safety training of all RSD employees. This training program will include the concepts and requirements of the procedures, programs and practices that affect employee safety.

The RSD Safety Manual, the RSD Emergency Response/Crisis Plan, the RSD Violence in the Workplace Plan, the RSD Bonds and Crime program, the RSD Property Control program, and other documents of the RSD all address requirements for establishing, enforcing, and training employees on safety/loss prevention programs that provide for maintaining and operating the RSD in a safe, secure, fiscally responsible manner.

III. AUTHORITY

Office of Risk Management (ORM) safety audit requirements; RSD management decisions; and Louisiana Department of Education, Bulletin 741, LA Handbook for School Administrators.

IV. APPLICABILITY

This procedure shall apply to all RSD employees.

V. RESPONSIBILITY

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It shall be the responsibility of all supervisors, managers, and administrators of the RSD to provide and document the provision of safety training for employees, in accordance with established timelines and requirements.

Supervisors, managers, and administrators shall promote and encourage an environment of continual learning, whereby employees can feel more safe and secure at work, and be better prepared to accomplish their job responsibilities, both in a more proficient and safer manner.

This procedure sets forth minimum safety training requirements; the supervisors/managers/administrators of the RSD are empowered to effectively direct the safety training of their staff members and require additional training where necessary to improve employee performance and School operations.

It shall be the responsibility of all employees of the RSD to participate fully in safety training provided and to share their knowledge and experience with others. The training can be on-the-job, structured/informal, classroom, or professional development.

VI. SAFETY TRAINING TOPICS

In accordance with the standards of the ORM safety audit, and other State program requirements, all RSD employees shall be trained initially and thereafter as mandates dictate.

- A. A list of topics to cover in the overall safety training program, but not an all inclusive list, is: **general safety responsibilities, safety rules, required safety certifications, Bonds and Crime program, , property/key control programs, violence in the workplace, loss prevention (including ethics, misappropriation of School/State assets, whistleblower statute, sexual matters with students), sexual harassment, First Aid and infection control programs, equipment management, driver safety and vehicle operation, Job Safety Analysis (JSA), Worker's Compensation/Early Return to Work, Blood Borne Pathogens, Drug Testing and Alcohol/Substance Abuse program, equal employment opportunity (EEO), Americans with Disabilities Act (ADA), hazardous communications program to include MSDS (material safety data sheets) and PPE (personal protective equipment), work order system, lock out/tag out system, reporting of hazardous conditions (Hazard Control Log), emergency procedures (including evacuation, sheltering-in-place, reverse evacuation procedures and related drills), safety meeting and training requirements.**
- B. After initial training, at time of hiring, mandatory training shall be conducted every 3 years on: sexual harassment, alcohol/substance abuse testing, EEO/ADA, Violence in the Workplace and Worker's Compensation/Early Return to Work program. Employees

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who are involved in certain State programs shall be trained on those special program requirements and updated as procedures/requirements change.

- C. This is in addition to the annual training requirements for all employees on: **safety responsibilities, safety rules, reporting of hazards, bonds and crime program, violence in the workplace, driver safety, emergency preparedness, hazardous communication and safety certification.**
- D. Any time an employee is re-assigned, with different safety responsibilities, he/she is to receive training from the current supervisor on the different topics now applicable and/or different level of safety responsibilities from which previously trained on.
- E. Supervisory/managerial/administrative staff of the RSD shall be trained annually, as a minimum on general safety responsibilities, conducting safety meetings, inspecting the work area, investigating accidents, analyzing jobs for safety (through use of JSAs), demonstrating leadership skills in safety, the driver safety program, loss prevention (bonds and crime, property/key control, violence in the workplace) equipment management program to include work orders, inventory, maintenance/repairs, lock out/tag out requirements.

VII. RE-TRAINING

As a regular part of daily operations, supervisors should be aware that there are instances when re-training/refresher training is needed:

1. When accidents occur
2. When tasks/equipment changes
3. In methods of performing
4. Observe employees not performing correctly.

Supervisor should, as part of their responsibilities, observe employees performing their tasks. They need to be asking themselves:

1. Are they performing the tasks properly?
2. Are they performing in accordance with safety/ loss prevention procedures?
3. Are they using the proper personal protective equipment?

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If the answer to any of these questions is “no,” then re-training/ refresher training is needed.

VIII. DOCUMENTATION

Each supervisor/manager/administrator with safety management responsibilities, to include training, shall maintain documentation of program activities as required, ex., safety meeting reports, building inspection reports, Hazard Control Logs, JSAs, incident/accident investigations... shall be retained in the work area for 3 fiscal years; driving safety forms, records checks, accident reports shall be retained for 3 fiscal years; blood borne pathogens, drug testing/substance abuse and sexual harassment for 5 fiscal years; documentation on equipment shall be for the life of the equipment.

At time of hiring and/or re-assignment of employees, supervisors are to complete a “Safety Orientation Checklist for Supervisors.” The Safety/ loss prevention topics applicable for the employee’s work area are to be reviewed with him/her and so documented. The Safety... Checklist form shall be available on the Intranet under “Human Resources, Hiring Packet Documents.”

For On-the-Job training, the “OJT Subject Matter Outline” form is to be completed. Refer to Attachment 1 of this procedure. Attachment 2 is the Log on which the OJT training is to be recorded.

The Log, with applicable OJT Subject Matter Outlines, is to be kept in the work Department, and must be available for review at time of annual safety audit by the ORM Loss Prevention Officer.

IX. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD’s Intranet Web Site for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

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Attachment 1

OJT SUBJECT MATTER OUTLINE

for training # _____

(matches the next line in the “# column” on attached Safety OJT Training Log)

Date of Training: _____ Training conducted by: _____

Print name(s) clearly.

Subject matter covered: _____ as applicable, RSD procedure

____: ____ covered ____ distributed to attendees

Listing of topics covered, not necessarily the thoughts and words presented under each topic.

TRAINING TITLE = _____

I.

II.

III.

IV.

V.

VI.

VII.

VIII.

IX.

X.

IMPORTANT!

Before the end of training, secure agreement from attendees that they understand the material presented, have had the opportunity for clarifications as needed, and they agree to comply with the requirements and expectations of them.

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If applicable, complete this section; it verifies material coverage and/or receipt.

|

|

_____ | _____

Presenter: NAME (print)

Signature

|

Employee: NAME (print)

Signature

After completion of OJT training, attach this Subject Matter Outline to the OJT Log; update the Log with applicable information requested on the Log.

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Attachment 2

RSD TRACKING LOG of SAFETY “ON-THE-JOB” TRAINING, by fiscal year: 0 - 0

(training employees to do their job in a correct, safe manner)

Log to be kept in applicable department, to be used with the annual safety audit; keep for 5 fiscal years.

Date of Training conducted by Topic of training, plus In attendance: Employee

Training whom (name, title) * MUST ATTACH a Name or Division/ Dept. **

ex., RTL, Maint. Foreman “Subject Matter Outline” **WRITE CLEARLY, or PRINT**

#	Date			

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*Person completing this Log is certifying that the employee(s) listed have had the topic: presented; employees were asked if they understood the requirements and expectations, given more information if needed; presenter secured their agreement to comply with the requirements and expectations; and agreement to take other actions (as necessary) in the work performance.

**Only need to write the name of the Division and Department if it is the same for all employees. If different groups of employees were in attendance, need to write their Division/Dept. individually. Attach a sign-in sheet if more than one employee were trained at a time; if this applies, write "see attached sign-in sheet" in the far right column of this Log.

Chapter 6

Accident – Incident Investigations



RECOVERY SCHOOL DISTRICT LOSS PREVENTION & SAFETY MANUAL

CHAPTER: 6 **TITLE: ACCIDENT / INCIDENT INVESTIGATIONS** **EFFECTIVE DATE: August 17, 2009**

I. PROCEDURE

It is the procedure of the New Orleans Recovery School District (hereinafter referred to as RSD) to provide a safe environment for the School District. Accidents do occur in spite of efforts made. When an accident/incident does occur, the School District will obtain all of the facts, available information and evidence that contributed to the occurrence, to prevent recurrence.

II. PURPOSE

This procedure will establish guidelines for investigating and reporting accident/incidents, whether they involved a School employee or member of the public while on any RSD School premises.

III. AUTHORITY

The investigation and reporting of accidents/incidents are made in compliance with ORM (Office of Risk Management) rules and regulations and applicable laws.

IV. APPLICABILITY

This procedure shall apply to all employees and visitors to RSD facilities.

V. RESPONSIBILITY

- A. Employees: It is the responsibility of each employee to notify his/her supervisor when involved in a job related accident/incident. Human Resources Department is also to be notified as soon as is practicable. Serious conditions often arise from small events if they are not cared for at once.
- B. Visitors: It is the responsibility of visitors on campus to report to the RSD employee who is their contact person, or to someone in authority at the School, any accident/ incident in which they are involved while on RSD property. Then the RSD's Risk Manager's office is to be notified so they can then conduct their applicable follow-up. If immediate initial medical attention is needed, the visitor will be sent to the nearest medical facility and/or emergency response will be summoned.

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- C. All accidents/ incidents should be reported promptly. Serious injury or loss of life are to be reported immediately. The applicable School official must notify their immediate supervisor or Risk Management, Loss Prevention Unit and (if applicable) the Worker's Compensation Unit immediately if serious injury/property damage or loss of life is involved.
- D. The supervisor/Department Head or Security Officer are to investigate each employee accident/incident (near miss). The Office of Risk Management shall investigate visitor claims. Additionally, the Office of Risk Management will assist as required. In some cases, State and/or local police will also investigate.

VI. ACCOUNTABILITY

Common sense and personal interest in safety are still the greatest guarantees of safety at work, on the road, and at home. The School District takes safety seriously and any willful or habitual violation of safety rules will be considered cause for possible disciplinary action.

VII. INVESTIGATION PROCESS

- A. An investigation must be conducted for any incident/accident. The supervisor/Department Head or Security Officer are responsible for conducting the investigation on employee accidents/incidents, and the Risk Management Agent for visitor events.
- B. If the supervisor, department head or security officer are not available to record the Incident the Risk Management division shall be notified to record a report.

Attachment 1 to this procedure, also gives information on general accident investigation steps. Attachment 2 has suggestions on investigating visitor claims under general liability claims' guidelines.

- C. A Job Safety Analysis (JSA) is an accident investigation tool. When accidents occur, involving a job for which a JSA has been performed, the analysis should be reviewed to determine if proper procedure were followed or if the procedure should be revisited.
- D. The report created at the end of the investigation must include information on the person(s) injured, a complete description of the incident/ accident details, a statement of what caused or might have caused the incident/accident (root cause of the event) and any corrective action that has been taken or that should have been/be taken to prevent recurrence.

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Root Cause Analysis: in order to get down to the “root” cause(s) of an event, the person conducting the investigation must continue to ask questions, as many times as it takes. Some sample questions to ask include:

1. What happened?
2. How did it happen?
3. Why did it happen?
4. What can be done to prevent it from happening in the future?

VIII. CLAIMS REPORTING

- A. Employees: worker’s compensation claims are reported through the Human Resources Department. Refer to RSD Employee Handbook, for information on making Worker’s Compensation claims.
- B. Visitors: general liability claims are reported through the Risk Manager’s office. Attachment 3 to this procedure is the DA 3000 form, to be completed for visitor accidents/incidents.
- C. For property damage/loss reporting, refer to the Property Loss Procedure of this manual and/or the Bonds and Crime Fiscal Operational Procedure.

IX. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure is posted on the School’s Intranet Web Site for employee access. Supervisors, managers and Division Heads of the School are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

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ATTACHMENT 1

INVESTIGATING CLAIMS: all accidents/incidents

Effective accident investigation requires tact, attention to detail, research (into the facts), preparation, and good communication/observation skills.

Steps: View the accident scene promptly; conditions can change.

1. Obtain necessary medical aid for any injured person.
2. Afterwards, secure the scene to ensure the safety of others and to protect the "evidence." Control access to the scene:
 - Use barriers to limit entry;
 - Use people as "stand guard," if possible and/or if necessary;
 - Do NOT adjust or modify the scene. Exception: victim's removal
3. If possible, ask the person(s) involved to describe what happened. *Do not fix blame or find fault; just get the facts.

Ask open-ended questions, without interjecting judgments or opinions.
Listen for clues in conversations; unsolicited comments often have merit.

Repeat comments back to the individuals to ensure you have understood their meaning correctly.

4. Determine if there were any witnesses to the incident/accident and obtain their account of the event. * Get a signed, dated statement from each witness. Let them write their own statement (if possible); they need to write what they **ACTUALLY** saw or heard (not what they "guess" happened).

* Time can change the way the event is viewed and people's memories of it, so it is important to get all information written down as soon as possible.

5. Survey the accident scene for information. Assemble any objects that might have contributed to the incident/accident. If possible take photos, (indicate direction of the view) and/or sketches, measurements, etc.

Study possible causes of the accident/incident, including unsafe conditions, practices, or circumstances (contributing factors may apply).

6. Take steps to prevent recurrences until the condition is permanently corrected (if applicable). Keep people away from potentially hazardous equipment, but do not discard or destroy it (ORM has to view it). Label items being held. Take measurements of pertinent items: ex., changes in elevation, relevant distances, size of equipment.

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- Confer with the injured employee (and witnesses) about possible solutions; encourage them to give their ideas about preventing similar events.
- . Check equipment being used (e.g., lawn mower, copier, power tool, ladder) to determine if it is functioning properly. If there is any question about it, take it out of service until its safe use can be assured.
7. Cooperate with all law enforcement personnel, if they are involved in reporting on the accident/incident. Ask that a police report be sent to Risk Management, if one is being prepared. Secure the report # and name/phone # of the officer conducting the investigation. Note if anyone is ticketed/ charged.
 8. Make an assessment as to whether substance abuse testing might apply. Consult with higher level management if you believe it is applicable.
 9. Initiate forms completion as applicable:
 - a) Employee: Worker's Compensation, if an on-the-job injury
 - (1) DA 2000 Incident/Accident form, on all occurrences;
 - (2) E-1, Employer's First Report of Injury, if medical expense involved (WC – 1007 form).
 - b) Visitor: DA 3000, Visitor/Client Accident Reporting form
This form is not used for employee Worker's Compensation claims, nor for reporting damage to a vehicle in an accident involving an employee.
 10. Write your accident report giving a complete, accurate account of the accident. It is important to note, among other facts: full names of accident parties/witnesses, phone numbers and addresses; date/ time of accident, shift times for employee that day; work area, equipment, tools, machinery, chemicals involved; condition of lighting, flooring/surface/ground; weather conditions: temperature, wind, rain; training, tasks and experience level. These factors may help identify accident trends that can lead to safety program improvement.
 11. As a result of the investigation, the supervisor/investigator should be able to state:
 - An opinion as to how the accident occurred;
 - If an unsafe act and/or condition were a factor in the accident;
 - What interim actions have been taken to avoid recurrence;
 - If any permanent action is necessary, and a recommendation for any future action such as training, changes to procedures, and/or environmental factors.

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ATTACHMENT 2: INVESTIGATING CLAIMS: under general liability

1. Were photographs taken? Include originals with completed forms.
2. Was a police report created? Secure a copy and include it with paperwork, or at least enter the report # (and investigating officer's name if known).
3. The more details that can be supplied, the better.
4. Typical questions to consider –
 - a. When reporting **slip/trip and fall** incidents:
 - 1) Was the claimant wearing glasses?
 - 2) What type of shoes were worn? What kind of soles?
 - 3) Does the claimant have any visible handicaps/disabilities that may affect movement?
 - 4) Was he/she on any medications?
 - 5) What kind of surface was claimant walking on? Was surface wet or dry? Any defects? Surface irregularities?
 - 6) What was the lighting condition?
 - 7) Any debris present?
 - b. For **stolen items**:
 - 1) Were the items secured?
 - 2) What kind of lock? Or other security measure used? Who had the keys or access?
 - 3) On the items, provide brand name, original cost, date of purchase
 - c. For **damaged personal property**:
 - 1) Provide brand name, original cost, date of purchase
 - 2) Where can item be seen?
 - d. For **broken furniture**, etc.:
 - 1) Was broken item removed from circulation?
 - 2) Was it stored for examination by investigator?
 - 3) Where stored?

DO NOT repair or discard broken items involved in a claim until told to do so by an ORM Representative!

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ATTACHMENT 3

OFFICE OF RISK MANAGEMENT

UNIT OF RISK ANALYSIS AND LOSS PREVENTION

VISITOR/CLIENT ACCIDENT REPORTING FORM

General Liability Claims – For Agency Use Only

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE RSD _____
2. DATE and TIME of ACCIDENT _____
3. VISITOR/CLIENT NAME _____
4. VISITOR/CLIENT ADDRESS _____

5. CLAIMANT'S TELEPHONE # _____
6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

7. WERE THERE WITNESS (ES) ___Y ___N
8. WITNESS'S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)
9. _____
- WITNESS STATEMENTS ATTACHED ___Y ___N
10. DETAIL DESCRIPTION OF ACCIDENT LOCATION _____

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING

11. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT ___Y ___N IF YES, WHAT

DA 3000

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED

12. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO THE ACCIDENT:

☐ RAINING ☐ SUNNY ☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐ LIGHTING ☐ WIND

☐ OTHER WEATHER CONDITION _____ ☐ WEATHER NOT A FACTOR

13. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT: ☐ LIQUID ON FLOOR—TYPE OF LIQUID _____ ☐ STAIRS ☐ PARKING LOT ☐
- GARAGE ☐ SIDEWALK ☐ ELEVATORS ☐ GRATING

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- ☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING ROOM ☐ WALKWAYS ☐ RAILINGS
☐ FURNITURE
☐ FLOORING—DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____
☐ EQUIPMENT (SPECIFY TYPE) _____
☐ OTHER CONDITION _____

14. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT. IF APPLICABLE, WAS THIS DONE Y____ N____

15. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___Y___N

16. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT ___Y___N IF YES, WAS A STATEMENT OBTAINED AND ATTACHED ___Y___N

17. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? ___Y___N

18. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y_____ N_____

19. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

PLEASE DATE

DA 3000

KEEP COMPLETED FORMS ON FILE AT THE LOCATION

WHERE INCIDENT/ACCIDENT OCCURRED

Chapter 7

Driver Safety Program



RECOVERY SCHOOL DISTRICT LOSS PREVENTION & SAFETY MANUAL

CHAPTER: 7

TITLE: VEHICLE OPERATION / DRIVER SAFETY

EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

The purpose of this procedure is to advise employees of the vehicle operation requirements which must be satisfied in order to be authorized to drive a vehicle for official RSD business, the expectations of employees in the use and maintenance of state vehicles, and the conditions for continued approval as an authorized driver for the Recovery School District. These requirements will assist the RSD in reducing the risk of injury to employees and the public and reduce the loss from property damage claims. This procedure applies to every employee operating a vehicle on RSD business, whether a personally owned vehicle or vehicle owned, leased, or rented by the State. An employee means anyone at the school who would have reason to drive either a state vehicle or their personal vehicle on state Business. Examples include, but are not limited to: full/part-time employees, student workers (non-RSD staff) or volunteers.

II. VEHICLE OPERATION/MAINTENANCE

A. Operation

- 1) State owned, leased or rented vehicles are to be operated only on official RSD business. **Use of such vehicles for personal business is strictly prohibited.**
- 2) Only individuals on official RSD business are permitted to operate or ride in vehicles being operated on RSD business.
- 3) Drivers must possess a valid LA driver's license.
- 4) Personal vehicles operated on RSD business must satisfy Louisiana's compulsory insurance requirements.
- 5) Seatbelts must be worn at all times. Drivers are responsible for ensuring that all passengers likewise comply with the State's seatbelt law.
- 6) The operator of a vehicle must comply with all applicable State and local traffic laws and ordinances. Drivers are personally responsible for traffic and parking ticket fines, except those due to the condition of a State vehicle (example: expired safety inspection sticker).

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- 7) State vehicles are to remain locked and parked in designated areas when not in use.
- 8) Vehicle keys/credit cards are to be removed when the vehicle must be left at a parking facility, and they must be returned to the designated person immediately after use.
- 9) Vehicles are to be parked in authorized places where reasonable security is offered, and state or personal property must be removed from ready visibility in the vehicle.
- 10) Refer to Attachments 1 -6 of this procedure for more information on driving safety, accident prevention tips, fleet control, driving in the rain, drug impaired driving, and safety around railroad crossings.

B. Maintenance

- 1) Vehicles must be maintained in compliance with law, including current safety inspection stickers and license plates. The vehicle must possess all safety equipment required by law (e.g., lighting equipment, mirrors, horns and warning devices).
- 2) Drivers are responsible for removing all trash and personal belongings from a State vehicle after use.
- 3) Drivers are responsible for maintaining at least a half-full tank of gas and completing the vehicle log/trip ticket before returning a vehicle after use.
- 4) Maintenance problems or concerns on a State vehicle are to be documented and reported immediately to the Facilities Director, who thereafter sends a Maintenance Request.
- 5) Individuals to whom a vehicle is assigned must complete the monthly Vehicle Inspection Checklist.

III. AUTHORIZATION: No individual is authorized to drive for the RSD without the Division Director having approved the driver authorization request, and the individual maintaining eligibility to drive, according to the provisions of the Driver Safety Program.

A. Driving Records: All new hires will be required to complete the Division Administration, ORM (Office of Risk Management) "Authorization and Driver History" DA 2054 form, to permit review of their State of Louisiana driving records. Applicants possessing an out-of-state driver's license must secure a Louisiana license

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before they can be authorized to drive on state business. The form should be given to a new employee at hiring.

- B. License Check: Annual/Periodic** - In order to maintain driving privileges, all employees will be required to execute annually an authorization for the RSD to perform periodic driver's license/driving record checks. Additionally, employees shall be required to produce their driver's licenses for inspection, upon request.
- C. Quarterly Authorized Drivers List**: each calendar quarter the Risk Manager (or designee) will send to the Security Leadership Team, a report of the "Authorized Drivers List" for the RSD. The current status on authorization to drive and driver safety training will be listed by employees' names. Supervisors must consult this list prior to allowing staff to drive state vehicles and/or utilize their own vehicle for state business.

IV. DRIVER'S TRAINING COURSE

All employees must complete an authorized driving course within three months of employment and every three years thereafter. The State of Louisiana, Office of Risk Management (ORM) "Defensive Driving" course is available on-line through the state's payroll LEO (LA Employees Online) system. After completing the course, a copy of the certificate printed must be submitted to the Risk Manager's Office for records updating.

V. REPORTABLE EVENTS

Events that must be reported to an employee's supervisor, regardless of whether occurring in a State, personal-, leased- or rented vehicle, while on-duty or on personal time, and irrespective of fault, injury or damage include:

- 1) All traffic accidents, regardless of fault, injury or damage.
- 2) Receipt of a citation or arrest for any of the following:
 - a. Driving while intoxicated or under the influence of controlled substances;
 - b. Reckless or careless operation;
 - c. Speeding over 10 MPH above the posted speed limit;
 - d. Hit and run driving;
 - e. Fleeing or attempting to elude police;
 - f. Leaving the scene of an accident;
 - g. Operating a vehicle while under driver's license suspension or revocation;
 - h. Permitting an unlicensed person to operate a vehicle;
 - i. Unlawful racing or participation in a speeding contest;

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- j. Vehicular homicide or negligent homicide; negligent injury, and
 - k. Failure to maintain control.
-
- 3) Notification that the employee's driver's license is restricted, suspended, revoked or under threat of same for any reason, including but not limited to failure to meet insurance requirements, failure to pay traffic tickets, and/or failure to pay court ordered child or spousal support.
 - 4) Diagnosis of any physical, mental or other medical condition which impairs an employee's ability to safely operate a vehicle or which could result in suspension of driving privileges for any period of time (e.g., seizure disorder; sight impairment; immobility). This information will be reported to the RSD Human Resource & Risk Management Offices and handled with appropriate concern for confidentiality and in compliance with prevailing law.
 - 5) Use of medications which cause drowsiness or impair the ability to operate a motor vehicle.

VI. ACCIDENT REPORTING REQUIREMENTS

- 1) All employees who drive for business purposes (whether as an essential or marginal job function) must immediately report all accidents to the Risk Manager's Office, regardless of whether occurring in a State or personal vehicle, while on duty or on personal time, and irrespective of fault, injury or damage. Accidents occurring after normal business hours must be reported at the commencement of the next business day.
- 2) An ORM "Vehicle Accident Report" form, DA 2041, must be submitted **within 48 hours** to the Risk Manager's Office for all on-duty accidents. If injury occurs to an employee, an ORM Worker's Compensation Incident form, DA 2000, must also be completed. Employees should contact the Risk Manager's Office for assistance with the Vehicle Accident form and their supervisor or Human Resources Office on Worker's Compensation forms.
- 3) All accidents occurring in a State vehicle or in a personal-, leased- or rented vehicle used for State business must be immediately reported to law enforcement.
- 4) All other reportable events as defined in Section V of this Procedure must be reported to the Risk Manager's Office before close of business on the day of the event or on the next business morning following the occurrence. If no one is available in the Risk Manager's Office, the report is made to the Facilities Director.

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- 5) Employees who drive or may be required to drive on official business must maintain safe driving records. High risk drivers will not be allowed to drive on RSD business.

VII. HIGH RISK DRIVERS

A. Definition: “High risk drivers” are individuals

- 1) Having a single conviction, guilty plea or plea of *nolo contendere* for operating a vehicle while intoxicated or under the influence of controlled substances, hit and run driving, vehicular homicide/ negligent homicide, vehicular negligent injury; or reckless driving within the twelve-month period immediately preceding the application for employment, check of driving record or latest conviction or plea;
- 2) Who have three or more convictions, guilty pleas or pleas of *nolo contendere* for moving violations within the previous twelve month period. The twelve-month period is the twelve months immediately preceding the latest occurrence; and
- 3) Determined by the Risk Manager, with Director concurrence, to be high risk drivers based upon information available from the employee, witnesses, records, reports and/or law enforcement officials following a reportable event as described above.

B. Re-training: Drivers who have a conviction on their motor vehicle records shall be required to retake a recognized driving course within 90 days of notification of a conviction.

VIII. AUTOMATIC DISQUALIFICATION from DRIVING

If an event automatically disqualifies an employee from driving (for example, suspension or revocation of driver’s license; lack of insurance for their private vehicle used for RSD business), the Risk Manager (with input from applicable staff) shall immediately recommend to the Director that the employee’s driving privileges be terminated.

IX. VEHICLE SAFETY COMMITTEE

In accordance with the requirement for all vehicular accidents to be reviewed by Committee, any vehicular accidents on RSD business shall be referred to the RSD’s Safety Committee. The Safety Officer serves as Chairperson of that committee and for review of vehicular accidents the Risk Manager (or designee) shall participate, a representative from the employee’s Division, and as applicable to the case: RSD Public Safety Executive (or his/her designee) and/or Facility Maintenance- and/or Human Resources representative.

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X. "EVENT" REPORTING

A. Preliminary Determinations:

1) "Reportable Event" that may place employee in high risk driver classification:

Immediately upon learning of such a "reportable event," the Risk Manager (utilizing staff input) shall submit a recommendation to the Director to temporarily suspend the employee's driving privilege pending review and disposition by the Committee.

2) "Reportable Event" that does not place employee in high risk driver classification:

Upon learning of a "reportable event" that does not place an employee within the high risk driver classification; the Risk Manager (utilizing staff input) will investigate and evaluate the event to determine whether recommendation for suspension of driving privileges is applicable. Any such determination will be appropriately documented and reported to the Safety Officer and sent to the Director for review.

3) The Risk Manager (or designee) will notify the Human Resources Director of any decision to temporarily suspend the driving privilege of an employee when such action impacts the employee's ability to perform routine job functions. The Safety Officer shall also be notified of this decision.

Where possible, and in furtherance of the overall interests of the RSD, the Human Resources Director, in conjunction with the Public Safety Director, may temporarily modify job duties or reassign the employee pending Committee proceedings and disposition.

B. Committee Procedures, on "Reportable Events":

1) Upon learning of a "reportable event" that may place an employee within the high risk driver classification, the Risk Manager (or designee) will coordinate with the Safety Officer on scheduling a Committee meeting whereby the employee is to be informed of the right to appear to answer questions and provide information pertinent to his/her maintaining the privilege of operating a vehicle on RSD business.

2) The Risk Manager (or designee) shall be responsible for investigating and gathering information pertinent to the incident in question, including obtaining

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reports/citations and communicating with law enforcement authorities. The Risk Manager (or designee) shall be responsible for presenting information developed via this investigation to the Committee.

- 3) The employee's presentation to the Committee may include personal and witness testimony and any information deemed pertinent to explain, justify or mitigate his/her actions that have jeopardized the privilege of operating a vehicle on RSD business.
- 4) All preliminary decisions by the Risk Manager on "reportable events" that do not place an employee within the high risk driver classification will be reviewed by the Committee to ensure consistency and compliance with this procedure.
- 5) For all "reportable events" that place the employee in the high risk driver classification, there shall be a presumption that the employee should not be allowed to operate a vehicle on RSD business.
- 6) The Committee, in rendering its decision, shall consider all pertinent facts, including the employee's evidence and defense of his/her actions, weather conditions, vehicle conditions, cause and description of the event, uncontrolled hazards, employee fault, driving history and severity of injury/property damage.
- 7) The Committee, upon review of all pertinent information, will render and forward its recommendation to the Director regarding the employee's status as

B. Committee Procedures, on "Reportable Events":

An authorized driver: This recommendation shall include a comprehensive analysis of the facts and reasons for the Committee's recommendation.

C. Committee Procedures, on "Vehicle Accident":

- 1) At the end of each calendar quarter wherein there has been a "vehicle accident(s)" involving either a state vehicle or personal, leased or rented vehicle reported as occurring while on official RSD business, this accident will be included on the next Safety Committee meeting agenda in order to review such accident(s.)
- 2) The Risk Manager (or designee) shall be responsible for investigating and gathering information pertinent to the accident, including obtaining reports/citations and communicating with law enforcement authorities. The

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Risk Manager (or designee) shall be responsible for presenting information developed via this process to the Committee.

- 3) The Committee, in rendering its decision on corrective/re-training action to take applicable to the employee, shall consider all pertinent facts, including conditions related to the accident (weather, road conditions, etc.), vehicle conditions, cause and description of the accident, uncontrolled hazards, employee fault, driving history and severity of injury/property damage.
- 4) The Committee shall then notify the employee's supervisor of applicable action, with a copy of such written communication being sent to the Department/ Division Head and Director.

XI. VIOLATION of PROCEDURE

Since the primary purpose of this procedure is to enhance employee and public safety, all failures to comply with the requirements of this procedure, and the overall Driver Safety program (as outlined in the RSD Safety Manual) will be viewed as serious safety violations. As such, any employee failing to comply with this procedure will be subject to disciplinary action, including the possibility of termination from employment.

XII. LOSS of DRIVING PRIVILEGES

Any employee who is unable to perform the routine job functions of his/her position due to the temporary or permanent loss of driving privileges, whether by decision of the Committee or the Office of Motor Vehicles, may be removed from employment. Where possible, and in furtherance of the overall interests of the RSD, job restructuring or employee reassignment to a position which does not require driving may be considered.

XIII. ADDITIONAL PROGRAM INFORMATION

Additional information on the Driver Safety Program can be found in the RSD Safety Manual. (examples: individual responsibilities, authorization form processing and considerations for approval, accident investigation).

XIV. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Website for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their

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employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

XV. EXCEPTIONS to PROCEDURE

The Superintendent may make exceptions to this procedure whenever it is deemed to be appropriate and/or in the best interest of the RSD, except where in conflict with statutes or ORM requirements.

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ATTACHMENT 1

DRIVING SAFETY

Preventing Accidents

A. 10 Ways Employees can Prevent Accidents while Driving on official business:

1. Plan your route
2. Maintain your vehicle
3. Focus your attention
4. Know your surroundings
5. Share your space
6. Watch your speed
7. Keep your distance
8. Signal your intentions
9. Always wear your seat belt

Source: National Safety Commission

B. Some other preventive practices:

- 1) Whenever possible, avoid parking close to a road/highway, even for a short period of time;
- 2) Avoid entering and exiting vehicles on the traffic side, whenever possible;
- 3) Whenever possible, park where backing up is not necessary.

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ATTACHMENT 2

DRIVING SAFETY

Safe Driving Practices

1) Stay safe

- a) Use a seat belt at all times.
- b) Be well-rested before driving.
- c) Set a realistic goal for the number of miles that you can drive safely each day.
- d) If you are impaired by alcohol or any drug, do not drive.

2) Stay focused

- a) Avoid distractions, such as adjusting the radio or other controls, eating / drinking, or communicating on the phone (or using other personal communication devices).
- b) Continually search the roadway to be alert to situations requiring quick action.
- c) Stop every 2 hours for a break.

3) Avoid aggressive driving

- a) Be courteous to other drivers.
- b) Do not take other drivers' actions personally.
- c) Reduce your stress by planning your route ahead of time (bring maps and directions as needed), allowing plenty of travel time, and avoiding crowded roadways and busy driving times (if possible).

Source: OSHA, "Guidelines for Employers to Reduce Motor Vehicle Crashes"

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ATTACHMENT 3

DRIVING SAFETY

Fleet Control Tips

Vehicle accidents are the leading cause of workplace fatalities in Louisiana and account for a large number of workplace injuries. Although there are many aspects to fleet safety, outlining company policies, proper driver placement and safety vehicle maintenance are some of the major factors. Here are a few important tips management should discuss with drivers who operate company vehicles or who drive personal vehicles on company business:

A. Driver Eligibility

All driver applicants are properly screened and approved before being allowed to drive on agency business. [RSD Chap # 7 provides for this].

B. Discuss Company Policies and Procedures

Educating employees on company expectations and methods help prevent problems and puts employees at ease. Supervisors are expected to:

- Review driving rules and regulations (e.g., following distances and route planning)
- Illustrate use of vehicle controls and emergency equipment, as applicable
- Discuss accident procedures, prevention and reporting
- Discuss maintenance and inspection requirements

C. Steps Employee to Take Periodically

- Checks fluid levels
- Has oil changed
- Checks safety equipment such as flares, fire extinguishers, etc. (if provided with the vehicle)
- Inspects spare tire and jack
- Examines vehicle hoses and belts
- Has certified mechanic do full vehicle inspection

D. Steps Taken Before and After Each Trip

An important part of any fleet safety program is having drivers inspect their vehicles before and after use. Vehicles that perform as designed can assist drivers in unsafe situations, while vehicles with defects or problems can cause accidents.

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Before and after using a vehicle, **all drivers should inspect the following minimal areas:**

- Look for leaks: water, oil, brake fluid, etc.
- Check for body damage
- Check tires for low air pressure or worn treads
- Look for loose or rusted lug nuts or damage to the wheel
- Inspect windows and mirrors for cracks or obstructions
- Examine wiper blades
- Check all lights and turn signals
- Adjust mirrors
- Start engine, check all gauges and warning lights

E. Inspect the following minimal areas, cont.

F. Check operation of horn, windshield washers and wipers

G. Test parking brake

H. Make sure heater and defroster work properly

I. Inspect all safety belts

J. Check clutch and brake pedal travel, free-play in steering wheel

K. Test brakes before leaving area

Source: LWCC (La. Workers' Compensation Corp.)

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ATTACHMENT 4

DRIVING SAFETY

Tips for Driving in the Rain

Smart Motorist offers the following suggestions for safer driving in wet weather. In stormy conditions, it is more difficult to see other vehicles, road signs and the road itself. It is critical to make sure you can see and be seen.

- 1) First and foremost: slow down! It takes longer to stop or adjust in wet weather.
- 2) Stay toward the middle lanes; water tends to pool in the outside lanes.
- 3) Maintain proper following distance ("3 Second Rule"). This needs to be increased in wet weather.
- 4) Drive in the tracks of a car ahead of you.
- 5) Don't follow large trucks or busses too closely. The spray created by their large tires reduces your vision. Take care when passing them as well; if you must pass, do so quickly and safely.
- 6) Be more alert when driving in wet or slippery conditions. Watch out for brake lights in front of you.
- 7) Avoid using your brakes; if possible, take your foot off the accelerator to slow down.
- 8) Turn your headlights on even in a light rain (LA law requires them to be on when using windshield wipers), or in gloomy, foggy or overcast conditions. Not only do they help you see the road, but they'll help other drivers see you. If your car has daytime running lights you still should put them on, so vehicles behind you can see you better.
- 9) Before it starts to rain, replace old or brittle wipers.
- 10) Avoid off-road driving: it's hard to judge the actual depth of puddles and you can easily become stuck, even in a SUV.
- 11) Never drive beyond the limits of visibility. At night rainy roads become especially treacherous. The glare of on-coming lights, amplified by the rain on your windshield can cause temporary loss of visibility while substantially increasing driver fatigue. In rainy conditions pedestrians, livestock, and wildlife are extremely hard to spot and even harder to avoid.
- 12) Never drive through moving water if you cannot see the ground through it; your car could be swept off the road.
- 13) When driving through a puddle of uncertain depth, go slow. If it is deeper than the bottom of your doors, turn around and find another route. Deep water can cause serious damage to a modern car's electrical system.
- 14) Avoid splashing pedestrians.
- 15) If possible, stay off the road during heavy thunderstorms. Large flashes of lightning can temporarily blind and disorient drivers, and the accompanying high winds and heavy rain can create deadly driving conditions.

Source: www.smartmotorist.com

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ATTACHMENT 5

DRIVING SAFETY

Drug Impaired Driving

There are many dangers associated with driving while impaired by common prescription and over-the-counter (OTC) drugs, such as some antihistamines and anti-anxiety medications.

What does impairment mean?

The effects of impairment vary from person to person. In general, impairment can be defined as changes in a person's ability to perform routine daily tasks at the normal level of functioning.

Symptoms may include drowsiness or excitability, altered depth perception, or slowed or increased reaction time. Impairment affects your ability to drive, among other things, but these changes can often be difficult to identify. In fact, you could be drug impaired and not even know it.

What causes impairment?

You probably know that driving while impaired is a leading cause of car accidents, but what you may not know is that alcohol and illegal drugs are not the only culprits. Impairment can also be caused by many common prescription and OTC medications. These medications, like some antihistamines, used to treat allergies and anti-anxiety medications for example, may affect driving skills by inducing drowsiness or excitability or by altering reaction times. Other impaired medications include some cold and cough medications, sleeping pills and painkillers.

How can I tell if I am impaired by a medicine or other drug?

Signs and symptoms of impairment may include:

Drowsiness, Excitability, Altered reaction times, Altered depth perception

How can I avoid driving impaired?

- a) Talk to your healthcare provider or pharmacist to learn the side effects of any medications you are taking.
- b) Carefully read the directions and warning labels of any medications you are taking
- c) Ask your healthcare provider about non-impairing alternatives
- d) Never take more than the recommended dose
- e) Do not mix medications without checking with your healthcare provider or pharmacist first
- f) Do not mix alcohol with your medication.

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- g) Make sure you know the signs and symptoms of drug impairment before you get behind the wheel.

Source: National Safety Council

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ATTACHMENT 6

DRIVING SAFETY

Railroad Crossings

Railroad crossings pose additional hazards to drivers. Louisiana is second in the nation in total train crossing collisions. Many of these collisions occurred because drivers failed to stop or yield at the crossings.

Some tips regarding train crossings include:

- Treat railroad cross bucks the same as yield signs.
- Always expect a train when crossing train tracks.
- Observe all warning signs and signals.
- Proceed through a crossing only if you are sure you can cross the tracks safely.
- If the vehicle stalls, get out immediately and call 911.
- Do not change gears when crossing train tracks.
- Always expect another train when crossing multiple tracks.
- Never stop on the tracks.
- Do not drive around lowered gates. If the gate is believed to be malfunctioning, call 911.

Chapter 8

Employee Conduct Procedures



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CHAPTER: 8

TITLE: EMPLOYEE CONDUCT PROCEDURES

EFFECTIVE DATE: August 17, 2009

ENGAGING IN ANY OF THE FOLLOWING PRACTICES OR ACTIVITIES MAY SUBJECT YOU TO DISCIPLINARY ACTION INCLUDING DISMISSAL:

1. Use of liquor at work, coming to work under the influence of liquor or staying away from work because of intoxication
2. Use of, or illegal possession of, drugs or attempting to take part in the sale or illegal handling of drugs
3. Failure to report convictions under a drug statute
4. Smoking on the school campus or in state vehicles
5. Sleeping while on duty
6. Unauthorized removal of property belonging to the RSD, students, other employees, or guests
7. Dishonesty – lying to supervisory personnel; falsification of employment application or any other School document
8. Careless disregard for generally accepted behavioral and ethical standards that impair effective accomplishment of assigned role and responsibilities
9. Insubordination – not carrying out reasonable requests of supervisory personnel
10. Unsatisfactory work performance – either deliberately or due to incapability
11. Secondary employment unless it is cleared through the proper authority
12. Lack of proper interest in one's work
13. Excessive personal phone calls – either outgoing or incoming – except in the case of extreme emergency
14. Spreading of malicious rumors or gossip

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15. Unauthorized release of information regarding a school, students, parents, employees or guests
16. Excessive unexcused absence or tardiness. Failure to report absence or tardiness to the supervisor by the scheduled work time or shortly thereafter
17. Violation of health or safety rules. All employees are required to follow safety procedures and to use provided safety equipment
18. Failure to report conviction of driving violations, including speeding tickets, as required in the State's Driver Safety Program
19. Engaging in violence in the workplace such as fighting, harassing, attempting to injure or intimidate another person, creating a hostile work environment; willfully destroying RSD property or the property of others
20. Disregard of appropriate staff/student relations, including the responsibility for the health, safety and well being of all students, whether or not the student is in your charge, and the failure to act or respond in contingency/emergency situations
21. Failure to follow RSD procedures on the handling of School-based fund accounts
22. Lack of courtesy to students, guests, or other employees
23. Leaving work station or area (e.g., classroom, hall, school grounds) without legitimate reason, except in extreme emergency or with permission of the supervisor
24. Solicitations for donations, unless cleared through proper management personnel
25. On-campus use of, or possession of, a firearm or other instrument customarily considered to be a dangerous weapon. Failure to report to the proper authorities knowledge of the possession of such weapons on campus by another individual. The Security Officers may carry weapons authorized by the District's Public Safety Executive Director
26. Failure to secure annual leave approval in advance from your supervisor except in an extreme emergency that did not allow for prior approval. Using sick leave for medical appointments is to be requested with adequate work unit coverage in mind

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- 27. Failure to maintain current address and phone number with the Human Resources Office for required record keeping as well as for use by the appropriate Division Head and immediate supervisor
- 28. Failure to provide to the Human Resources Office your correct name and social security number as they appear on your current Social Security Card or failure to provide a copy of your updated Social Security Card as required for employment purposes

YOUR SIGNATURE BELOW VERIFIES THAT YOU HAVE RECEIVED A COPY OF THIS RSD CONDUCT PROCEDURE RETAIN, THAT YOU UNDERSTAND THE RULES, AND THAT YOU AGREE TO FOLLOW THEM.

EMPLOYEE'S SIGNATURE

DATE

Chapter 9

First Aid Medical Attention



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CHAPTER: 9
TITLE: FIRST AID / INITIAL MEDICAL ATTENTION
EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as RSD) to provide initial medical attention and/or First Aid to employees and visitors to RSD campuses & facilities or whoever may need such assistance.

II. PURPOSE

This procedure establishes the provision of initial medical attention and/or First Aid to RSD employees and/or visitors to RSD campuses & facilities.

III. AUTHORITY

This procedure is in accordance with ORM (Office of Risk Management) regulations, and overall management of the RSD. First Aid is a part of the RSD's emergency response system and overall health and safety program.

IV. APPLICABILITY

This procedure shall apply to all RSD employees and visitors to RSD sites.

V. RESPONSIBILITY/ NOTIFICATION

- A. Employees: It is the responsibility of each employee to notify his/her supervisor when medical attention/First Aid is needed.
- B. Visitors: It is the responsibility of the RSD employee who is the contact person with visitors on an RSD site to inform them of the location of where services are available for initial medical attention should they have such need while on RSD property, or until emergency response arrives.

Each visitor then is responsible for notifying someone in authority at the facility when immediate medical care is needed. It is ultimately each visitor's responsibility for his/her own health, welfare and medical provision. The site administrator will assist in contacting 911 should the visitor's medical condition or complaint rise to the level of an emergency.

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- C. Students: All accidents involving students shall be recorded on the Recovery School District's Accident Report Form submitted by the on-site nurse, if possible. The student shall be treated by a nurse, EMT, doctor, or medical para-professional. A copy of the accident report shall be forwarded to the Risk Manager's office for follow-up investigation.

VI. IN AN EMERGENCY MEDICAL SITUATION

Your priorities are to:

- Assess the situation --- do not put yourself in danger;
- Make the area safe --- part of safety is an awareness of your surroundings and a healthy fear of unstable situations;
- Assess all casualties and identify any unconscious casualties;
- **Send for help... do not delay.**
 - a) Call School Nurse.
 - b) If you can determine that emergency responder assistance is needed, call **911**. Emergencies are typically defined by the victim; **if the person feels they are having a medical emergency, call 911 immediately.**

Probably the biggest indicator of a serious medical emergency is an inability to wake a victim. If the person does not respond to you as you attempt to wake him/her (**ex., by asking, "Are you all right?"**) then you should call 911 immediately.

If using your cell phone, make sure you know how to call 911 on a cell phone.

- c) Then notify the Public Safety Department. Inform them that EMS is on the way, the building in which located, the number of individuals needing assistance, and (if known) the number who are unconscious.

Do not attempt to give First Aid for which you have not been trained!!

VII. YOURSELF: scope, consent, disease transmission.

- A. **Good Samaritan Laws**

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- 1) Good Samaritan Laws were enacted in the United States to give legal protection to people who willingly provide emergency care to ill or injured persons without accepting anything in return.
- 2) Good Samaritan Laws were enacted to encourage people to help others in emergency situations. They require that the “Good Samaritan” use common sense and a reasonable level of skill, **not to exceed the scope of the individual’s training** in emergency situations. They assume each person would do his or her best to save a life or prevent further injury.
- 3) Good Samaritan Laws vary from state to state.

B. Obtaining Consent

- 1) Before giving care to a conscious victim you must first get consent. To get consent---
 - a) State your name
 - b) Tell the victim you are trained in First Aid [if applicable]
 - c) Ask the victim if you can help
 - d) Explain what you think may be wrong
 - e) Explain what you plan to do.
- 2) Once the victim gives consent, provide the appropriate care. ***If the victim does not give consent, DO NOT GIVE CARE***, but still **call 911**.
- 3) A victim who is unconscious, confused, or seriously ill may not be able to grant consent. In such cases, consent is implied. Implied consent means that the victim would agree to the care if he or she could.

C. Preventing Disease Transmission

[The risk of] getting a disease while giving First Aid is extremely rare. The following precautions can reduce the risk even further:

- 1) Avoid contact with blood and other body fluids.

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- 2) Use protective equipment, such as disposable gloves and breathing barriers.
- 3) Thoroughly wash your hands with soap and water immediately after giving care.

Source: American Red Cross, American Red Cross First Aid/CPR/AED Program, ©2001

- D. **If trained in First Aid**, you may want to refer to Attachment 1, for reminders of things to ask, do.

VIII. HOW TO CALL 911 EFFECTIVELY

What you need: a phone, a deep breathe, knowledge of where you are.

- A. **Information for Emergency call:** be prepared to give this information to the EMS dispatcher ---
 - 1) Location, city or town, street address, cross streets, directions (to a building or specific room once at your site).
 - 2) Telephone number from which the call is being made.
 - 3) Caller's name.
 - 4) What happened
 - 5) How many people are injured
 - 6) Condition of injured person(s): ex., conscious/unconscious
 - 7) Help (care) being provided

NOTE: **Do not hang up first!** Let the EMS dispatcher hang up first.

- B. **During the call:**
 - 1) **Stay calm:** it is important to take a deep breath and not get excited.
 - 2) **Wait for the call-taker to ask questions, and then answer clearly and calmly:** The call-taker will try to move things along quickly, but under control. If you are in danger of assault, the dispatcher or call-taker will still need you to answer quietly, mostly "yes" and "no" questions.
 - 3) If you reach a **recording, listen to what it says:** if the recording says ---
 - a) "your call cannot be completed": hang up and try again;

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- b) “all call-takers are busy”: **wait!** When the next call-taker or dispatcher is available to take the call, it will transfer you.
- c) Let the **call-taker guide the conversation**: he/she is typing the information into a computer and may seem to be taking forever. There is a good chance, however, that the emergency services are already being sent while you are still on the line.
- d) **Follow all directions**: In some cases, the call-taker will give you directions. Listen carefully, follow each step exactly; ask for clarification if you do not understand.
- e) **Keep your eyes open**: You may be asked to describe victims, suspects, vehicles, or other parts of the scene.

4) Do not hang up the call until directed to do so by the call-taker.

IX. RECORD KEEPING

- A. Employees: Employees will complete worker’s compensation forms if they are subject to accident/injury while performing work “within the scope and course of employment.” Refer to the RSD Employee’s handbook for further details on “Worker’s Compensation.” Applicable forms needed **include Worker’s Comp: DA 2000 for Accident/Incident and E-1 form, LDOL WC 1007, “Employer Report of Injury/Illness” when medical costs are incurred.**
- B. Visitors:
 - 1) Visitors who become ill/injured on RSD property due to an incident/accident are to complete the DA 3000 form (see Attachment I). All visitors who just become ill/injured while on RSD property, not due to an incident/accident, the same DA 3000 form should be completed. Just using the term “incident” on the form.
 - 2) In order to follow-up after the incident, while waiting for medical attention... if possible, secure identifying information and details about the incident:
 - a. Date, time and place of the incident;
 - b. Full name, address and phone # of the person;

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- c. Details of the injury/illness and any First Aid given (ex., by whom [full name, in what capacity, where was assistance provided, what done];
- d. What happened to the person immediately afterwards (ex., left of own accord, back home; left with EMS, to hospital [if so, which one];
- e. Name and signature of the person dealing with the incident.

If it is not possible to secure the above information, the person dealing with the incident, should fill in the DA 3000 form as best as possible and sign/date it.

X. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

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ATTACHMENT 1

EMERGENCY SITUATION : **Do not attempt to give First Aid unless trained!!**

Reminders of things to do, ask.

If person conscious, **GET CONSENT BEFORE** caring for the person. If person is unconscious, consent is implied.

1. <u>ASK</u> : any medications on? Last taken: Last food or drink?	<u>SAMPLE</u> S= signs & symptoms? A= allergic to what? M= medications on? (R _x name, for what) P= past personal history? (has this happened before) L= last oral intake? what/when (food, drink, or R _x) E= events leading up to this?
2. <u>ASK</u> : health conditions? ex, bad heart, diabetes....	<u>DOTS</u> look for: D= deformities O= open injury T= tenderness S= swelling
3. <u>PUT</u> : rubber gloves on , or something to cover your hands if blood or other bodily fluids present	Before showing aspirin, ask: "Allergic to aspirin?" If answer is "yes," see "Note": <u>NOTE</u> : "If allergic to aspirin, usually can take Tylenol"
4. <u>CALL 911</u> ; describe exactly how to get to your site	

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<p>5. <u>GET: emergency contact info:</u> to tell them what has happened.</p> <p>Phone #'s: _____</p> <p>() area code</p> <p><u>Spouse/Friend</u> or <u>Parent/Child</u>:</p> <p>Name -</p> <p>Home -</p> <p>Work -</p> <p>Cell</p>		
<p>6. <u>IF NEED HELP,</u> Call school nurse; to assist you until Emergency personnel arrives.</p>		
<p>7. <u>OFFER:</u> water if person is conscious and talking to you</p>		
<p>8. <u>AFTERWARDS:</u></p> <p>If blood, clean with bleach (mix with water); repeat, undiluted; water. Throw towels, gauze with blood in black garbage bag. Has to be disposed as hazardous material (ask EMS/Fire Dept to take bag).</p>		

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ATTACHMENT 2

VISITOR/CLIENT ACCIDENT REPORTING FORM

**OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
VISITOR/CLIENT ACCIDENT REPORTING FORM
General Liability Claims – For Agency Use Only
(PLEASE TYPE OR PRINT)**

1. AGENCY NAME and LOCATION CODE Recovery School District:

2. DATE and TIME of ACCIDENT

3. VISITOR/CLIENT NAME

4. VISITOR/CLIENT ADDRESS 5. CLAIMANT'S TELEPHONE #

6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

7. WERE THERE WITNESSES) ____Y ____N

8. WITNESS NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)

9. WITNESS STATEMENTS ATTACHED ____Y ____N

10. DETAIL DESCRIPTION OF ACCIDENT LOCATION _____

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING

11. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS
DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT ____Y ____N IF YES, WHAT

KEEP COMPLETED FORMS ON FILE AT THE LOCATION

WHERE INCIDENT/ACCIDENT OCCURRED DA 3000

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12. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO THE ACCIDENT: ☐ RAINING ☐ SUNNY ☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐ LIGHTING ☐ WIND ☐ OTHER WEATHER CONDITION _____ ☐ WEATHER NOT A FACTOR

13. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT: ☐ LIQUID ON FLOOR—TYPE OF LIQUID _____ ☐ STAIRS ☐ PARKING LOT ☐ GARAGE ☐ SIDEWALK ☐ ELEVATORS ☐ GRATING ☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING ROOM ☐ WALKWAYS ☐ RAILINGS ☐ FURNITURE ☐ FLOORING—DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____
☐ EQUIPMENT (SPECIFY TYPE) _____
☐ OTHER CONDITION _____

14. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT. IF APPLICABLE, WAS THIS DONE Y____ N____

15. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___Y___N

16. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT ___Y___N IF YES, WAS A STATEMENT OBTAINED AND ATTACHED ___Y___N

17. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? ___Y___N

18. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y_____ N_____

19. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED

Chapter 10

Hazardous Materials Waste



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CHAPTER: 10
TITLE: HAZARDOUS MATERIALS & WASTE MANAGEMENT
EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

It is the goal of the Recovery School District (hereinafter referred to as the RSD) to give employees consistent and accurate information about hazardous chemicals and other hazardous sub-stances with which they work. This is the basis for the RSD's Hazardous Communication (HazCom) program, whereby employees will be informed of materials which may pose a hazard:

- a. Physical, such as flammables, explosives; or,
- b. Health, such as carcinogens (typically cancer causing agents), or eye/skin irritants, or dermal/inhalation toxicity.

The RSD is committed to evaluating potential hazards, writing and keeping current a program to safeguard workers, whether through updating labeling of materials, or through securing and making accessible Material Safety Data Sheets (MSDS) on chemicals used in the workplace, or through providing Personal Protective Equipment (PPE), or controlling the work environment and thus employee potential for exposure. In addition, the RSD will provide training and re-training to employees on the Hazardous Communication Program.

II. PURPOSE

The purpose of the Hazard Communication program is to ensure that hazardous materials, and their related wastes, are handled in a manner that protects human health and the environment. It is the goal of the RSD to help its employees understand the potential hazards of the materials in their work area, to consult the Material Safety Data Sheets (MSDS) for the specifics concerning chemical hazards, and to follow the appropriate work practices established to protect their safety and health.

III. AUTHORITY

Office of Risk Management (ORM) standards, RSD procedure and established healthcare standards.

IV. APPLICABILITY

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This procedure shall apply to all RSD employees.

V. HAZCOM PROGRAM COMPONENTS

The formal framework for communicating information about chemical/health hazards in the workplace encompasses the following activities:

- a. Hazard evaluation
 - b. Material Safety Data Sheets (MSDS)
 - c. Labeling (of products)
 - d. Written program
 - e. Employee training
- 1) Evaluation: The Schools have a commitment to providing a safe and healthy work environment; therefore, ongoing evaluations are made regarding chemical hazards in the workplace. One of the best ways of assessing the workplace is by conducting a walk-around inspection, and checking records of chemicals ordered. From the list of chemicals ordered, Material Safety Data Sheets are available to determine the physical and health hazards, routes of entry, toxicity, and other information about each chemical in the workplace. Once the nature of the hazards have been established, then it becomes important to control those hazards by eliminating or reducing the hazards systematically.
 - 2) MSDS: Material Safety Data Sheets (MSDSs) shall be obtained from vendors for chemicals used in the workplace. A set of MSDSs shall be available to employees in their respective work areas, at all time. These documents shall be available to authorized State and other regulatory bodies upon request.
 - 3) Labeling:
 - a. The RSD shall ensure that all hazardous chemicals are properly labeled with the following information:
 - i. Identify of the hazardous chemical
 - ii. Appropriate hazard warnings
 - iii. Name and address of the chemical manufacturer, importer or other responsible party.

Commercially obtained products should come with appropriate labeling on them.

- 4) This program does not require a label on portable containers that hazardous chemicals are transferred from labeled containers, and that are intended only for the immediate use of the employee who performs the transfer. However, by

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labeling the portable container appropriately, the accidental misuse of the material is others is reduced.

- 5) Employees with questions concerning the appropriate in-house label to use when transferring a hazardous material from one container to another container should contact the work area supervisor immediately.
- 6) Any portable container of hazardous material not intended for immediate use will be labeled with the appropriate in-house label containing at least the following data:
 - a. Identify (name) of the hazardous material;
 - b. Appropriate hazard warnings.

When labels must be made at the RSD they shall be legible, written in English, and prominently displayed on the container.

- 7) All in-house labels will be reviewed whenever necessary to update the label information and to determine whether the label conveys the appropriate hazard warnings for the material identified on the label.
- 8) No label is to be defaced or removed unless the container is immediately marked with the required information. No employee should remove any label unless specifically directed to do so by the supervisor. Any container without a label should be reported immediately to the work area supervisor.
- 9) Written program: Through the establishment of this procedure, as well as the standards incorporated in the RSD Safety Manual, the RSD is relying on its program to keep the workplace safe from hazardous chemicals.
- 10) Employee training: Employees shall receive training on the HazCom program from time of hiring at the RSD, through reassignment of position/duties changes on-the-job, as well as the mandatory cyclical training on this topic as required by ORM. Training is essential to ensure that employees understand the information provided, where they can get more information, and how they can use the information to protect themselves.

Employees who handle hazardous materials on a daily basis shall be trained to know which hazards exist, which personal protection measures to take (wearing of Personal Protective Equipment – PPE), which symptoms indicate that a person is affected by the hazards, and which First Aid responses are required. Employees and

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supervisors will discuss various methods of detecting the presence of hazardous materials which employees may be exposed to on-the-job. Additional training is to be done whenever a new physical or health hazard is introduced into the work area. In addition, employees shall be trained on the proper methods of disposal, i.e., waste management of hazardous chemicals/materials and materials potentially hazardous. The same documentation method used for other safety training is to be maintained in the applicable work Department on hazardous materials training.

VI. RESPONSIBILITY

Supervisors/managers/administrators are responsible for (among other actions):

- a) Communicating to employees about dangers/potential dangers of chemicals/other materials with which they may come in contact in their work, and for overall administration of the HazCom Program as outlined;
- b) relating information on known hazardous materials that employees may use in the workplace and explaining where they may get information concerning the HazCom Program;
- c) explaining the MSDS sheets for the work area, what PPE employees are expected to use, as well as established hazard evaluation procedures;
- d) making sure that hazardous materials are properly labeled;
- e) providing training to employees as applicable; and,
- f) establishing procedures for informing employees of any hazards of non-routine tasks, and informing contractors of known hazards which might be encountered during contract jobs.

Employees are responsible for (among other actions) becoming familiar with the HazCom Program and following the Program requirements, such as:

- a) Becoming informed about the chemical and physical hazards of the workplace and how to protect themselves and other employees from these hazards. Handlers and users of hazardous materials must observe all necessary personal protection measures and environmental controls;
- b) Receiving training, when they are exposed to a hazardous material on a routine basis, concerning the hazards posed by the material, symptoms of overexposure, methods of protection, and what to do in the event of an emergency involving a spill or acute overexposure;
- c) Informing their supervisors of changes in work operations that could affect the safety and health of the job site or work area; and,

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- d) Performing their jobs in accordance with precautions communicated to them during training and education on-the-job. A supervisor may recommend appropriate disciplinary action when an employee does not comply with precautionary measures indicated in this procedure, and/or demonstrate common sense and good judgment.

VII. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

Chapter 11

Inspection Procedures



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CHAPTER: 11 **TITLE: BUILDING & OFFICE INSPECTION PROCEDURES** **EFFECTIVE DATE: August 17, 2009**

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as the RSD) to safeguard employees, students, and visitors from the risks of injury by regularly inspecting the buildings and offices for safety and loss prevention hazards.

II. PURPOSE

The inspections serve two basic functions:

- 1) To maintain a safe work, visiting, learning and living environment, while controlling unsafe actions of people and hazardous conditions;
- 2) To maintain operational efficiency.

III. AUTHORITY

The inspections are made in compliance with ORM (Office of Risk Management) rules and regulations.

IV. APPLICABILITY

- A. Daily: All supervisors are responsible for inspecting their work areas to assure that housekeeping, work tools and equipment, emergency routes, and safety procedures are adequate for the assigned tasks. These inspections should be informally performed daily as part of the supervisor's normal routine.
- B. Quarterly: All buildings and office spaces on an RSD campus will be formally inspected on at least a quarterly basis by the RSD Safety Officer. The "RSD Safety Inspection Checklist will be completed and copied/retained as indicated on the form. The Checklist is a guide to performing inspections and reporting hazards. It addresses building, electrical and emergency equipment, fire safety, office safety and storage methods.

At time of ORM, Loss Prevention Unit audit/review of the RSD Safety Program, such Checklists must be available for viewing.

V. ROLE and RESPONSIBILITY

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- A. Each department supervisor, or designee, will complete a quarterly inspection of assigned building(s) and office spaces using the Checklist from IV. B above. These inspections afford a method for the supervisor, or designee, to inform higher level management of workplace hazards and through completion of a Maintenance Request work order, a method for repair/corrective action of workplace hazards.
- B. Regular inspections conducted by the State Fire Marshal's Office will determine compliance with fire safety regulations. Fire inspection reports are given to the RSD's Facilities Director to have all items of non-compliance corrected.

VI. VIOLATION of PROCEDURE

Since the primary purpose of this procedure is to determine any areas which pose safety or loss prevention hazards, all failures to comply with the requirements of this procedure, and the overall Safety Inspection program will be viewed as serious safety violations. As such, any employee failing to comply with this procedure will be subject to disciplinary action, including the possibility of termination from employment.

VII. ADDITIONAL PROGRAM INFORMATION

Additional information on the Safety Inspections Program is found in the RSD Safety Manual, examples: checking for hazardous conditions such as those listed; review and completion of the Hazard Control Log; responsibilities in the program, by position; reporting of uncorrected hazards to ORM, Loss Prevention.

VIII. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers Division Heads and Principals of Schools are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

IX. EXCEPTIONS to PROCEDURE

The Superintendent may make exceptions to this policy whenever it is deemed to be appropriate and/or in the best interest of the School District, except where in conflict with statutes or ORM requirements.

Chapter 12

Job Safety Analysis



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CHAPTER: 12 **TITLE: JOB SAFETY ANALYSIS** **EFFECTIVE DATE: August 17, 2009**

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as the RSD) to safeguard employees from the risks of occupational injury by analyzing work methods used in the operation of equipment, machinery, supplies, vehicles, and any other procedures which may be followed now or in the future performance of job duties. The analysis of all jobs are performed following any accidents/injuries, using the Job Safety Analysis (JSA) procedure, to determine the cause and future preventive measures which must be taken. Once completed, a JSA can be used not just as a tool in the accident investigation procedure, but as a teaching/learning tool for new employees and/or continuing employees who may not have performed a particular task or who may need assistance in the performance of an assigned duty.

II. PURPOSE

This procedure will establish guidelines for eliminating hazards and potential exposure by evaluating jobs, and for developing a tool to assist in the teaching of safe work procedure to RSD employees.

III. AUTHORITY

The Office of Risk Management (ORM) Safety Manual, General Safety Section requires that a JSA be completed under three circumstances:

- 1) Accident/incident that resulted in employee death;
- 2) Trend of accidents related to a particular work process/task; or,
- 3) New equipment, procedure or operational changes in performance of a job task(s).

The School District shall require review of each accident/injury that resulted in Worker's Compensation medical attention outside of the School District, and if determined to be

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applicable by the affected employee's supervisor(s), completion of a new JSA or review of an existing document.

IV. APPLICABILITY

This procedure shall apply to all RSD employees.

V. RESPONSIBILITY

The supervisor, with input from Facilities Management and Risk Management, is responsible for developing the Job Safety Analysis. Input from employees who regularly perform the task is to be included. It is the responsibility of each employee to assist in the development of JSA's, for compliance with work procedures as described, and for review of JSA's when needed. The supervisor must make these documents available to employees, and the supervisor/Department/Division Head for making sure that JSA's are available and used on-the-job, as well as for compliance with all other requirements of the JSA program.

VI. TRAINING/RECORD KEEPING

Documented training for all employees on completed/existing JSA's is to be conducted at least annually (during each fiscal year). New employees, or employees new to a work area, are to be trained by the supervisor/Department Head on the JSA process and the JSA's existing for a particular work area.

JSA's are to be kept in an area accessible to all employees.

VII. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

Chapter 13

Bonds & Crime



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CHAPTER: 13
TITLE: BONDS AND CRIME
EFFECTIVE DATE: August 17, 2009

I. BONDS and CRIME OVERVIEW

A. INTRODUCTION/PURPOSE

1) INTRODUCTION

This Bonds and Crime Program is established in compliance with the Office of Risk Management, State Loss Prevention Manual, to protect the Recovery School District (hereinafter referred to as the RSD) from financial and/or property losses resulting from any act and/or omission by any employee of the RSD in the performance of their duties.

The fiscal procedures of the RSD shall be in conformance with Office of Statewide Reporting and Accounting Policy (OSRAP), regarding fiscal controls and safeguards.

2) PURPOSE

The Purpose of this Procedure is to:

- Assign responsibility for developing, implementing, monitoring, and enforcing a Bonds and Crime Program for the RSD.
- Establish accountability for each position which has potential exposure for risk. Protect the assets of the State of Louisiana and the New Orleans Recovery School District.
- Reduce exposure to loss and reduce actual losses.
- Foster the use of best practices in all functions related to fiscal matters and property management.

II. BONDS and CRIME OVERVIEW

A. RESPONSIBILITIES

Responsibilities related to the Bonds and Crime Procedure shall be mainly assigned to nine positions at the Recovery School District:

The Chief Financial Officer, RSD Superintendent, Budget Coordinator, the Chief Operations Officer, the Property Manager, the Human Resources Director, the Budget Director, Facilities Director, Chief of Staff, Payroll Director, and Procurement Director.

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- 1) Each of these incumbents shall develop written policies and procedures covering those portions of the Bonds and Crime Procedure as appropriate to their areas of job responsibility.
- 2) Oversight of this Procedure shall be provided by the Chief Financial Officer.
- 3) The procedures developed under, and as a result of this Program, shall apply to any and all employees of the RSD when their job duties involve exposure to financial and/or property losses.
- 4) Supervisors and managers shall ensure that all employees are properly trained for the handling of the state's assets, related to property procurement, use and disposal; and property and financial matters, including the handling of money.
- 5) The guidelines and procedures contained in this Procedure and any other regulations related to fiscal controls shall be adhered to without exception. The RSD shall endeavor to reduce exposure to incidents of loss through implementation of this Procedure.
- 6) All instances of loss, fraud, or mismanagement shall be reported immediately in accordance with established procedures, and an investigation shall be conducted as appropriate, including notification to the Office of Risk Management and other applicable regulatory bodies.
- 7) For any findings of reviews by outside regulatory bodies, such as Legislative Auditor, the Chief Financial Officer shall be responsible for directing the implementation of corrective actions.

III. FISCAL AREAS

A. INTERNAL FISCAL CONTROLS

- 1) **Internal Control Purpose:** All procedures designed to address fiscal internal controls shall:
 - a. Be in compliance with applicable State & Federal laws & RSD's School Fund Manual.
 - b. Be in compliance with regulations established by the State's control agencies (Division of Administration, Treasury, etc.);

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- c. Be developed with the purpose of safeguarding assets against waste, loss, unauthorized use, or misappropriation; and
 - d. Reduce exposure to and risk of loss.
- 2) **Internal Control Components:** may include, where applicable:
 - a. Segregations of duties,
 - b. Supervisory oversight,
 - c. Accounting Section oversight,
 - d. Standardized procedures,
 - e. Limited access to receipts/monies, and use of control measures, such as use of pre-numbered receipts.
- 3) **Reasonable Assurance:** The guidelines and procedures put forth in the Bonds and Crime Procedures, as well as those provided in the RSD's School Fund Policy Manual, shall provide reasonable assurance that the fiscal controls shall achieve the stated purposes while being cost effective. Internal fiscal controls shall be as detailed and specific as is feasible and consequential.
- 4) **Attitude:** Managers, supervisors, and all employees will maintain and demonstrate a positive and supportive attitude toward internal controls. All staff will be educated as to the importance of these controls, and all transactions shall be properly recorded and documented.
- 5) **Competent Personnel:** Only employees authorized and trained to manage or handle cash, property, and other State assets should be assigned to those duties. Various reconciliations and other control measures which are part of routine job performance shall be strictly adhered to by all employees responsible for receipt and classification of funds. Discrepancies, shortages, and other problems shall be reported to the employee's supervisor immediately upon discovery. Any un-reconciled discrepancies resulting in financial loss as defined in the RSD's School Fund Manual shall be reported in writing to the Property Director or the Chief Financial Officer.
- 6) **Supervision:** Qualified and continuous supervision shall be provided to assure that approved procedures are followed. Lines of personal responsibility and accountability shall be clear. Supervisors must ensure that employees are properly

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trained in the fiscal control procedures and guidelines developed for his/her operation and that all safeguards are followed at all times.

- 7) **Separation of Duties:** Duties shall be segregated as much as is feasible and consequential so that no one individual controls all phases of a task which has exposure under this Procedure. The purpose of this is to minimize the risk of loss to the RSD and to the State.
- 8) **Access to Resources:** Access to resources shall be limited to authorized personnel. Access includes both direct physical access and indirect access through the preparation or processing of documents that authorized the use or disposition of resources.
- 9) **Internal Audits:** Periodic internal audits shall be made, comparing the physical resources with the recorded accountability to determine whether the two agree, e.g., school funds; physical inventories of supplies, food stock. The frequency of the audit shall be determined by the vulnerability of the asset.
- 10) **Audit Findings:** Managers should promptly evaluate findings and recommendations reported by audits; determine proper action and, within established time frames, implement actions that correct the findings.

All legislative and outside entity audit comments and recommendations relative to internal controls shall be brought to the attention of the RSD's Senior Cabinet and shall be evaluated for corrective action as necessary.

B. PETTY CASH FUNDS

Under no circumstances shall a petty cash fund be maintained by any RSD section / division / unit or school-site without prior approval of the Superintendent of the RSD or Chief Financial Officer. RSD employees who violate this petty cash procedure will be subject to appropriate disciplinary actions up to and including termination.

III. RISK AREAS

A. BONDS/CRIME EXPOSURE

1) PURPOSE

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The purpose of this Bonds and Crime program is to protect the State & RSD from financial and/or property losses resulting from any act and/or omission by any State public official, appointee, or employee in the performance of their duties.

Other goals of the program include: reducing the State & RSD's exposure to loss and safeguarding assets and maintaining the public's confidence in the State's ability to conduct business in an honest and professional manner.

2) **RESPONSIBILITY/ACCOUNTABILITY**

This program assigns responsibility for developing and managing fiscal controls. It establishes each employee's accountability for the performance of duties in compliance with internal fiscal controls.

B. PROPERTY CONTROL

1) Damage or loss of **property** has direct impact on the State & RSD's assets and can result in decreased income or increased costs for the State.

a) According to the Office of Risk Management's Catalog of Coverage and

Services, Real Property includes:

Buildings

Land

Boilers

Stationary heavy machinery

b) Personal property includes:

Motorized equipment

Furniture

Tools

Supplies

Boats

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- 2) Loss of property can result from carelessness, natural causes, faulty equipment, malicious mischief or vandalism, or negligence. Risk of loss to property should be avoided. Both safety and security are vital tools which can prevent or reduce loss, and all policies and procedures addressing these areas shall be followed by all employees of the New Orleans Recovery School District.
- 3) Employees shall be responsible for all property purchased by, utilized, or assigned to them. Employees shall care for and use materials and equipment safely and for their intended purposes without waste or loss. When loss or damage to State-owned property is due to negligence on the part of the employee, the employee may be required to replace the property or face disciplinary action.
- 4) Employees shall follow all RSD rules, regulations, and procedures regarding tagging, transferring, identification, inventory, and disposal of property.
- 5) Compliance aids in minimizing losses and increasing protection of the State's property assets. The RSD's designated Property Manager is responsible for the property program and shall advise management of any on-going or serious abuses or problems.

All instances of loss or damage to State property from any cause shall immediately be reported to the Property Manager. This includes completion by employees of the "Incident Report of Lost, Stolen, or Damaged Equipment and Property" form.

C. FINANCIAL LOSSES

- 1) The RSD shall employ such control procedures as are necessary to reduce the risk of loss from dishonest acts of State employees and private citizens. The individual procedures contained within this document, as well as other program-specific procedures, serve this purpose.
- 2) Fidelity Bond Coverage
 - This insurance coverage is mandated by the Office of Risk Management. Bonds include:

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- Employee Faithful Performance: Covers loss sustained because of dishonest or fraudulent acts of employees and for loss caused by failure of an employee to faithfully perform job duties.
- Property Manager: Covers dishonest or fraudulent acts or failure to faithfully perform duties related to handling and control of State property.
- Notary: Guarantees that a notary public will comply with applicable laws and regulations, and
- Public Official: Protects against dishonest and fraudulent acts and failure to perform duties required.

D. INCOME LOSS or INCREASED COSTS

This component is not applicable to the RSD because the RSD does not operate any income-producing facilities.

E. REPORTING INCIDENCES of FINANCIAL LOSS

1) INTERNAL REPORTING

This section does not apply to items on inventory which are reported as “unallocated” during the annual inventory process.

- a) A “financial loss” occurs whenever actual money or a thing with monetary value, either belonging to the State or entrusted to the care and custody of the State, is missing or cannot be located and is presumed to be lost, stolen, destroyed, or has been vandalized.
- b) Any incidence of financial loss due to or resulting from any act or omission by any State employee, or suspected act of vandalism, shall be reported in writing to the Property Manager immediately upon discovery of the incidence by the person discovering the occurrence.
- c) The Property Manager, Security Director, and Risk Manager will review the incidence and determine what further action (such as reporting to the police) shall be taken, based on the explanation provided.
- d) Further action may include: informing the RSD Superintendent, Security Director, Risk Manager, Property Manager, or requesting investigative assistance from an

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auditor; modification of procedures; and/or filing a claim with the Office of Risk Management (ORM), DOA.

2) **EXTERNAL REPORTING**

- a) Purpose: This establishes the RSD's governing principles regarding compliance with LRS 24:523, which states in part, "An agency head of an audit who has actual knowledge of any misappropriation of the public funds or assets of his agency shall immediately notify, in writing, the Legislative Auditor and the District Attorney of the parish in which the agency is domiciled of such misappropriation."
- b) Definitions:
 - 1) *Actual knowledge:* positive knowledge as opposed to imputed or inferred; may include "constructive knowledge" (those things which a reasonably diligent inquiry would have disclosed),
 - 2) *Misappropriation:* take or use wrongly; without authority or right; misuse.
- c) Procedure: The Recovery School District shall immediately notify, in writing, the Legislative Auditor, the District Attorney for Orleans parish, and the State Attorney Generals Office (if applicable), upon discovery that there has been misappropriation of funds or assets of the RSD. This action shall be taken after garnering the facts available, and a reasonable interpretation of these facts leading to a conclusion that a misappropriation has occurred.
- d) Responsibilities: Any employee of the RSD at any level who has actual knowledge of any misappropriation of funds or assets or has reason to suspect such misappropriation shall immediately notify the Property Director or his/her designee.
 - 1) The Property Director, Security Director & Risk Manager shall have primary responsibility for the investigation of all matters covered by this procedure and shall report the results of the investigation to the Superintendent, CFO and Chief-of-Staff. The Superintendent shall notify the following individuals of misappropriations in accordance with this procedure:

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State Superintendent of Education, through communication to the State Director, the Legislative Auditor; and the District Attorney(s).

- 2) Division Heads shall be responsible for recommending and implementing any consequential or corrective actions resulting from any investigation. These actions may include disciplinary action, restitution, recovery, criminal charges, or otherwise as applicable.

F. LIABILITY TO OTHERS

- 1) The risk of liability claims resulting from injuries to private persons and damage to their property will be reduced by the proper performance of duties, workplace safety habits, and safe driving.
- 2) In addition, the RSD is committed to proper upkeep of its land and facilities which are used by the public, to employee training, and to compliance with all Federal and State rules and regulations. Safety and security considerations receive a high priority, and employees are charged by management to practice loss control procedures in all areas of their job performance.
- 3) The RSD shall have mandatory coverage through the Office of Risk Management for claims for damages based on:
 - a. False arrest, detention or imprisonment
 - b. Malicious prosecution
 - c. Wrongful entry or eviction
 - d. Libel, slander, or defamation of character
 - e. Violation or deprivation of rights, privileges, or immunities secured by law.

G. ACTIONS TO MITIGATE LIABILITY

- 1) Each lawsuit, or liability scenario, is factually unique. Thus the remedial action the RSD takes will vary to some degree in every instance. Based on this premise, if the

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problem to be addressed is in a process that is followed at the RSD, corrective action might be generalized training. If the alleged tort were as the result of negligence by an RSD employee, then individualized corrective administrative steps will be taken. Our goal is to avoid repeating the same mistake twice.

- 2) If a law or regulation is found to be unenforceable as written, RSD staff will take steps to amend the law or regulation so that future actions will be valid.
- 3) If the situation developed from broken, missing, or otherwise sub-standard conditions of property or equipment of the RSD, then steps will be taken to correct that situation.

IV. CASH MANAGEMENT MANAGING CASH

1) Program Goals

In compliance with State laws and the RSD's School Fund Manual, this program is established so that:

- (a) The State's financial assets are protected and maximized.
- (b) Exposure to loss and/or fraud is reduced as much as possible,
- (c) Personnel involved with handling of cash maintain high standards of integrity and possess adequate knowledge and skills to perform their duties,
- (d) All procedures related to the handling of money are performed efficiently and effectively.
- (e) The most effective management controls are applied and are based on an effective system of checks and balances,
- (f) Internal controls which enable detection of errors or fraud, as well as prevent mistakes, are established and followed,
- (g) All managers and handlers of cash understand the importance of internal controls, and financial reports are reliable and accurate.

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2) Measurement of Goals

The following performance indicators will be used to measure program goals success:

- a) Timeliness of deposits,
- b) Audit findings (Legislative Auditor, State Treasury, Office of Risk Management, or other regulatory bodies),
- c) Instances of financial loss.

3) General Procedures for Handling of Cash

- a) For purposes of this program, “cash” and “money” shall have the same meaning and be defined as ready money which includes coins, currency, checks, and money orders.
- b) This program shall apply to all programs and divisions of the RSD as applicable. The Property Manager and CFO shall be responsible for oversight, and compliance relative to this program shall exercise functional authority over all financial activities and employees involved in these, as applicable.
- c) Any division considering the implementation of a new fee or activity involving the collection of cash shall first consult with the Property Manager or Chief Financial Officer so that proper procedures may be established in compliance with this program.
- d) All positions that handle cash shall receive a copy of this program in addition to the **RSD’s School Fund Manual**. Only employees that are specifically trained in and knowledgeable of the-job training by supervisors and more in-depth training by the Financial Services Division, *about cash* management procedures shall be allowed to perform those duties. Training shall include on- as applicable.
- e) All funds received shall be deposited to the State Treasury or other regional (depository only) bank accounts as applicable within one working day (generally 24 hours) of receipt. All deposits shall be classified (coded in the accounting system in accordance with the State’s financial accounting system and procedures) within two working days from the date of deposit (generally 48 hours). If applicable.
- f) Every section or unit that receives cash shall maintain appropriate documentation of such receipts. This documentation shall be such that it is sufficient for audit tracking and explanation of source of receipts. These records shall be maintained for a period of at least 3 concluded fiscal years. (Examples: copies of checks, invoices, receipts)

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- g) Every section/location that makes deposits directly to the State Treasury or to a regional bank account shall perform reconciliations to ensure that deposits balance to collections, as applicable.
- h) Pre-numbered receipts and/or permits shall be used, where applicable.
- i) Safekeeping of cash in offices shall be observed through key control and limited access.
- j) A follow-up collection letter shall be sent if payment is not received 30 days from the date of the initial letter. This letter shall explain further possible action to be taken by the RSD for non-payment (including applicable penalty and interest charges and denial of privileges).
- k) Debtors shall be charged the applicable fee, in addition to the original amount of the check.
- l) Further transactions shall be denied to any person who has a debt from a dishonored check which has not been cleared.
- m) Habitual bad check writers shall be required to use other forms of payment when dealing with the RSD.
- n) An unpaid check will be considered to be uncollectible when it meets any of the following criteria:
 - 1) The individual can no longer be located,
 - 2) Information has been obtained indicating that the individual is financially insolvent
 - 3) All remedies (legal efforts) have been exhausted including **contacting the Orleans District Attorney's Office.**

IV. PURCHASING/PROCUREMENT

This section is an abbreviated explanation of the procurement process. Please refer to the RSD procurement handbook for detailed information.

Procurement Procedures

1. Completing Purchase Requisitions
 - Complete Vendor information including contact name (if known)
 - A detailed description of items to be purchased including part or model numbers.
 - Quantity to be purchased.

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- Unit of measure for each item (box, each, package, etc).
- Unit price.
- Extended Price.

Routing Purchase Requisitions

- All requisitions must be signed and dated by requisitioner
 - All requisitions must be approved by appropriate RSD personnel.
 - All requisitions must be routed to accounting for coding.
 - After coding requisitions will be forwarded to the procurement Specialist for order placement.
2. Completing Purchase Orders: A purchase order should be completed by an authorized party in Purchasing. The responsible party shall insure the following information is included in all Purchase Orders:
- P.O. number, which is assigned to P.O.s by the computer.
 - Full supplier name.
 - The date the Purchase Order was issued and the date or dates the goods are due unless goods are issued on a blanket P.O. and the supplier schedule is issued.
 - The payment terms.
 - The quantity of the goods ordered.
 - Adequate purchasing information to insure that specified requirements of purchase components are met.
 - The State Contract number, if applicable.
 - The price of the goods and/or services.
 - A signature from the issuing party which shall indicate that they have reviewed and approved the purchasing documents for adequacy of the specified requirements and authorization.

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NOTE: The person making the purchase will then place order by faxing and or mailing a copy of the P.O. to the supplier. In addition, that person shall require a written order acknowledgement from the supplier as required. Any changes in the purchase requisition, which are requested by the supplier, must be communicated back to the person who originated the requisition for resolution.

REFERENCES:

- Louisiana Procurement Code 9Title 39, Chapter 17)
- Purchasing Rules and Regulations (LAC 34)
- Louisiana Code of Ethics (Title 42)
- Office of State Purchasing and Travel Website: (www.doa.Louisiana.gov/osp)

Chapter 14

Workplace/Student Violence



RECOVERY SCHOOL DISTRICT LOSS PREVENTION & SAFETY MANUAL

CHAPTER: 14 **TITLE: WORKPLACE / SCHOOL VIOLENCE** **EFFECTIVE DATE: August 17, 2009**

1.0 INTRODUCTION

- 1.1 Employees of the RSD and students enrolled in its schools are our most valuable resource and their safety and security are essential to carrying out their responsibilities and activities. Every employee and student has a reasonable expectation to perform his/her assigned duties and activities in an atmosphere free of threats and assaults.
- 1.2 Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an Executive Order committing the Governor and the State of Louisiana to work toward a violence-free workplace for state employees. The Recovery School District (hereafter referred to as RSD) administration determined that its staff and students shall work, reside and learn in a violence-free environment.
- 1.3 **RSD fully supports this effort and is committed to a violence free workplace.**

2.0 PURPOSES

The purposes of this plan are to:

- 2.1 direct implementation of effective security measures and administrative work practices to minimize exposure to conditions that could result in harm to state workers and the students they serve;
- 2.2 promote a positive, respectful and safe work environment that fosters employees' and students' security, safety and health; and
- 2.3 require ongoing analysis of the student body and workforce and each work/activity site for hazard prevention and control.

3.0 DEFINITIONS

- 3.1 ASSAULT

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Assault is an attempt to commit battery, or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but based on the circumstances, you have a reasonable apprehension that I plan to strike you.)

3.2 BATTERY

Battery is the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.

3.3 CREDIBLE THREAT

A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.

3.4 EMPLOYEE

A person who works for the RSD in return for financial or other compensation.

3.5 HARASSMENT

The intentional infliction of physical, psychological, or emotional distress through physical or verbal action by one individual toward another. It must be sufficiently severe or persuasive as to alter the conditions of the victim's employment/enrollment and create an abusive, hostile environment, which unreasonably interferes with the individual's performance and affects the individual's psychological well being.

The harassment is intended to inflict severe emotional distress or the offender knew or should have known that severe emotional distress could be certain or substantially certain to result from the conduct.

3.6 INDEPENDENT CONTRACTOR

Company or individual with a contractual agreement with the RSD.

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3.7 INTIMIDATION

The use of threats, fear, duress, menace, or pressure (whether verbal or physical) to inflict emotional harm or coerce another individual in any fashion whatsoever in conjunction with his/her employment/enrollment, whether during or outside normal work/school hours and /or the workplace.

3.8 INTENTIONAL

Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal/disciplinary consequences as reasonably certain to result from his/her act or failure to act.

3.9 OFFENDER

The person who carries out or commits an offence

3.10 RAPID RESPONSE TEAM (RRT) (Optional)

Team assembled to handle workplace violence threats or incidents. Membership includes the Public Safety Director, Division Heads, Human Resources Director, Operations Executive and RSD Psychologist (for direct care staff members and students).

3.11 SCHOOL

For purposes of this procedure “school” refers to RSD.

3.12 STUDENT

For purposes of this procedure, an individual enrolled in an RSD school.

3.13 VENDOR

A Company which does business with the RSD.

3.14 VICTIM

One who is harmed by or made to suffer from an act, circumstance, agency or condition.

3.15 VIOLENCE

Violence is the commission of an assault or battery or the making of a credible threat.

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3.16 VIOLENCE in the WORKPLACE COMMITTEE (Optional)

Committee of school-wide representatives, established to guide the overall RSD workplace violence program. See *Attachment 1*, Section 1.

3.17 WITNESS

One who has seen or heard something.

3.18 WORKPLACE

The workplace is any site where an employee, in the course and scope of employment, is placed for the purpose of completing job assignments. For students, the workplace is any site where a student is under the care and custody of an RSD school.

3.19 WORKPLACE VIOLENCE

Workplace violence is violence that takes place in the workplace.

4.0 MANAGEMENT RESPONSIBILITIES

RSD shall comply with federal and state statutes, rules, regulations and/or guidelines in making reasonable efforts to:

- 4.1 Hire, train, supervise, and discipline employees and students;
- 4.2 Intervene in situations of harassment in the workplace where the RSD administration is aware of the harassment *or should have known of the* harassment;
- 4.3 Ensure employees, students, and/or independent contractors are fit for assigned tasks/activities and do not pose unnecessary risks to others;
- 4.4 Provide security precautions and other measures to minimize the risk or foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
- 4.5 Maintain an adequate level of security;

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- 4.6 Establish and implement a written procedure and plan dealing with violence in the workplace;
- 4.7 Provide employee and student training on the school plan, warning signs of potential for violent behavior, and precautions which may enhance the personal safety of the employee at work or the student at school;
- 4.8 Warn an employee of student of a credible threat made by another to do harm to that employee or student;
- 4.9 Support the application of sanctions and/or prosecution of offenders, as appropriate;
- 4.10 Accommodate, after appropriate evaluation, employees or students who require special assistance following incident(s) or workplace violence;
- 4.11 Cooperate with police/enforcement agencies;
- 4.12 Establish a uniform violence reporting system with regular review of submitted reports;
- 4.13 Initiate procedures to protect from retaliation employees or students who report credible threats; and
- 4.14 Keep up-to-date records to evaluate the effectiveness of administrative and work/activity practices initiated to prevent workplace violence.

5.0 MANAGEMENT COMMITMENT

5.1 At RSD, management commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:

- 5.1.1 Organizational concern for employee and student emotional and physical safety and health;
- 5.1.2 Commitment to the safety and security of all persons at the workplace;

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- 5.1.3 Assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors, employees and students understand their roles and responsibilities;
- 5.1.4 Allocation of authority and resources to all responsible parties;
- 5.1.5 Accountability for involved supervisors, employees and students;
- 5.1.6 Debriefing/counseling for employees or students experiencing or witnessing assaults and other violent incidents;
- 5.1.7 Support and implementation of appropriate recommendations from violence prevention committees; and
- 5.1.8 Treatment of workplace violence incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification of parties, except to those who have a legitimate need or right to know and to the extent required by law.

6.0 EMPLOYEE/STUDENT RESPONSIBILITIES

At The Recovery School District:

- 6.1 Employees are required to report to the immediate supervisor and students are to report to their supervisor or an adult employee all threats or incidents of violent behavior in the workplace which they experience, observe, or of which they are informed. If the supervisor is the person to be complained against, or if it is inappropriate to bring a concern to that person, the complaint is to be brought to the Division Head. Examples of inappropriate behavior which shall be reported include:
 - 6.1.1 Unwelcome name-calling, obscene language, and other abusive behavior;
 - 6.1.2 Intimidation through direct or veiled verbal threats;

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- 6.1.3 Physically touching another individual in an intimidating, malicious or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and
- 6.1.4 Physically intimidating others, including such acts as obscene gestures, fist-shaking, throwing any object; invasion of personal space (“getting in your face”).
- 6.2 Employee and student involvement and feedback enable workers and students to develop and express their own commitment to safety and security and provide useful information to design, implement and evaluate the program. At RSD, employee and student involvement includes, but is not limited to:
 - 6.2.1 Understanding and complying with the workplace violence prevention program and other safety and security measures;
 - 6.2.2 Participating in employee or student complaints or suggestion procedures covering safety and security concerns
 - 6.2.3 Providing prompt and accurate reporting of violent incidents;
 - 6.2.4 Cooperating with the RSD’s Safety Officer, Violence Committee, and Rapid Response Team which may be reviewing violent incidents and security problems, or making security inspections; and
 - 6.2.5 Participating in continuing education covering techniques to recognize and abate escalating agitation, assaultive behavior or criminal intent.

7.0 WORKPLACE ANALYSIS

- 7.1 The process of workplace analysis involves a step-by-step, common sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes, but is not limited to:

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- 7.1.1 Analyzing and tracking records;
 - 7.1.2 Monitoring trends;
 - 7.1.3 Analyzing incidents; and
 - 7.1.4 Analyzing workplace security.
- 7.2 At RSD, the responsibility for conducting and maintaining workplace analysis is assigned to the Risk Manager's office.
- 7.3 A workplace analysis for RSD shall be conducted through the Risk Manager's office within the first six (6) months of this procedure.
- 7.4 Additional information concerning the performance of a workplace analysis can be found in Attachment 1, "Workplace Analysis."

8.0 HAZARD PREVENTION AND CONTROL

- 8.1 After the completed workplace analysis is reviewed and approved, workplace adaptations and engineering controls shall be implemented through the RSD Risk Manager to prevent or control, to the extent possible, any discovered hazards. Administrative controls and work practice controls shall be implemented through the Facilities Director's office. If workplace violence does occur, the "Post-Incident Response and Evaluation" section of this procedure (Section 9.0) shall be implemented.
- 8.2 Engineering controls and workplace adaptations remove the hazard from the workplace or create a barrier between the worker/student and the hazard. Examples of
- Engineering controls, workplace adaptations, and security activities can be found in Attachment 2, "Hazard Prevention and Control: Security Measures."
- 8.3 Administrative and work practice controls affect the way jobs or tasks are performed and, therefore, affect the security of the workplace. Examples of administrative and work practice controls are found in Attachment 2.
- 8.4 At RSD, the Division Heads are responsible for hazard prevention and controls, and overall workplace security. There are many procedures in place at an RSD school to reduce/limit access of people to the campus/employees/students;

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securing entrances/exits to buildings and equipment in buildings; general security measures; as well as controlling access and use of computer systems (by staff and students). [Refer to Attachment 2.]

9.0 INCIDENT RESPONSE AND EVALUATION

9.1 An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor / department head and a student will report this to his/her supervisor or an adult employee. The supervisor/ department head to whom the incident is reported will immediately notify the Division Head, who will thereafter inform their section's Director.

9.2 Upon notification of a violent incident or threat at an RSD site, the Security Director shall convene the Rapid Response Team (RRT) as soon as all members can be assembled. The RRT will determine appropriate, immediate action to take, if any.

9.3 The following actions should be taken in accordance with incident severity:

9.3.1 The situation is **not dangerous**

- Separate employees and/or students involved and isolate until they are interviewed and their statements are taken.
- Separate witnesses until interviewed and their statements are taken; and,
- Document all actions and statements

9.3.2 The situation is **dangerous**

- Contact local police at 911.
- Order all those presenting the danger to leave the premises immediately (unless this action must be taken by police/security);
- Do not attempt to physically remove an individual (leave it to the police/security); and
- Document all actions and statements.

9.4 Written statements shall be obtained from all involved, including those who witnessed the incident, within 24 hours of the incident. The

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supervisor/department head shall begin the documentation process immediately.

A statement form to be used is found in Attachment 3, "Violence Incident Statement." The form is designed to answer the *WHO, WHAT, WHEN, WHERE, HOW and WHY* of the incident while the event is still fresh.

Concurrent with obtaining the written statement, or as soon as possible thereafter, the supervisor/department head and/or division head shall interview all parties to the incident, including victims, offenders and witnesses, and within 24 hours prepare written summaries of the interviews. Interpreters will be used as appropriate. The summaries shall be the criteria on which to determine the facts of the event.

- 9.5 Assistance will be provided for victimized individuals and individuals who may be affected by witnessing a violent workplace incident. Whenever an incident takes place, injured employees or students will receive appropriate medical treatment and psycho-logical evaluation as necessary, in accordance with existing statutes or policies.

At RSD, referral for appropriate medical treatment or psychological evaluation is provided through Guidance/Counseling Department for students and Human Resources Department for employees.

- 9.6 Additional information concerning post incident response and evaluation can be found in Attachment 4, "Incident Response."

10.0 RECORDS

- 10.1 Records associated with violence in the workplace need to be kept in permanent, secure, and confidential manner. It shall be the responsibility of the Risk Manager's Office to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes or policies as part of the violence prevention program:

10.1.1 Reports of work injury, including workers' compensation and incident report

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- 10.1.2 Documentation for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
- 10.1.3 Police/enforcement reports of incidents occurring in the workplace;
- 10.1.4 Minutes of safety meetings, records of hazards' analysis, and corrective actions recommended;
- 10.1.5 Violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and
- 10.1.6 Other appropriate reports.

11.0 EVALUATION

- 11.1 Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. At RSD, this evaluation shall be the responsibility of the Public Safety office.
 - 11.1.1 Reviewing reports and minutes from staff meetings on safety/security issues;
 - 11.1.2 Analyzing trends in illness/injury or fatalities caused by violence;
 - 11.1.3 Measuring improvement based on lowering the frequency and severity of workplace violence;
 - 11.1.4 Surveying employees and students before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness;
 - 11.1.5 Requesting periodic outside review of the workplace for recommendations on improving employee and student safety; and
 - 11.1.6 Interviewing employees and/or students involved in hostile situations about the medical treatment received (initially, several weeks later, and several months later).

12.0 COMMUNICATION

- 12.1 At RSD, we recognize that to maintain a safe, healthy and secure workplace, we must have open communication on these issues. Open communication will have

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to be among all employees and students, including all levels of supervision. The open communication process includes, but is not limited to:

- 12.1.1 Periodic review of this policy with all employees and students;
- 12.1.2 Discussions of violence in the workplace during safety meetings;
- 12.1.3 Posting or distributing information on violence in the workplace; and,
- 12.1.4 Procedures to inform supervisors about violence in the workplace, hazards or threats of violence.

- 12.2 Division Heads shall provide an appropriate place for employees and students to discuss security concerns with assurance of necessary confidences being kept.

13.0 TRAINING AND EDUCATION

- 13.1 At RSD, the schedule of training is as follows:

- 13.1.1 All employees and students, including all levels of supervision, shall have training and instruction on general, job-specific, and workplace-specific safety and security practices;
- 13.1.2 Training and instruction shall be provided within one year of procedure implementation and regularly thereafter; and
- 13.1.3 Training shall begin with orientation of new employees and students within three (3) months of employment/enrollment and regularly thereafter.

- 13.2 At RSD, workplace violence training shall be the responsibility of Division Heads. (NOTE: For assistance, the Division of Office of Risk Management /Loss Prevention Unit may be contacted.)

- 13.3 General violence in the workplace training and instruction address, but are not limited to, the following areas:

- 13.3.1 Explanation of the violence in the workplace procedure as established by RSD;
- 13.3.2 Measures for reporting any violent acts or threats of violence;

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- 13.3.3 Recognition of hazards including associated risk factors;
- 13.3.4 Measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervision;
- 13.3.5 Ways to defuse hostile or threatening situations;
- 13.3.6 Measures to summon others for assistance;
- 13.3.7 Routes of escape available to employees and students;
- 13.3.8 Procedures for notification of law enforcement/child protection authorities when a violent act may have occurred;
- 13.3.9 Procedures for obtaining emergency medical care in the event of a violent act upon an employee or student; and
- 13.3.10 Information on securing post-event trauma counseling for those employees or students desiring or needing such assistance.

14.0 ADDITIONAL INFORMATION CONCERNING WORKPLACE

VIOLENCE

- 14.1 Attachment 5, “Workplace Violence Checklist,” may be used in identifying present or potential workplace violence problems.
- 14.2 Attachment 6, “Recognizing Inappropriate Behavior,” may be helpful in identifying the types of behavior this policy forbids.
- 14.3 Attachment 7, “Personal Conduct To Minimize Violence,” may be helpful to an individual in understanding what he/she might do to prevent violence.

15.0 STUDENTS – Students are responsible for complying with all requirements of the RSD Student Code of Conduct Handbook.

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LIST of ATTACHMENTS

FOR

WORKPLACE/SCHOOL

VIOLENCE PLAN

ATT.

PG#

TITLE

- | | |
|----------|---|
| 1 | WORKPLACE ANALYSIS |
| 2 | HAZARD PREVENTION AND CONTROL:
SECURITY MEASURES |
| 3 | VIOLENCE INCIDENCE STATEMENT |
| 4 | INCIDENT RESPONSE |
| 5 | WORKPLACE VIOLENCE CHECKLIST |
| 6 | RECOGNIZING INAPPROPRIATE BEHAVIOR |
| 7 | PERSONAL CONDUCT TO MINIMIZE VIOLENCE |

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ATTACHMENT 1 (Section 7.4)

WORKPLACE ANALYSIS

1.0 GENERAL

1.1 Workplace analysis involves a step-by-step, common sense look at the workplace to find existing or potential hazards for workplace violence. This entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop.

1.2 The Violence in the Workplace Committee may coordinate the assessment of the RSD's vulnerability to workplace violence and determine the appropriate preventive actions to be taken. Implementing the workplace violence prevention program may be assigned to this group. **OR TO RRT????**

The Committee includes representatives from senior management, facilities management, faculty, operations, employee/student assistance, security, social work services, nurse coordinator, risk management and human resources staff.

1.3 The Committee can discuss data from injury and illness records and workers' compensation claims/incident reports to identify patterns of assaults that could be prevented by workplace adaptation, procedural changes, or employee/student training. As the Committee identifies appropriate controls, these should be recommended for implementation.

1.4 The recommended program for workplace analysis includes, but is not limited to, analyzing and tracking records, monitoring trends and analyzing incidents, screening surveys, and analyzing workplace security.

2.0 WORKPLACE ANALYSIS PROGRAM

2.1 Records Analysis and Tracking

This activity includes reviewing (in so far as permitted), medical, safety, workers' compensation/incident, and insurance records to pinpoint instances of workplace violence. Scan information received from departments and employee/student and police/enforcement reports of incidents or near-incidents of assaultive behavior to identify and analyze trends in assaults relative

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to particular departments, units, groups, activities, work stations, and/or time of day and day of week. Tabulate these data to target the frequency and severity of incidents to establish a baseline for measuring improvement.

2.2 Monitoring Trends and Analyzing Incidents

Contacting similar local businesses, schools, associations, and community and civic groups is one way to learn about the experiences with workplace violence and to help identify trends. Use several years of dates, if possible, to track trends of injuries and incidents of actual or potential workplace violence.

2.1 Workplace Security Analysis

2.1.1 Representative(s) of the Risk Manager's office should periodically inspect the workplace and evaluate employee and student tasks/activities to identify hazards, conditions, operations, and situations that could lead to violence. The periodic review process should also include employee and student feedback and follow-up.

2.1.2 To find areas requiring further evaluation, Representative(s) of the Risk Manager should:

- Analyze incidents, including the characteristics of assailants and victims, an account of what happened before and during the incident, and the relevant details of the situation and its outcome. When possible, obtain police/enforcement reports and recommendations.
- Identify jobs/activities or locations with the greatest risk of violence as well as processes and procedures that put employees or students at risk of assault, including frequency and time/day/date.
- Note high-risk factors such as types of individuals coming in contact with employees and students (e.g., conditions of individuals disoriented by drugs, alcohol, or emotional/medical state); physical risk factors of the buildings; isolated locations/activities; lighting problems; lack of phones and other communication devices; areas of easy, unsecured access; and areas with previous security problems.

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- Evaluate the effectiveness of existing security measures, including engineering control measures. Determine if risk factors have been reduced or eliminated, and take appropriate actions.

2.2 Independent reviewers, such as safety and health professionals, law enforcement or security specialists, insurance safety auditors, and other qualified persons may offer advice to strengthen programs. These experts also can provide fresh perspectives to improve a violence prevention program.

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ATTACHMENT 2 (Sections 8.2 - 8.4)

HAZARD PREVENTION AND CONTROL:

SECURITY MEASURES

1.0 GENERAL

After hazards of violence are identified through the systematic workplace analysis, the next step is to design measures through engineering controls or administrative and work practices to prevent or control these hazards. If violence does occur, incident response can be an important tool in preventing future incidents.

2.0 ENGINEERING CONTROLS AND WORKPLACE (ADAPTATION)

- 2.1 Engineering controls, for example, remove the hazard from the workplace or create a barrier between the worker/student and the hazard. There are several measures that can effectively prevent or control workplace hazards, such as those actions presented in the following paragraphs. The selection of any measure should be based upon the hazards identified in the workplace security analysis.
 - 2.1.1 Assess any plans for new construction or physical changes to the facility or workplace to eliminate or reduce security hazards.
 - 2.1.2 Install and regularly maintain alarm systems and other security devices, cellular phones, and private channel radios where risk is apparent or may be anticipated.
 - 2.1.3 If appropriate, provide metal detectors – installed or hand-held, where appropriate – to identify guns, knives or other weapons.

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- 2.1.4 On a 24-hour basis control access to the facility through check-in systems.
- 2.1.5 If appropriate, place curved mirrors at hallway intersections or concealed areas.
- 2.1.6 Enclose public service areas, such as security stations.
- 2.1.7 Provide employee and student “safe rooms” for use during emergencies.
- 2.1.8 Provide waiting areas designed to maximize comfort and minimize stress.
- 2.1.9 Arrange furniture to prevent entrapment of staff and students. In interview rooms or crisis treatment areas, furniture should be minimal, lightweight, without sharp corners or edges. Limit the number of pictures, vases, ashtrays, or other items that can be used as weapons.
- 2.1.10 Provide secure bathrooms.
- 2.1.11 In accordance with fire codes, lock all unused doors to limit access.
- 2.1.12 Install bright, effective lighting indoors and outdoors.
- 2.1.13 Replace burned-out lights, broken windows, and locks.
- 2.1.14 Keep school vehicles well-maintained. Always lock school vehicles when leaving them, if lock provided.

3.0 ADMINISTRATIVE AND WORK PRACTICE/ACTIVITY (CONTROLS)

- 3.1 Administrative and work practice controls affect the way jobs, activities, or tasks are performed. The following examples illustrate how work practices, activities, and administrative procedures can help prevent violent incidents.

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- 3.1.1 State clearly to employees, students, parents, volunteers, visitors, and independent contractors/vendors that violence is not permitted or tolerated.
- 3.1.2 Establish liaisons with local police and state prosecutors. Report all incidents of violence. Provide police with physical layouts of facilities to expedite investigations.
 - Remind police to bring their interpreters, if deaf individuals are involved.
 - Call Security/telephone operator regarding having placed a 9-911 call, telling them where assistance is needed on campus.
- 3.1.3 Require employees to report all assaults or threats to a supervisor or manager and students to report to their supervisor or an adult employee (e.g., can be confidential interview). Keep log books and reports of such incidents to help in determining any necessary actions to prevent further occurrences.
- 3.1.4 If needed, advise and assist employees and students with procedures for requesting police/enforcement assistance or filing charges when assaulted.
- 3.1.5 Restraining/Protective Orders

All employees must report to supervisory personnel and Security at RSD the name of any person against whom a restraining/protective order has been obtained. Any other information requested, including physical description, address and other identifying information shall also be provided.

- 3.1.6 Conditions which create or enhance the danger of Workplace Violence:

Employees are responsible for reporting to supervisory personnel conditions that create or enhance the possibility of workplace violence. Such reports must be specific as to the particular condition causing concern:

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Example.

Condition reported: the door lock is broken

Why does this condition present a hazard: employees handle money in this location

Location of the hazard: office door to the Student Bank.

While employees are encouraged to report conditions, utilizing their chain of command, employees who are uncomfortable reporting to their direct supervisor(s) may always make a report directly to the Safety Officer.

- 3.1.7 Provide management support during emergencies. Respond promptly to all complaints.
- 3.1.8 Set up the Rapid Response Team (RRT) to respond to emergencies. Use properly trained security/police officers, when necessary, to deal with aggressive behavior, or dial 911, as appropriate. Follow written security procedures.
- 3.1.9 Provide training for staff on crisis prevention and intervention, e.g., CPI training (Crisis Prevention Institute) for direct care staff.
- 3.1.10 Provide sensitive and timely information to persons requesting services.
- 3.1.11 Ensure adequate and qualified staff coverage at all times, taking into account the times of greatest risk at each site.
- 3.1.12 Provide staff, students, and volunteers with identification badges to readily verify employment/enrollment/visitation. Require employees to wear their ID badges when on campus.
- 3.1.13 Institute a sign-in procedure with badges for visitors.

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- 3.1.14 Control access to sites other than public access areas. Security section staff will perform scheduled patrolling rounds for monitoring security and safety issues, as well as general activity on RSD campuses.
- 3.1.15 Discourage employees from walking alone or students from being alone in areas of substantial risk, particularly at night or when assistance may be delayed or difficult to obtain.
- 3.1.16 Establish procedures for secured areas and emergency evacuations. Doors and windows to building on campus are to be locked as directed. All alarm systems are to be kept in good working order, such as fire alarms.
- 3.1.16 Ascertain the behavioral history of new and transferred individuals to learn about any past violent or assaultive behaviors. Establish a system to identify individuals with assaultive behavior problems, keeping in mind confidentiality.
- 3.1.17 Treat and/or interview aggressive or agitated individuals in relatively open areas that still maintain privacy and confidentiality (e.g., rooms with removable partitions).
- 3.1.18 Use conferences with co-workers, other students and supervisors to discuss ways to effectively manage potentially violent individuals.
- 3.1.19 Prepare contingency plans to deal with individuals who are “acting out” or making verbal or physical attacks or threats.
- 3.1.20 Transfer assaultive individuals to “alternative settings,” or other more restrictive settings.
- 3.1.21 Periodically survey sites to remove tools or possessions left by visitors or staff which could be used inappropriately.

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- 3.1.22 When possible, provide staff and students with escorts to parking areas in evening or late hours. Parking areas should be highly visible, well-lighted, and safely accessible to buildings.
- 3.1.23 Use the “buddy system” especially when personal safety may be threatened. Encourage employees and students to avoid threatening situations. Staff and students should exercise extra care in elevators, stairwells, and unfamiliar surroundings; immediately leaving premises if there is a hazardous situation; request security/police escort if needed.
- 3.1.24 Develop procedures covering how off-site visits/trips will be conducted.
- 3.1.25 Establish daily work plan for field staff to keep a designated contact person informed about workers’ and students’ whereabouts throughout the day. If an employee or student does not report in, the contact person should follow up.
- 3.1.26 Conduct a comprehensive post-incident evaluation for employees and/or students who have been subjected to abusive behavior, including recommendation for psychological as well as medical treatment.

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ATTACHMENT 3 (Section 9.4)

VIOLENCE INCIDENCE STATEMENT (Optional)

NOTE: The contents of this document shall be kept confidential with its contents released only to individuals with a legitimate need to know or unless it becomes public record by virtue of an appeal to a court or other adjudicative body.

VIOLENCE INCIDENT STATEMENT			
Date of Incident		Place of Incident	
Time Incident Began		Time Incident Ended	
Name of Person Making Statement		Phone No.	
Title		Work Location	
Detail description of incident. Answer the questions <i>WHO, WHAT, WHEN, WHERE, HOW</i> , and <i>WHY</i> . (If necessary, continue on plain paper; attach sheets.) Completed statements should be forwarded to appropriate personnel.			
Report Completed By:		Date:	

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ATTACHMENT 4 (Section 9.5)

INCIDENT RESPONSE

Incident response and evaluation are essential to an effective violence prevention program. In accordance with existing statutes and policies, all workplace violence programs should provide comprehensive assistance for victimized employees/students who may be affected by witnessing a workplace violence incident.

VICTIMS

Victims of workplace violence may suffer a variety of consequences in addition to their actual physical injuries. These could include short and long-term psychological trauma; fear of returning to work, classroom or dorm; changes in relationships with co-workers, fellow students, and family; feelings of incompetence, guilt, powerlessness; and fear of criticism. Consequently, a strong follow-up program for these employees and/or students will help them to deal with these problems.

ASSISTANCE

There are several types of assistance that could be incorporated into the post-incident response.

- For example, trauma-crisis counseling, critical incident stress debriefing, or employee / student assistance programs may be provided or recommended to assist victims. Certified employee/student assistance professionals, psychologists, psychiatrists, clinical nurse specialists, or social workers could provide this counseling.
- In addition, an employee/student counseling service, peer counseling, or support groups may be established.

RESPONDERS

In any case, persons assigned to respond to incidents of violence must be well trained and have a good understanding of the issues and consequences of assaults and other aggressive, violent behavior. Appropriate and promptly rendered incident debriefings and counseling should reduce psychological trauma and general stress levels between victims and witnesses.

In addition, appropriate response educates staff and students about workplace violence and positively influences the workplace.

ATTACHMENT 5

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WORKPLACE VIOLENCE CHECKLIST

The following items serve merely as an example of what might be used or modified by the administration to help prevent workplace violence. The checklist below helps identify present or potential workplace violence problems.

Designated competent and responsible observers can readily make periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence. These inspections are scheduled on a regular basis; when new, previously unidentified security hazards are recognized; when occupational deaths, injuries, or threats of injury occur, when a safety, health, and security program is established; and whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards include identifying and evaluating potential workplace security hazards and changes in employee and student work/activity practices which may lead to compromising security. Please use the following checklist to identify and evaluate workplace security hazards. **TRUE** notations indicate a potential risk for serious security hazards.

1. ____**T**____**F** This school frequently confronts violent behavior and assaults of employees, students, and clients.
2. ____**T**____**F** Violence occurs regularly where this school is located.
3. ____**T**____**F** Violence has occurred on the campus or in conducting business.
4. ____**T**____**F** Students, employees, and client's assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks.
5. ____**T**____**F** Students, employees, and clients are **NOT** required to report to the employer incidents or threats of violence, regardless of injury or severity.
6. ____**T**____**F** Employees have **NOT** been trained by the employer to recognize and handle threatening, aggressive, or violent behavior.
7. ____**T**____**F** Violence is accepted as "part of the job" by some budget unit heads, supervisors, and /or employees.
8. ____**T**____**F** Access and freedom of movement within the workplace are **NOT** restricted to those persons who have a legitimate reason for being there.
9. ____**T**____**F** The workplace security system is inadequate, e.g., door locks malfunction, windows are **not** secure, and there are **no** physical barriers or containment systems.

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10. ☐ T ☐ F Medical and counseling services have **NOT** been made available to employees, students, clients, and visitors who have been assaulted.
11. ☐ T ☐ F Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are **NOT** used for prompt security assistance.
12. ☐ T ☐ F There is **no** regular training provided on correct response to alarm sounding.
13. ☐ T ☐ F Alarm systems are **NOT** tested on a monthly basis to assure correct function.
14. ☐ T ☐ F Campus Environmental and Public Safety are **NOT** employed at the workplace.
15. ☐ T ☐ F Closed circuit cameras and mirrors are **NOT** used to monitor dangerous areas.
16. ☐ T ☐ F Metal detectors are **NOT** available or **NOT** used at the school.
17. ☐ T ☐ F Employees have **NOT** been trained to recognize and control hostile and escalating aggressive behaviors, and to manage aggressive behavior.
18. ☐ T ☐ F Employees **CANNOT** adjust work schedules to use the "Buddy System" to work in areas where they feel threatened.
18. ☐ T ☐ F Cellular telephones or other devices are **NOT** made available to employees to enable them to request aid.
19. ☐ T ☐ F Vehicles are **NOT** maintained on a regular basis to ensure reliability and safety.
20. ☐ T ☐ F Employees work and students attend classes where assistance is **NOT** quickly available.

ATTACHMENT 6

RECOGNIZING INAPPROPRIATE BEHAVIOR

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Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked, it can escalate to higher levels. Employees and students who exhibit any of the following behaviors should be reported, counseled, assisted and, if necessary disciplined in accordance with the school's policies:

- Unwelcome name-calling, obscene language, and other abusive behavior.
- Intimidation through direct or veiled threats.
- Throwing objects in the workplace regardless of the size or type of object thrown or whether a person is the target of the object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner, e.g., such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.
- Physically intimidating others includes such acts as obscene gestures, invasion of personal space ("getting in your face") and fist shaking.

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ATTACHMENT 7

PERSONAL CONDUCT TO MINIMIZE VIOLENCE

The following guidelines are suggested for daily interactions with people to defuse potentially violent situations. If at any time a person's behavior starts to escalate beyond one's comfort zone, withdraw from the situation.

DO

- ◆ Project calmness: move and speak slowly, quietly, and confidently. Do not overreact.
- ◆ Be a good listener: encourage the person to talk and listen patiently.
- ◆ Focus your attention on the other person to demonstrate your interest in what he or she has to say. Listen to not only the words being spoken but the tone.
- ◆ Use "I" instead of "you" language. Restate issues so they do not seem directed as personal attacks.
- ◆ Maintain a relaxed yet attentive posture and position yourself at an angle rather than directly in front of the other person.
- ◆ Acknowledge the person's feelings by gestures such as nodding your head.
- ◆ Ask the person to move to a less public, quiet area, if appropriate.
- ◆ Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- ◆ Use delaying tactics, which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- ◆ Be reassuring and point out choices. Identify and deal with specific issues. Offer a compromise.
- ◆ Accept criticism in a professional manner.
- ◆ Ask for his or her recommendations. Repeat back to him or her you feel he or she is requesting of you.
- ◆ Position yourself so that an individual cannot block your access to an exit.
- ◆ Get help if needed.

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Do Not

- ◆ Make false statements or promises you cannot keep.
- ◆ Try to impart a lot of technical or complicated information when emotions are high.
- ◆ Take sides or agree with distortions.
- ◆ Invade the individual's personal space. Make sure there is a space of 3 feet to 6 feet between you and the person.
- ◆ Use styles of communication that generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules, or giving the run-around.
- ◆ Reject all of an individual's demands from the start.
- ◆ Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms.
 - Avoid any physical contact, finger pointing, or long periods of fixed eye contact.
- ◆ Make sudden movements which can be seen as threatening.
 - Notice the tone, volume, and rate of your speech.
- ◆ Challenge, threaten, or dare the individual.
 - Never belittle the person or make him/her feel foolish.
- ◆ Criticize or act impatiently toward the agitated individual.
- ◆ Attempt to bargain with a threatening individual.
- ◆ Try to make the situation seem less serious than it is.

Chapter 15

Sexual Harassment



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CHAPTER: 15
TITLE: SEXUAL HARRASSMENT
EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as the RSD) to provide employees with a work environment free from all forms of discrimination, including sexual harassment. The RSD is dedicated to the free exchange of ideas and the development of each individual's full potential. For this exchange and development to take place, the environment must promote the confidence to work, and to perform without fear of harassment.

II. AUTHORITY

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

III. DEFINITION

Sexual harassment is unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment can occur in a variety of circumstances. The victim, as well as the harasser, may be a man or woman. The victim does not have to be of the opposite sex. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.

IV. CATEGORIES

There are two kinds of sexual harassment:

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- a) **quid pro quo**, which means something for something (this for that); and
- b) **hostile environment**, which covers regular and repeated actions, or thing displayed around the workplace that unreasonably interfere with job performance or create an intimidating, hostile, or offensive work environment.

V. HARASSMENT EXAMPLES

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and therefore interferes with work effectiveness. The RSD specifically prohibits such conduct, whether committed by supervisors or non-supervisory personnel.

Examples of sexual harassment include, but are not limited to:

- a) repeated offensive sexual flirtations;
- b) advances or propositions;
- c) continued or repeated verbal abuse of a sexual nature (e.g., sexual innuendos, suggestive comments, insults, humor and jokes about sex, threats or sexual demands);
- d) non-verbal abuse of a sexual nature (e.g., leering, whistling, obscene gestures);
- e) graphic or degrading verbal comments about an individual or his or her appearance;
- f) the display of sexually suggestive objects or pictures;
- g) any offensive or abusive physical conduct (e.g., touching, pinching, brushing the body, coerced sexual intercourse, assault).

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

VI. APPROPRIATE AUTHORITY

For the purposes of this procedure, "appropriate authority or RSD resources" refers to Directors, Division Heads, Coordinators, Human Resources Director (who also can serve as the Equal Employment Opportunity Officer).

VII. NOTICE by VICTIM

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Individuals should not ignore harassment or blame themselves, even though this is a normal reaction. Nor should they think harassment is a joke or an accident since experience shows that the harassment will continue or increase if it is ignored. Instead, a person should respond immediately and directly to the offender to indicate that the behavior or remark is not acceptable.

- a) Say “no” to the offender. Make it clear that you do not approve of the action(s). Any evidence that you went along could lessen your chance of success in a formal complaint procedure.

Tell the harasser that any repeat of the action(s) will be reported to your supervisor or other appropriate authority. Complete a write-up of the conversation you had with the person; give him/her a copy; keep a copy for yourself so you will have a written record of the conversation.

If the harassment continues to occur, keep a log with dates/times of the remarks and/or behavior that you consider offensive. If there are other people ... both men and women... who may be witnesses to your harassment, ask them to write a statement of what they may have heard or seen. Other persons could be victims as well.

VIII. COMPLAINTS

Any employee, who believes he/she has been the subject of sexual harassment or witness to sexual harassment, and has tried unsuccessfully to stop harassing action by giving notice to the harasser, and/or has felt intimidated and thus not given notice to the harasser, should nonetheless:

- (1) report the alleged act(s) immediately to an appropriate authority; the Complaint Procedures for this general order outline that the HR Director must have a written complaint within 30 calendar days of the alleged harassment occurring;
- (2) follow the steps appropriate to complaining about actions. Refer to the “Procedures for Filing a Complaint of Sexual Harassment” (Attachment 1 to this procedure) for guidance on how to report or file a complaint.

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The RSD can respond to harassment only if it is aware of the situation; therefore, the RSD encourages any employee who believes that he/she has experienced or witnessed sexual harassment or retaliation to come forward with inquiries, reports, or complaints and to seek assistance from appropriate RSD resources.

VIII. COMPLAINT RESOLUTION

Any supervisor or employee found, after appropriate investigation, to have sexually harassed another employee and/or student will be subject to appropriate disciplinary and/or criminal action. Disciplinary action will consist, depending on the circumstances, of a warning memo in the employee's Personnel File, up to and including termination of employment. The complainant will be informed of all such remedial actions.

IX. FALSE CLAIMS

The RSD recognizes that the question of whether or not a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires an accurate determination based on all facts in the matter.

- a) Given the nature of this type of discrimination, the RSD also recognizes that false accusations of sexual harassment can have serious effects on innocent women and men.
- b) Therefore, it is a violation of this procedure for an individual to make an intentionally false and malicious accusation of sexual harassment through these procedures.
- c) Any individual who is found to have made an intentionally false and malicious accusation of sexual harassment will be subject to disciplinary action.
- d) This provision is not intended to discourage complaints where an individual sincerely believes harassment has occurred.
- e) It is expected that all employees of the RSD will continue to act responsibly to establish a pleasant working environment free of discrimination.

X. CONFIDENTIALITY

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Confidentiality, to the extent possible, will be observed provided it does not interfere with the RSD's ability to investigate or take corrective action.

XII. NON-RETALIATION

There shall be no retaliation of any kind against individuals who report instances of sexual harassment, or who participate in or are witness in any procedure to investigate a complaint of sexual harassment. Retaliation is a violation of the procedure, and complaints may be addressed to the appropriate authority.

XIII. EMPLOYEE NOTIFICATION of Procedure

This procedure shall be posted on the RSD's Intranet website for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

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ATTACHMENT 1 (Sections VIII - XII)

Procedures for Filing a Complaint of Sexual Harassment

1.0 AUTHORITY

The Superintendent may delegate to the Human Resources (HR) Director [who also serves as the Equal Employment Officer] the authority and responsibility to receive, investigate and make recommendations on complaints of sexual harassment.

2.0 INFORMAL ACTION

Anyone who believes that he/she is a victim of sexual harassment or a witness to sexual harassment may seek guidance and counseling by requesting an interview with the HR Director. The complainant will be advised of the options available through RSD procedures, Civil Service and BESE (State Board of Elementary and Secondary Education) rules and/or regulations, the Federal Equal Employment Opportunity Commission, and any other regulatory bodies over Equal Employment in the workplace. The HR Director will also provide the complainant with the opportunity to resolve the complaint informally without invoking the investigatory procedures set forth below. Any discussions at this level will be handled with the utmost discretion.

3.0 FORMAL ACTION

If the complaint cannot be resolved informally, and if the complainant desires to use the formal options available, then a written complaint of sexual harassment must be filed. No formal action, including investigation, may be undertaken unless and until a formal complaint is filed. This provision shall not limit the RSD in any way from initiating its own investigation and taking appropriate action should such be deemed warranted under the circumstances presented.

4.0 INVESTIGATION

After receiving the signed written complaint, the HR Director shall:

- a) Notify the Complainant and the person against whom the complaint has been filed of the complaint, the allegations contained therein, and provide an opportunity for

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response thereto. At all points of the procedure, the Complainant and the person against whom the complaint has been filed shall be kept informed;

- b) Review the complaint and determine if additional information is needed to supplement the complaint;
- c) Conduct a full and complete investigation of the complaint;
- d) File with the appropriate authority a written report detailing the findings of the investigation and a recommendation of appropriate action.
- e) The investigation conducted pursuant to these Procedures shall be performed on a confidential basis, and all means necessary to safeguard the rights of the person against whom the complaint has been filed, the Complainant, witnesses, and any others involved in the proceedings, shall be utilized.

5.0 REPORT

Appointing Authority

The report and recommendations of the HR Director shall be submitted to the Appointing Authority. If, after reviewing the report and recommendation, the Director determines that the complaint is without merit, he/she shall render a written decision dismissing the complaint. If, after reviewing the report and recommendation, the Appointing Authority determines that disciplinary action is warranted, the Complainant and the person against whom the complaint has been filed will be given written notice of the proposed disciplinary action and the reasons thereof.

Investigatory Interview

The written notice will also advise the person against whom the complaint has been filed that he/she has the right to appear before the Appointing Authority at an investigatory interview and submit written or oral evidence on his/her behalf. The Complainant shall be notified of any investigatory interview and shall also have the right to appear and present evidence at the investigatory interview.

Written Decision

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After reviewing all of the evidence, including any evidence submitted at the investigatory interview, the Appointing Authority shall render a written decision either dismissing the complaint or taking appropriate action. A copy of the written decision shall be sent via certified mail to the Complainant and to the person against whom the complaint has been filed. Appropriate disciplinary action will consist, depending on the circumstances, of a warning in the employee's personnel file, or any such action up to and including termination. Other actions, such as criminal reporting, may apply.

6.0 APPEAL

The Complainant or the person against whom the complaint was filed may appeal the decision to the Superintendent of the RSD. After reviewing the decision and all other evidence upon which the decision was based, the Superintendent, shall render a final written decision, affirming, modifying, or reversing the decision. A copy of the Superintendent's written decision shall be sent via certified mail to the Complainant and to the person against whom the complaint has been filed.

7.0 TIME LIMITATION

- a) Any written complaint filed under these Procedures must be filed with the HR Director within 30 calendar days after the alleged occurrence of the harassment action(s).
- b) Upon receipt of a written complaint, the HR Director shall render a written report and recommendation within 20 working days. This time period may be extended at the discretion of the HR Director should an extension be necessary in order to ensure a full, fair and complete investigation. The HR Director shall give notice to the parties if such an extension is deemed necessary.
- c) The Appointing Authority shall render a written decision dismissing the complaint or initiating formal disciplinary action within 10 working days of receipt of the HR Director's report and recommendation.
- d) The person against whom the complaint has been filed shall notify the Appointing Authority within 5 working days of receipt of the notice of proposed disciplinary action of his/her desire to appear before the Appointing Authority and present written or oral evidence at an investigatory interview.

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- e) In cases where an investigatory interview is conducted, the Appointing Authority shall render a written decision dismissing the complaint or taking appropriate disciplinary action within 10 working days after the investigatory interview.
- f) Any appeal to the Superintendent of the RSD must be filed with that person within 10 working days of receipt of the final decision.
- g) The Superintendent shall render a final written decision within 15 working days of receipt of the notice of appeal.

8.0 RETALIATION PROCEDURE

- a) Complainants who believe that they have been retaliated against for exercising their rights under this Sexual Harassment procedure shall have the right to file a retaliation complaint with the HR Director.
- b) Retaliation complaints shall be handled in the same manner and utilizing the same procedures as set forth above.

Chapter 16

Bloodborne Pathogens



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CHAPTER: 16 **TITLE: BLOODBORNE PATHOGENS** **EFFECTIVE DATE: August 17, 2009**

Purpose

To eliminate or minimize employee occupational exposure to blood or other infectious body fluids.

Procedures

The concept of **Universal precautions** will be observed within the Recovery School District. This is defined as aggressive standardized approach to infection control requiring that you treat all blood and certain other body fluids as if they are known to contain Bloodborne pathogens. This program includes:

- **Exposure Determination**
- **Methods of Compliance**
- **Work Practice Controls**
- **Training**
- **Medical Provisions**

Exposure Determination

The job assignments and task that RSD Employees are considered to be at a **Reasonably**

Anticipated Risk are:

1. First Aid/CPR Certified
 - As a collateral duty administer aid until Emergency Medical help is obtained
2. Staff employees of the Special needs students Divisions.

Educators assigned to facilities considered at risk that are operated by other State Agencies.

Method of Compliance

The methods to be utilized to protect Employees from exposure are:

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1. Hand washing facilities are provided. They are to be within easy access to Employees in or near their work area.
2. Antiseptic hand cleaner will be used with a clean cloth or paper towelettes when hand-washing facilities are not available. Employees are instructed to wash their hands as soon as possible with soap and running water.
3. Containers will be provided in which to place items contaminated with blood or potentially infectious material. They are to be properly color coded, labeled, closeable and leak proof.
4. Employees are informed that they shall not eat, drink, smoke, apply cosmetics/lip balm or handle contact lens in areas where there is a possibility of exposure. Examples: accident scene, restrooms, etc.
5. Employees at risk have been instructed how to place potentially infectious materials in closed containers, how to handle, double bag, place container within a container to prevent puncture, and how to arrange for proper disposal.
6. Employees shall have been instructed on methods of decontamination.
7. Bloodborne Pathogens Kits shall be located within reach and sight of First Aid Kits.

Work Practice Controls

1. Preventive Housekeeping

- Surfaces soiled with blood and/or other body fluids shall be disinfected appropriately. Do not attempt to clean unless you have been trained and have the proper personal protective equipment and authorization to do so.
- Notify your supervisor and/or safety officer.
- Block and seal off the area (sign notifying of hazard, lock doors, etc.) and contact the authorized cleaning personnel.

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2. Preventive Hand Washing

Always wash hands thoroughly and promptly after contact with blood or a body fluid even if gloves or other barriers may have been used.

Wash hands with soap and running water for at least 15 seconds and dry with disposable towels.

3. Proper Waste Disposal

Anything contaminated with potentially infectious substances should be discarded in a sturdy plastic bag. The bag should be properly labeled, tied and placed in a leak proof container if necessary and stored where it will not be disturbed until picked up by the authorized personnel.

The Bloodborne Pathogens Kit contains equipment to aid in the containment and disposal of infectious materials.

Utilization of this kit is authorized if employees have been trained in the proper procedures.

4. Protective Barriers

- When accidents happen on the job, it may seem natural to help your co-worker without thinking of your own safety. However, you must protect yourself.
- Avoid letting blood or body fluids come into contact with your skin, eyes, nose, mouth and clothing.
- First Aid/CPR and Emergency Responders are trained to protect themselves and provide help to the victim.
- Whenever possible a person with a bleeding injury, if capable, should try to stop the bleeding himself/herself.

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- Use a barrier if you are assisting with direct pressure to the wound. This could be preferable a clean cloth, heavy duty work-gloves, plastic bag, large or thick wad of paper, etc.
- If you have preformed mouth-to-mouth resuscitation, report this immediately to your supervisor and safety officer. Be prepared if you have been trained in CPR by keeping a pocket mask on hand.

5. Preventive Work Practices

When working on entering areas that might be contaminated, keep your hands away from your face, especially your nose, mouth and eyes.

- Personal Hygiene is important.
- Whenever possible, attend to your own minor injuries and clean up after yourself.
- Be sure to bandage any cuts or sores, you may have to protect yourself.
- Avoid smearing blood on work surfaces.

6. Employee Training

All RSD employees will receive a copy of this procedure and have the opportunity to review and ask questions and receive answers in relations to their tasks and job assignments.

Employees with risk of occupational exposure will receive initial training and at least annually thereafter additional training may be required if significant changes occur in the regulatory standard.

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Training records shall be maintained for 3 years.

The training program will include the following:

1. Information on how to obtain a copy of the OSHA Standards 1920.1030
2. An understandable explanation of the epidemiology and symptoms of Bloodborne diseases, including HIV, HBV, HCV and how Bloodborne pathogens are transmitted.
3. An explanation, review, copy of this procedure.
4. An explanation of how to recognize occupational exposure risk.
5. An explanation of engineering controls and work practice controls and personal protective equipment. This will also include the use and limitation of these methods.
6. Instruction on the proper method to dispose of blood and other potentially infectious materials.
7. Staff employees assigned to schools, which are in facilities operated by other state agencies will comply with the Bloodborne pathogens and procedures of the host agency.

Medical Provision

1. Hepatitis B Vaccination

Hepatitis B Vaccination will be made available to all employees who have occupational exposure to blood within 10 working days of assignment, at no cost, at a reasonable time and place, under the supervision of a licensed physician/licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Service. Pre-screening may not be required as a condition of receiving the vaccine (Appendix A). Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Should the Public Health Service recommend booster doses later, they will be offered to the employees.

2. Post-Exposure Evaluation and Follow-up

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Specific procedures will be made available to all employees who have had an exposure incident. Also, any laboratory tests conducted will be by an accredited laboratory at no cost to the employee. Follow-up will include a confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if he/she consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Healthcare professional will be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following the exposure. Information such as the employee's ability to receive the Hepatitis B vaccine will be supplied to the employer. All diagnoses will remain confidential.

If exposed:

- 1. Notify Supervisor**
- 2. Complete Exposure Event Incident Report (Appendix B)**
- 3. Complete Office of Risk Management Incident and Accident Report DA 2000**
- 4. Complete Office of Risk Management Report of Injury or Illness LDOL-WE-1007**

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Appendix A

EMPLOYEE'S REFUSAL TO TAKE HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself.

However, I decline this vaccine, and understand that I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine; I can receive the vaccination series at no charge to me.

Signature

Witness

Employee's Social Security No.

Date

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Appendix B

EXPOSURE EVENT INCIDENT REPORT

EMPLOYER NAME: _____

EMPLOYER ADDRESS: _____

NAME OF EMPLOYEE INVOLVED IN INDICENT: _____

SS#: _____

DATE OF INDICENT: _____

TIME OF INCIDENT: _____

SITE OFR INCIDENT: _____

WAS IT ON EMPLOYER'S PREMISES: _____

WHAT WERE YOU DOING WHEN THE INCIDENT OCCURRED? (BE SPECIFIC. IF YOU WERE
USING OR CARRYING TOOLS, SUPPLIES, OR EQUIPMENT, NAME THEM AND TELL WHAT YOU
WERE DOING WITH THEM.)

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HOW DID THE INCIDENT OCCUR? (DESCRIBE IN DETAIL THE EVENTS LEADING UP TO THE INCIDENT. TELL WHAT AND HOW IT HAPPENED.)

LIST ANY WITNESSES TO THE INCIDENT AND INCLUDE WHETHER HE/SHE IS AN EMPLOYEE OF THIS FACILITY. IF NOT EMPLOYED AT THIS FACILITY, PLEASE PROVIDE NAME, ADDRESS, AND HOME AND WORK TELEPHONE NUMBERS.

LIST ANY FIRST AID PROVIDERS AT THE TIME OF THE INCIDENT.

DID AN EXPOSURE EVENT, AS DEFINED BY OSHA STANDARD 1910, 1030, OCCUR?

☐ YES ☐ NO

PHYSICIAN THE INJURED PERSON WILL SEE: _____

PERSON PREPARING REPORT

POSITION

DATE OF REPORT

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**IF MORE THAN ONE PERSON WAS INVOLVED IN THE INCIDENT, EACH PERSON SHOULD
COMPLETE A REPORT.**

**IF THE EMPLOYEE INVOLVED IN THE INCIDENT REFUSES TO BE SEEN BY A PHYSICIAN, THEN
COMPLETE THE FOLLOWING:**

IN REFUSING TO SEE A PHYSICIAN, I UNDERSTAND THAT I AM RELEASING

_____ **FROM ANY LIABILITY THAT MAY RESULT FROM
THIS INCIDENT.**

**SIGNATURE OF EMPLOYEE INVOLVED
IN INCIDENT**

WITNESS SIGNATURE

DATE

DATE

WITNESS SIGNATURE

DATE

Chapter 17

Drug Free Workplace



RECOVERY SCHOOL DISTRICT LOSS PREVENTION & SAFETY MANUAL

CHAPTER: 17 **TITLE: DRUG- FREE WORKPLACE** **EFFECTIVE DATE: August 17, 2009**

I. GENERAL PROCEDURE

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on RSD property in addition to any location from which an individual conducts RSD business while such business is being conducted. Without reference to any sanctions which may be assessed through the criminal justice process, violators of this procedure, including refusal to submit to drug testing when properly ordered to do so, will be subject to disciplinary action up to and including termination of employment.

Alcohol misuse is prohibited extending to: 1). use of alcohol on the job; 2). Use of alcohol during the four hours before performance of required job duties or of safety-sensitive and/or security-sensitive functions; 3). having a prohibited alcohol concentration level in the individual's blood system while on the job.

The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. The RSD reserves the right to have a licensed physician of its own choice determine whether the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, the RSD reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

II. DEFINITIONS

- 1. RSD:** Any property, school campus, administrative building or leased site maintained by the RSD.
- 2. Drug-Free Workplace:** A site for the performance of work at which employees are prohibited from engaging in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Federal Drug Free Workplace Act of 1988.

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3. **Controlled Substance:** A controlled substance in schedule I through V of Louisiana R.S. 40:964 or Section 202 of the Controlled Substances Act, 21 U.S.C. 812.
4. **Conviction:** Finding of guilty (including a “no contest” plea) or the imposition of sentences, or both by any judicial body having the responsibility to determine violations of federal or state criminal drug statutes.
5. **Misuse of Alcohol:** Any possession, consumption or other use of an alcoholic beverage in violation of this procedure.
6. **Safety-Sensitive or Security-Sensitive Position:** Positions with duties that may: 1) Require or authorize safety inspections of a structure; 2) Require or authorize carrying a firearm; 3) Authorized bus transportation of students; 4) Required or authorized inspecting, handling, or transporting hazardous waste as defined in R.S. 30:2173(2) or hazardous materials as defined in R.S. 32:1502(5); 5) Required or authorized responsibility over power plant equipment; 6) Required or authorized operation or maintenance of a public vehicle, or the supervision of such an employee; 7) Required or authorized operating or maintaining any heavy equipment or machinery; 8) Supervision over profoundly handicapped students; 9) Authority and supervision over students
7. **Sample:** Urine, blood, saliva, or hair.

III. DRUG TESTS/SCREENS

RSD reserves the right to require drug-screening for pre-employment, re-employment or reinstatement. Drug testing/screening should be performed for any or all of the following classes of drugs: **marijuana, opiates, cocaine, amphetamines, and phencyclidine**. All employees are subject to being tested for drugs under the following circumstances:

- a. **Commercial Driver’s License Requirement:** Each employee who is required to obtain a commercial driver’s license (CDL) must be tested for drug, alcohol, or controlled substances in accordance with the provisions of the Omnibus Transportation Employee Testing Act of 1991.
- b. **Post-Accident/Injury:** Following an accident that occurs during the course and scope of an employee’s employment that a) involves circumstances leading to a reasonable suspicion of the employee’s drug use, b) results in a fatality; c) results in or causes the release of hazardous waste or materials; d) involves an on-the-

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job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property was damaged, or unusually careless acts were performed.

- c. **Rehabilitative:** Rehabilitation is not required; however the RSD reserves the right to ensure that any substance abuse treatment program or facility chosen by an employee to seek rehabilitation meets accreditation or certification to conduct such rehabilitation.
- d. **Random Drug Testing:** The RSD reserves the right to use random drug testing for employees where any form of substance abuse may affect the operation of the department through unsafe work behavior/performance, or error in judgment, or where substance abuse could jeopardize the safety and well-being of employees, other personnel, or the general public.

IV. **RIGHTS OF THE EMPLOYEE**

- 1. Any employee, confirmed positive, upon his/her written request shall have the right of access within seven working days to records relating to his /her drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation of certification proceedings.
- 2. RSD may, but is not required to, afford an employee whose drug test is certified positive by the medical review officer, the opportunity to undergo rehabilitation without termination of employment.
- 3. **Procurement of Drug Testing Services:** Employee drug testing services shall be procured pursuant to applicable state bid laws.
- 4. **Expectation of Privacy:** Employees are hereby notified that RSD offices and work sites are the property of the RSD and there is no expectation of privacy with regards to RSD's offices and worksites. Under appropriate circumstances and in accordance with the law, the RSD, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspections of RSD facilities and properties, including state-owned vehicles.
- 5. **Employee Notification Requirements:** The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervisor within five (5) days of conviction of any criminal drug statutes when such offenses occurred in the

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workplace, while on official business. , during work hours, or when in on-call duty status. Federal law requires that RSD report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

Employees whose jobs require driving are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate RSD vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed on leave without pay status during the period of suspension of driving privileges. Employees returning to work after such suspension shall be required to provide proof of restoration of driving privileges.

6. **Employee Notification:** The RSD shall notify all employees at least once each year of its procedures governing the illegal use of alcoholic beverages and drugs through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs. All new employees will receive a copy of the procedure and will be required to sign that the procedure has been received. As a condition of employment, all RSD employees must comply with this procedure and similar procedures addressing drugs recorded in the RSD Employee Handbook.
7. **Posting Requirement:** In accordance with the provisions of Act 1027 (1990 Regular Session), drug free-zone posters shall be posted on a bulletin board and/or other prominent location on each RSD campus.

Chapter 18

Personal Protective Equipment



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CHAPTER: 18
TITLE: PERSONAL PROTECTIVE EQUIPMENT
EFFECTIVE DATE: August 17, 2009

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as the RSD) to assess the workplace to determine if hazards or potential hazards against employee health and safety are present, or are likely to be present. When RSD management is unable to eliminate workplace hazards that could cause injury to employees, either through engineering changes or work practice or administrative controls, they will administer a personal protective equipment (PPE) program, as applicable, to protect employees who have the potential of being exposed to hazards.

II. PURPOSE

This procedure will establish guidelines which provide the framework for ensuring the greatest possible protection for RSD employees in the workplace. The purpose of all PPE is to create a barrier against workplace hazards.

III. AUTHORITY

Office of Risk Management (ORM) annual general safety audit requirement and ORM regulations.

IV. APPLICABILITY

This procedure shall apply to all RSD employees. It is through the cooperative efforts of supervisors and employees that the RSD will be able to establish and maintain a safe and healthful work environment.

a) **Supervisors/Department and Division Heads**

V. RESPONSIBILITY

It is the responsibility of RSD management, through its supervisors/ Department/Division Heads to:

- perform a "hazard assessment" of the workplace to identify and control physical and health hazards; Refer to Attachment 1 for information on "hazard assessment."

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Identifying hazards in the workplace should be built into each supervisor's regular routine.

- identify and provide appropriate PPE for employees, as applicable;
- provide assistance to employees in the procurement, use, maintenance, and disposal of all PPE;
- train employees in the procurement, use, care and disposal of the PPE;
- maintain PPE, including replacing worn or damaged PPE;
- periodically review, update and evaluate the effectiveness of the RSD's PPE program.

b) Employees

Each employee is responsible for:

- properly wearing PPE determined to be needed;
- attending training on PPE;
- caring for, cleaning, and maintaining PPE;
- informing his/her supervisor of the need to repair or replace PPE;
- informing his/her supervisor of the need to remove/reduce/modify a condition/work area/job
- process viewed as hazardous without either use of PPE or some other action to remove/reduce the
- perceived hazard;
- informing his/her supervisor of needed PPE, and following the RSD's procedures on
- procurement, use, maintenance, and disposal of PPE.

VI. TYPES of PPE

Specific types of PPE are designed to protect many different parts of the body: head, face, eyes, ears, torso, extremities, hands, feet and respiratory needs. See Attachment 2 of this procedure for more examples of possible PPE to use.

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VII. TRAINING

Training of employees on PPE is to include:

- When PPE is required in performing job tasks.
- What PPE is required when performing job tasks.
- How to obtain the required PPE.
- How to properly use PPE, including properly donning/removing and fit testing the PPE.
- Limitations of the PPE.
- How to properly care for and store PPE.
- Useful life of and disposal of PPE.
- How and/from whom to request assistance concerning PPE.
- Identifying how the agency will enforce proper PPE usage.

Re-training of employees is required whenever:

- Changes in the workplace render the previous training obsolete;
- Changes in the type of PPE render previous training obsolete;
- Employer observed inadequacies in an employee's knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill.

VIII. ACCOUNTABILITY

"Employee" means an employee at any level within the organization: worker, supervisor, manager, or administrator.

- Employees are expected to comply with all provisions of the PPE program.

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- Employees are responsible for working on identifying and eliminating hazards or potential hazards, and where this cannot be accomplished, in identifying what PPE is needed.
- Employees will participate in training on the use, care and protection of assigned PPE.
- Employees will conduct assigned tasks in a safe manner and wear all assigned PPE.
- Each employee who has been issued PPE will take proper care of it. Employees are held accountable for lost or intentionally damaged PPE.
- Violations of the PPE program provisions may lead to disciplinary action, up to and including removal from employment (dismissal)

IX. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers and Division Heads of the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access

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ATTACHMENT 1

HAZARD ASSESSMENT

1. The first step is to identify physical and health hazards in the workplace. Potential hazards may be physical or health related, and a comprehensive hazard assessment should identify hazards in both categories.

Examples of physical hazards include: moving objects, fluctuating temperatures, high intensity lighting, rolling or pinching objects, electrical connections, and sharp edges.

Examples of health hazards include: exposure to harmful dusts, chemicals, or radiation.

2. The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards in the following basic hazard categories:

Impact	Heat/cold
Penetration	Harmful dust
Compression (roll-over)	Light (optical) radiation
Chemical	Biological

3. In addition to noting the basic layout of the facility and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through survey include:
 - Sources of electricity.
 - Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
 - Sources of high temperatures that could result in burns, eye injuries, or fire.
 - Types of chemicals used in the workplace.
 - Sources of harmful dusts.
 - Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treated high intensity lights.

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- The potential for falling or dropping objects.
 - Sharp objects that could poke, cut, stab or puncture.
 - Biological hazards such as blood or other potentially infectious material.
4. When the walk-through is complete, the applicable supervisor, Department/Division Head should organize and analyze the data from the walk-through so that it can be effectively used in determining the proper types of PPE required at the workplace. The applicable supervisors should become aware of the different types of PPE available and the levels of protection offered. It is definitely a good idea to select PPE that will provide a level of protection greater than the minimum required to protect employees from hazards.
- Documentation of the hazard assessment is to be written, including: site evaluated, who conducted the assessment, date, items of note, and resulting recommendations.
5. The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

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ATTACHMENT 2

SOME TYPES of PPE used for lessening or eliminating the hazard for the employee

Goggles and safety glasses protect against:

- Dust, flying particles, shavings or sawdust.
- Splashes from molten metal, acids or chemicals.
- Splashes from blood or potentially infectious body fluids that might splash, spray, or splatter.
- Intense light caused by welding tools or lasers.

Face shields protect against:

- Nuisance dusts.
- Potential splashes or sprays of hazardous liquids.
- Intense light caused by welding tools or lasers.

Hard hats protect against:

- Falling objects.
- Bumping head against fixed objects.
- Contact with exposed beams or pipes with electrical conductors.

Ear plugs, ear muffs, and canal caps protect against:

Intermittent, sudden or prolonged exposure to high decibel sounds.

Safety shoes protect against:

- Heavy objects falling on or rolling against the foot.
- Exposure to nails or other sharp objects that might pierce the foot.
- Molten metal that might splash on the foot.
- Hot, wet, or slippery surfaces.

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Gloves protect against:

- Burns, bruises, abrasions, cuts, and punctures.
- Fractures and amputations.
- Chemical exposure.

Coveralls, body suits, vests, sleeves and aprons protect against:

- Intense heat.
- Splashes of hot metal or other hot liquids.
- Impacts from tools, machinery, or materials.
- Cuts.
- Hazardous chemicals.
- Contact with potentially infectious material like blood.
- Radiation.

Reminder: whenever PPE is used, employee comfort should be considered. When PPE does not fit properly, employees will tend not to use it. The manufacturer's recommendation for proper PPE usage is to be followed.

Chapter 19

Key Control



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CHAPTER: 19
TITLE: KEY CONTROL
EFFECTIVE DATE: August 17, 2009

1. STATEMENT OF PROCEDURE

- A. It is the procedure of the Recovery School District (hereinafter referred to as the RSD) to:
1. Provide faculty and staff, with appropriate and necessary keys for each person to perform his/her duties/responsibilities.
 2. Limit access to buildings and lockers in order to provide appropriate security for students and staff and for property control.
 3. Provide key security by limiting the issuance of keys only to authorized individuals.
 4. Require personnel authorized to have keys to maintain careful custody and security of the keys.
 5. Require the immediate return of keys no longer needed.
 6. Charge an appropriate fee for lost keys.
- B. This procedure shall include all keys issued by the RSD, e.g. keys to buildings, rooms, desks, file cabinets, padlocked storage areas, wall cabinets, and vehicles.
- C. The Facilities Director shall determine the overall key system and key plan, including certain levels of employees having access to certain types of keys, to be implemented by school sites. The Facilities Director is designated as the responsible RSD official charged with the implementation of the key procedures and the issuance of keys to authorized individuals covered in this procedure.
- D. All buildings shall be locked at the end of occupancy each day by person(s) designated in each Department.

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- E. Staff members who occupy classrooms, offices, etc. with exterior entrance doors are responsible for ensuring the exterior door is locked at the end of each shift.
- F. Campus security officers will conduct routine patrols ensuring that main entrance doors of unoccupied buildings/rooms are locked.
- G. All keys are to be removed from unoccupied vehicles and/or mobile equipment. Keys to such are to be stored in a secure location to prevent unauthorized use and endangerment to students.

II. KEY MANAGEMENT—FACULTY/STAFF

A. Issuance Procedures

1. Request for Individual Keys

The individual requesting a key must complete the Key Request/Receipt Form (Attachment #1), and forward the form to the appropriate Department/Division Head, and, after initial approval, the form will be forwarded to the Facilities Director's Office for processing.

2. Authorization

Any faculty or staff member may request for/be issued a key to locks in the room or rooms in which he/she works or is assigned, subject to the written approval of the Department/Division Head and the Facilities Director.

The Facilities Director's approval will be based on the school's Key Assignment Plan, which designates those classifications of keys, which are permitted to be issued to certain individuals and category of individuals.

The issuance of individual keys not designated by the Key Assignment Plan requires the specific authorization for issuance by the Facilities Director.

3. Issuance of Keys

Keys shall be maintained in identified key cabinets located in the Facilities Director's Office safe. Keys shall be inventoried on a routine basis. For inventory

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requiring replenishment, the Facilities Director (or designee) will request keys to be made.

Upon receipt and approval of the completed Key Request/Receipt Form, the Facilities Director's office will dispense the appropriate key from the key cabinet. The requestor will be informed when the key is available to be picked up at the Facilities Director's Office. The requestor must sign the Key Request/Receipt Form acknowledging receipt of the key.

B. Non-transferability or Duplication of Keys

Keys are non-transferable and must not be duplicated or copied, and under no circumstances should students have access to keys issued to faculty/staff.

C. Master Keys

1. Master keys for areas, sections of buildings, or buildings may be authorized only by the Facilities Director and must remain in the possession/control of the authorized person at all times until returned to the Facilities Director's office.
2. All issues of Grand Master keys must have the signed approval of the Facilities Director.
3. Any loss of a master key is to be immediately reported simultaneously through the chain of command to the Facilities office (through completion of RSD Public Safety Incident Report).

D. Single Key Door (SKD)

1. Where there exists a compelling safety or security reason to install a lock on a door apart from the school's master lock/key system, such requests are to be made in writing to the Facilities Director. The request is to contain justification for the request.

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2. Only upon approval from the Facilities Director may a single key door (SKD) lock be installed by the Facilities Department.
3. No person may install a SKD lock on his/her own volition. All authorized SKD locks are to be installed by the Facilities Department.
4. Keys to SKD's may be issued only to individuals specifically authorized by the Facilities Director to receive them.
5. Any loss of a single key door key (SKD) is to be immediately reported simultaneously through the chain of command to the Facilities Director's office (through completion of RSD's Public Safety Incident Report).

E. Lost, Found and Damaged Keys

1. Reporting Procedures

- a. Employees must notify their Department/Division Head and the Facilities Director immediately upon determining that keys have been lost, stolen, or misplaced. Subsequent to notifying the Facilities Director's Office, A reimbursement fee of TBD will be assessed for each replacement and a new Key Request/Receipt Form must be completed.
- b. Found Key(s)
Any person finding key(s) shall notify the Facilities Director's office and then immediately forward the Key(s) to the Facilities Director's Office.
- c. Damaged Key(s)
Any person in possession of an authorized key that is damaged may obtain a replacement without cost by completing a new Key Request/Receipt Form and submitting it to the Facilities Director through appropriate supervisory channels, along with the damaged key. Requestor should indicate "Replacement of damaged key" on the form.
- d. Return of Keys
 1. Absences
 - i. Temporary (30 days or less)

Employees shall maintain keys issued to them during short terms of absence.

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ii. Extended Absences (31 days or more)

During extended absences, i.e. sabbatical, illness, leave without pay, summer recess, employees must return keys to the Facilities Director for Safekeeping through respective Division Heads. The Facilities Director will make arrangements with the Division Heads to collect and receive these keys. Keys will be reissued at the end of the extended absence.

2. Reassignments

- a. When a faculty/staff member is reassigned to a new area, the Division Head must notify the Facilities Director of the change and need for new key(s).
- b. Keys for the original assignment area must be returned by the faculty/staff member to the Facilities Director and a Key Request /Receipt Form completed for the new assigned area.

3. Resignations/Terminations

- a. It shall be the responsibility of the Personnel Office to notify the Facilities Director as well as the appropriate Department/Division Head of a resignation or termination of a faculty/staff member prior to the release of the last payroll check.
- b. An individual who has been issued keys may not directly transfer the keys to another person. The person who is the original assignee must notify the Facilities Director's office of the transfer, or return the keys.
- c. Upon receipt of all keys and the completion of checkout procedures, the Facilities Director will authorize release of the final check to the leaving employee.

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V. Vehicle Keys

A. General Use

1. Keys to vehicles that are assigned for general use will be maintained in the office of the Facilities Director
2. Persons requiring vehicle keys must have an approved Request Form in order to obtain a key. No keys to vehicles will be issued without an approved request. Exception: Emergency Situations.
3. In all cases, persons receiving vehicle keys must sign the Vehicle Key Log in the Office Manager's office when receiving and returning keys.

B. Departmental Use

1. Keys to vehicles assigned for departmental use will be placed under the supervision of the Division Head or designee, usually the Department Head.
2. Persons requesting vehicle keys must sign and complete the departmental key log when receiving and returning the keys. (if applicable).

C. Individual Vehicle Keys

Personal copies of vehicle keys will be provided to authorize individuals as determined by the Facilities or Department Director. These individuals will be responsible for these keys.

D. Lost/Missing/Keys

Lost/Missing Vehicle keys are to be reported immediately to the appropriate RSD personnel charged with vehicle key responsibility, from whom the keys were obtained in addition to the Facilities Director.

VI. Restricted Access Areas

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A. Authority to remove keys from Master Keying System.

1. The Facilities Director may authorize the removal of a key/lock of certain area from the master keying system. No other person shall have this authority.
2. Separate, individual keys to these areas will be issued on an as needed basis to certain individual employees as authorized by the Facilities Director.

VII. Equipment/Accessory Keys

Files, Desks, Equipment

1. Keys for individual file cabinets, desks, or equipment will be issued to faculty/staff members by the respective department/division heads.
2. Department/division heads will maintain key control records and duplicates of these keys for all equipment/accessories in their departments/divisions.

VIII. Key Control Procedures

A. Maintenance of Records

1. All keys issued except non-master keys in modular sites are to be controlled in accordance with the following:

A. Two-part cross reference file will be maintained by the Facilities Director's Office as follows:

- Computer Database
- Requestor- This copy will be filed alphabetically by requestor's name.

B. Copies of Request form shall be distributed as follows:

- This copy is given to the requestor of the key once signed.
- Locksmith copy is given to the locksmith to make a replacement key to replenish the stock in the safe. (if applicable).

2. Official Key Book

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- a.) The Facilities Department shall maintain an official record of all keys. Record includes key file number, key serial number, and key core location on campus.
- b.) All Non-Master Keys in classroom buildings, administrative facilities, and physical education facilities - Department Heads shall maintain a master file of keys on hand and a record of keys/locks held by each faculty/staff members by lock, building location, and room number.
- c.) Stocking and Cutting of Blank Keys - The Facilities Director preferred locksmith shall be responsible for the safekeeping of blank keys and the cutting of keys for delivery to the Facilities Director's Office.

Chapter 20

Authorized Use of Equipment Property



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CHAPTER: 20
TITLE: AUTHORIZED USE OF PROPERTY / EQUIPMENT
EFFECTIVE DATE: August 17, 2009

1. An itemized inventory list of all equipment or property located or assigned to a specific school or work location shall be given to the principal/department head. The principal/department head shall give an itemized list of all equipment or property located or assigned to a specific classroom/office/workplace to the employee assigned to that classroom/office/workplace at the beginning of the fiscal year or school year as appropriate.
2. Within ten (10) days of issuance of the inventory list of equipment and property assigned, the employee shall verify that each item on the list is properly tagged and accounted for. Should any item on the list be missing or misidentified, a note to this effect shall be written on the inventory list. If the item is misidentified, a correct identification shall be noted on the list. Once all items on the inventory list have been accounted for, the employee shall sign and return the list to the principal/department head.
3. For those employees located in a school, at the end of the school year the employee shall be given the inventory list for his/her classroom/location, with any additions made during the school year, and audit the equipment/property on the inventory list to verify all the items are accounted for.
4. Any equipment and/or property received for the first time by the employee shall have already been added to the Recovery School District's (RSD) fixed asset inventory list and been assigned an asset tag number for identification. The employee, upon delivery of the equipment/property, shall sign the accompanying inventory/asset form signifying receipt of the item. The form shall be given to the principal/department head by the employee.
5. No employee may use RSD property or equipment assigned to other employees without their permission or without permission of the principal/department head. No employee may exchange, move, or otherwise relocate any equipment or property from its assigned location without permission. Permanent transfer of any RSD property or

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equipment from one physical location to another shall require approval of the site supervisor.

6. Employees shall promptly report any damaged, lost, or stolen items to the principal/department head. The principal/department head shall notify the Property Division within twenty-four (24) hours of any damaged equipment/property. For lost or stolen equipment or property, the principal/department head shall notify the Property Division and Risk Manager within twenty-four (24) hours after identifying the lost or stolen item(s). Within forty-eight (48) hours of an item being stolen, the principal/department head shall notify the proper law enforcement agency. Any item lost or stolen must be reported on the *Property Incident Report*.
7. Under no circumstances may equipment or property of the RSD be removed or taken home for personal use. In the event that an employee needs to use equipment or property for school-related purposes at home or at a site other than the assigned work location of the item, the employee shall obtain written permission from the principal or department head. When completed and approved, a copy of the *Off-Site Property Use Authorization Form* shall be submitted to the appropriate department. The original must be maintained on file at the school/office.
8. An employee may be liable for damages to any equipment or property determined to have been damaged, lost, or stolen as a result of a willful or negligent act or omission of the employee. The Risk Manager shall review each incident report to determine a cause of loss. If the Risk Manager determines that the employee was at fault, notification of such shall be sent to the Human Resources Department, and/or any other department or agency in or outside the RSD deemed necessary. The Human Resources Department shall be responsible for initiating recovery of any loss as is determined appropriate.

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AUTHORIZED USE OF EQUIPMENT

ACKNOWLEDGEMENT FORM

After reading the *Authorized Use of Equipment* policy, please read and fill out the following completely and legibly and return to the principal/department head.

I have read the *Authorized Use of Equipment* policy and agree to abide by its provisions. I understand my responsibility for proper care and use of New Orleans Recovery School District (RSD) property and equipment. I acknowledge that should equipment under my care, custody, and/or control be damaged, lost or stolen due to my willful or negligent action, that disciplinary action may be taken and I may be responsible for compensating the RSD for any loss.

User Name (please print): _____

User Signature: _____

Workplace: _____

Date: ____/____/____

Chapter 21

Lockout / Tagout



RECOVERY SCHOOL DISTRICT LOSS PREVENTION & SAFETY MANUAL

CHAPTER: 21 **TITLE: LOCKOUT / TAGOUT PROGRAM** **EFFECTIVE DATE: August 17, 2009**

I. PROCEDURE

It is the procedure of the Recovery School District (hereinafter referred to as the RSD) that any employee engaging in the installation, maintenance, repairing, cleaning, servicing, or adjusting of prime movers, machinery, or equipment on RSD property will abide by the mandates outlined in this procedure. For contractors performing services or work on the property/for the RSD, they shall have a written lockout/ tag out program and shall abide by their program and the RSD requirements as they affect RSD employees, students and visitors.

II. PURPOSE

This procedure will establish guidelines for ensuring that RSD employees, students, and visitors to any RSD campus are protected from accidental or unexpected activation of mechanical and/or electrical equipment during installation, maintenance, repairing, cleaning, servicing, or adjusting equipment used or brought onto an RSD campus or facility.

III. AUTHORITY

Office of Risk Management (ORM) safety audit.

IV. APPLICABILITY

This procedure shall apply to all RSD employees and contractors doing business at the RSD.

V. DEFINITIONS

Employees to be protected are primarily those who service and maintain the machinery or equipment, and secondarily those who operate or use such:

Affected Employee: operates or uses a machine or equipment on which servicing/ maintenance is being performed under lockout or tag out, or whose job requires working in an area in which such servicing or maintenance is being performed.

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Authorized Employee: lock out or tag out machines or equipment in order to perform servicing or maintenance. An affected employee is also an authorized employee when that employee's duties include performing servicing or maintenance on covered equipment.

Lockout: practice of using keyed or combination security devices ("locks") to prevent the activation of mechanical or electrical equipment

Prime mover: power driven machinery and equipment.

Tag out: practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such tags are removed.

VI. RESPONSIBILITY

A. SUPERVISORS/DEPARTMENT and DIVISION HEADS

It shall be the responsibility of supervisors and managers at the RSD to:

- a) Provide training to authorized/ affected employees at time of hire/re- assignment and at least annually on the lockout/ tag out program and shall create and maintain in the department training records for a minimum of 3 fiscal years
- b) Inspect energy control procedures and practices at least annually to ensure that general and specific lockout/ tag out procedures are being followed.
- c) Ensure that employees adhere to established RSD procedures.
- d) When working with contractors, to ensure they have their own written lockout/tag out program

B. EMPLOYEE

It shall be the responsibility of employees of the RSD to:

- (a) Follow established procedures on lockout/ tag out for all tasks.
- (b) Maintain lockout/ tag out supplies, so they will be available for use.

VII. ADDITIONAL INFORMATION

Provided as general information about the lockout/ tag out procedures to follow:

Attachment 1: Hazardous Energy Sources

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Attachment 2: Lockout/ Tag out Procedures

Attachment 3: Lockout/ Tag out Checklist

Attachment 4: Lockout/ Tag out Follow-Up form

VIII. EMPLOYEE NOTIFICATION of PROCEDURE

This procedure shall be posted on the RSD's Intranet Web Site for employee access. Supervisors, managers and Division Heads at the RSD are responsible for notifying their employees of this procedure and providing a copy of this procedure to those employees who do not have Intranet access.

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ATTACHMENT 1

HAZARDOUS ENERGY SOURCES – related to lockout/ tag out procedures

- **Electrical:** **Electrical power and electrical potential after shut-down**
- **Mechanical:** **Potential**
- **Hydraulic:** **Uses fluids to magnify forces**
- **Pneumatic:** **Uses compressed air to produce force, pressure**
- **Chemical:** **Chemical reactions**
- **Thermal:** **Heated fluids, steam**
- **Other:** **Radiation, etc.**

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ATTACHMENT 2

LOCK OUT/TAG OUT PROCEDURES

Each employee shall use the following procedure when locking out or tagging out equipment for maintenance and repair.

Safe practices require that lock out/ tag out procedures be followed when working on electrical and mechanical equipment, and/or when there is broken equipment. Lock out devices and tags are intended to protect the employees who may be working on the systems being shut down, or to keep employees from using faulty or broken equipment. Many serious accidents happen when someone thought a machine or electricity was safely "off."

1. DISCONNECT ELECTRICAL POWER

- a. When a circuit must be opened for repairs, alterations, or examinations:
- b. the authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- c. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- d. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the source(s). This may require locking it, blocking it open, or removing all fuses.
 - Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- e. Attach 'DANGER- EQUIPMENT LOCKED OUT' tags to all open devices. Sign and date the tags, stating the reason for the disconnect.
- f. Use multiple locking devices where necessary. When it is not possible to install a lock, secure the circuit by another practical and safe means and attach a completed tag.
- g. Switches that open only the control circuit are not positive disconnects and shall not be used for lock out protection.
- h. Do not close an open disconnect unless absolutely certain that it is safe to do so, even if no tag has been attached. Use a tester to ensure that all circuits are dead.

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- i. Immediately report to your supervisor any equipment that does not have proper and safe disconnecting means. The plug and receptacle of cord-connected equipment constitute adequate disconnecting means.
- j. Do not remove another person's lock. See your supervisor.
- k. Contractors shall furnish and use their own locks.

2. OUTSIDE VENDOR AGREEMENT

All outside vendors performing maintenance or repair services on equipment shall adhere to RSD lock out/tag out procedures. Each vendor shall be informed by the employee making service arrangements, prior to commencement of the work that RSD procedures apply to the vendor's work.

3. SECURE MECHANICAL COMPONENTS

- a. Bleed down air, or hydraulic cylinders.
- b. Block valves with chain and lock. Attach "Danger" tag, sign it, date it, and state the reason for the isolation.
- c. Block gears, dies, and other mechanisms.
- d. Release coiled springs, spring loaded devices, and securing cams. Be aware of gravity, springs, tension, and other sources of energy that are not always obvious.
- e. Put blocks under equipment which might descend, slide, or fall. Idea is to restrain energy.
- f. Put blocks or stands under raised vehicles and equipment to protect against failure of hoists, jacks, or elevating equipment.

4. GENERAL EQUIPMENT

- a. All equipment that has become unsafe or inoperable will be tagged with a "lock out" tag.
- b. The tag will be placed on the ignition switch, circuit breaker, on/off switch and/or in a location on the piece of equipment where anyone attempting to operate the equipment must see the tag.

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- c. Equipment tags will be stored in a place accessible to employees needing them.
- d. Only the employee placing the tag on the piece of equipment can remove the tag.

5. COMMUNICATION when lock out/tag out action taken

- a. At each work site, a determination should be made and that decision then communicated to all employees of the designated employee(s) at that site who must be notified when lock out/tag out actions are taken.
- b. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

6. RESTORING EQUIPMENT TO SERVICE

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

- a. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- b. Check the work area to ensure that all employees have been safely positioned or removed from the area.
- c. Verify that the controls are in neutral.
- d. Remove the lockout devices and reenergize the machine or equipment.
- e. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
- f. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

7. OTHER MATERIAL ON LOCK OUT/TAG OUT

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ATTACHMENT 3

LOCK OUT/TAG OUT CHECKLIST -- for use by employees and/or contractors

As performing tasks, complete this checklist, ex., when using electrical units, pumps, motors, compressed air, steam....

- _____ 1. ***Think, plan and check.*** If you are in charge, think through the entire procedure. Identify all parts of any systems that need to be shut down. Determine what switches, equipment, and people will be involved. Carefully plan how restarting will take place.
- _____ 2. ***Communicate.*** Let all those who need to know that a LO/TO procedure is taking place.
- _____ 3. ***Identify all appropriate power sources,*** whether near or far from the job site. Include electrical circuits, hydraulic and pneumatic systems, spring energy, and gravity systems.
- _____ 4. ***Neutralize all appropriate power at the source.*** Disconnect electricity. Block movable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions.
- _____ 5. ***Lock out all power sources.*** Each person should have a personal lock (labeled with his/ her name). You may also use clips, chains, and lockout boxes.
- _____ 6. ***Tag out all power sources and machines.*** Tags should be affixed to machines/ equipment involved, indicating 'DO NOT START" this equipment. Employee and/or contractor are to put his/her name on the tag. Tag machine controls, pressure lines, starter switches, and suspended parts.
- _____ 7. ***Do a complete test.*** Double-check all steps above. Do a personal check. Push start buttons, test circuits, and operate valves to test the system.
- _____ 8. ***Removal of lock/tag.*** Only the person who applied the lock/tag is to remove it.

Comments regarding the task(s): _____

Complete the following information:

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a. **Division/Section:**

Work Site (building/room):

b. **Circle one:**

_____ am or pm

Time: Start

Date(s) of Task

Employee Print Name

Time: Quit *am or pm*

Date(s) of Task

Employee Signature

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ATTACHMENT 4

LOCK OUT/TAG OUT FOLLOW- UP form

If an incident/accident occurred related to the lockout/tag out process, this form **MUST** be completed and turned in to the supervisor, with a copy being sent to the Department and Division Heads, and RSD's Safety Officer.

1. Date of incident/accident: _____

2. Person following up on incident/accident [printed name/signature]:

3. Employee(s) Involved [printed name(s)/signature(s)]: _____

_____, _____, _____

4. Machine/equipment on which the energy control procedure was being utilized or should have been used:

Item:

Circle One

- | | | |
|--|-----|----|
| •Does employee have access to adequate lockout/tag out devices? | YES | NO |
| •Has employee tested the effectiveness of his/her lockout/tag out devices? | YES | NO |
| •Has employee received CPR and lockout/tag out training? | YES | NO |
| •If this is an outside contractor, has a supervisor or employee involved informed him/her of the necessity for adhering to RSD lockout/tag out procedures? | YES | NO |
| •Have all procedures been followed? | YES | NO |
| •Were tag outs legible and clearly displayed? | YES | NO |

Chapter 22

Facilities Management / School Use Form



RECOVERY SCHOOL DISTRICT LOSS PREVENTION & SAFETY MANUAL

CHAPTER: 22 **TITLE: FACILITIES MANAGEMENT** **EFFECTIVE DATE: August 17, 2009**

PURPOSE:

To state the policy of the State of Louisiana, Department of Education, Recovery School District (Recovery School District) on the use of facilities and premises of schools within its care, custody, and jurisdiction.

The Recovery School District recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of the community. Use of the school buildings shall be considered a secondary function so as not to interfere with regular school-day programs of the students.

The sale and/or consumption of alcoholic beverages in Recovery School District facilities and on Recovery School District properties shall be prohibited at all times. Smoking shall also be prohibited in all Recovery School District buildings.

POLICY:

Facilities and premises include buildings and property belonging to, or in the care and custody of the Recovery School District by virtue of La. R.S. 17:1990. The primary function of these facilities is reserved for use in accomplishing the instructional, research and public missions of the Recovery School District, which must always be given first priority in the assignment of the facilities and premises for use. Scheduling of facilities and premise use must not pre-empt the use of facilities required for teaching and other academic activities.

Recognized student organizations, school-affiliated organizations, or groups and organizations not otherwise affiliated with the Recovery School District may be granted permission to use the designated facilities and premises when such use does not interfere with the accomplishment of campus missions and programs, either general or specific, and is in accordance with established conditions which govern such use.

Definitions:

1. "BESE" shall mean the Louisiana Board of Elementary and Secondary Education.
2. "Charter School Designee" shall mean the individual designated by the non-profit corporation operating a charter school leasing an RSD facility to approve the use of a school facility.

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3. "Charter Operator" shall mean the non-profit corporation authorized to operate a charter school.
4. "Person" shall mean and include the terms "person", "group", "club", "firm", "association", "organization", "nonpublic school" and all other similar terms.
5. "Recovery School District" or "RSD" shall mean the Recovery School District.
6. "RSD Operated Facilities" shall mean facilities in which the Recovery School District is operating a school.
7. "School Facilities" shall mean and include all school buildings, school grounds, or other buildings, property, or equipment, or any part thereof, belonging to, in the possession of, operated by, or under the jurisdiction of the Recovery School District. "School Facilities" shall include any and all school buildings, school grounds, or other buildings, property or equipment under the jurisdiction of the Recovery School District and being leased or rented to any charter school.
8. "School-Sponsored Activities" shall include events that are outside the daily life of the school but that involve RSD students and are planned by RSD students and faculty and supervised by faculty. Such events include, but are not limited to, school athletic activities, extracurricular club activities, banquets, and dances.
9. "Superintendent" shall mean the Superintendent of the Recovery School District or his/her designee.

Use of School Facilities:

No person granted permission to use School Facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon, as defined by the laws of the State of Louisiana and/or policies and regulations of the Board of Elementary and Secondary Education. Smoking in the buildings shall also be prohibited.

Use of facilities and premises is established as follows:

1. Use of School Facilities as Voting Precincts
Pursuant to La. R.S. 18:533, public buildings and facilities, including Recovery School District Schools, may be used as voting precincts as determined by the Secretary of State or by the local elections commissioner.
2. Use of School Facilities for School Sponsored Activities
School sponsored activities in which only students and faculty participate may be held in the schools without prior permission from the Superintendent.
3. Use of School Facilities by School Personnel Organizations

Requests for use of school facilities by school personnel organizations for meetings shall be submitted to the school's principal for approval.

4. Use of School Building Facilities

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Any person who is a resident of the parish in which the Recovery School District School Facility is located as well as non-residents, subject to the priority set forth herein, may be permitted to use School Facilities for meetings, programs, or other activities which are not prohibited by the laws of the State of Louisiana or the United States of America, except as otherwise provided below:

No person shall be permitted to use the School Facilities for any meeting, program, or other activity, the primary purpose of which is the personal, financial, or pecuniary benefit of such person.

No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.

5. Priority of Use

A school will have first priority to the use of its own facilities.

If a building or a facility is not being used by a school, priority of use to other schools and organizations shall be as follows:

- a. Other public schools of the parish
- b. Approved nonpublic schools of the parish
- c. Resident organizations of the parish
- d. Non-resident organizations of the parish

6. Use of School Facility by Other Public Schools of the Parish

An application for use of the school facility by another public school of the parish shall not be denied unless the school facility is being used by the school occupying the facility or the use will disrupt the operation of the school occupying the facility. If use by another public school is denied, in no event should use be granted to another entity or organization.

Application Procedure:

1. All applications for the use of School Facilities operated by the Recovery School District shall be considered for approval by the Superintendent or the Charter School Designee. Generally, the application will be granted unless it is determined that the proposed use of the facility by the applicant shall be detrimental to the orderly operation of the school system. The Superintendent or Charter School Designee shall make a reasonable investigation of the application, person, club or organization and the purpose of the use of such facility and shall

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notify the applicant in writing setting forth therein the reason for denying the application. The RSD reserves the right to refuse any and all applications for use of RSD Operated Facilities.

2. Any person desiring the use of the building, grounds, or equipment belonging to, or located at, a particular school shall first contact the principal of the school to determine if it is available at the date and time requested and fill out the application form for submission to the office of the Superintendent or Charter School Designee. **FOR RSD OPERATED FACILITIES, THE PRINCIPAL CANNOT GRANT APPROVAL, AND A STATEMENT TO THIS EFFECT SHALL BE SET FORTH IN BOLD PRINT ON THE APPLICATION FORM.**
3. The Superintendent or Charter School Designee may grant permission to the New Orleans Recreation Department for a continuing use of the school facilities of the parish without separate written application for each use, provided the activity is part of the regular scheduled recreation program for school age children for which no fees (entrance or admission) are levied. An official with the New Orleans Recreation Department will obtain permission from the principal prior to any activity.
4. The principal shall require the person applying to fill out an application form provided by the principal, which shall require the following information and commitments:
 - a. Name, address, and telephone number of person signing the application.
 - b. Name, address, and telephone number of the group or organization for which the use is being requested.
 - c. A description of the nature, policies, and purpose of the organization. A statement as to how the School Facilities will be used and the purpose thereof.
 - d. A description of the School Facility, or portion thereof, for which use is requested.
 - e. Proposed date, time, and duration of such use. (Facilities must be vacated by the sponsoring group not later than 11:00 p.m.)
 - f. A statement that the person signing the application has read and understands all the policies, regulations, and procedures relating to the use of school facilities, and that such person meets all the requirements thereof necessary to obtain permission to use such school facility, as well as the purpose of such use also complies with all of such policies and requirements.
 - g. All persons attending the function or use of the School Facility requested shall also be required to obey all rules and regulations of the Recovery School District relating to School Facilities and the person, club, group or organization shall be responsible for the conduct of all such persons.

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- h. The person shall agree to:
 - i. Be responsible for any and all damages of every nature whatsoever to the School Facility or the school system resulting from its use by such person. The person shall see that the School Facility used is left free of debris and in a reasonable, clean condition.
 - ii. Waive any and all rights of recovery from BESE and its members, and the Louisiana Department of Education and the Recovery School District and their employees for any injuries or damages resulting from the use of the school building facilities or grounds. The person shall provide a certificate of insurance showing insurance coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The Recovery School District shall be listed on the policy as additional named insured. A certificate verifying the purchase of such insurance should be presented to the Recovery School District at least twenty-four (24) hours prior to the use of the facilities.
 - iii. Respect the right of the principal or Superintendent to cancel a previous commitment to rent a facility in the event it is necessary to use it for school purposes.
- j. The falsification of any information required or the failure to comply with all policies, regulations, and procedures shall result in the person, group, or organization being prohibited from using any School Facility in the future.
- k. A completed *Use of Facility Agreement and Application* shall be submitted to the principal of the school site being requested.

The principal shall review and approve the application for site availability.

The principal shall forward the application to the RSD Chief Operating Officer or designee or Charter School Designee.

The Chief Operating Officer or designee shall review the application for site feasibility and forward to the Superintendent with a recommendation for approval or disapproval of the application.

The Superintendent or Charter School Designee shall review and determine whether or not the purpose of such use of the school facility meets the requirements and provisions relating to the use of school facilities. If the application is approved, an invoice and a copy of the approved application shall be sent to the applicant. The principal shall be notified of

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this approval. A check, made payable to the Recovery School District shall be transmitted to the school prior to the use of the School Facilities. The principal is responsible for the collection of all fees due.

If the Superintendent or Charter School Designee disapproves the application, he or she shall notify the person in writing, through the individual signing the application.

5. All applications for the use of the School Facilities shall be executed and filed with the principal at least fifteen (15) days prior to the date for which the use is requested.

All applications for the use of School Facilities shall be governed by BESE policy, regulations, and procedures relating to the use of school facilities.

General Provisions:

1. Fees charged are for the purpose of recovering costs that may be incurred as a result of facility use. Fees charged for the use of RSD Operated Facilities shall be in accordance with the schedule of fees approved by BESE. Fees charged for School

Facilities leased by charter schools shall be determined by the Charter Operator, but shall not exceed the fees set forth in the fee schedule approved by BESE. Exceptions to the charging of a fee for use of the school apply to the use of School Facilities leased by charter schools.

2. The principal shall designate the custodian or a janitor to be present and responsible for lights, heat, air conditioning, and opening and closing the auditoriums and gymnasiums.

When no custodian or janitor is designated, the principal may assign an appropriate staff member to supervise the use of the school facility by an outside agency.

3. No person except authorized school personnel shall be allowed to have a key to any school building.
4. No school building facilities shall be used for the purpose of having a wedding reception or similar social function.
5. All employee compensation in connection with the use of RSD Operated Facilities shall be made by the RSD Human Resources Department. Hours worked shall be submitted through the normal payroll reporting process
6. If the services of a law enforcement officer and/or fireman are required, the organization or group using the School Facility is responsible for making the necessary arrangements for these services and making the necessary payment for charges for the services directly to the proper authority.

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Specific provisions:

1. Auditoriums (including auditorium-gymnasiums when used as an auditorium):

- a. Auditoriums may be rented subject to approval by the Superintendent or Charter School Designee.
- b. Auditoriums shall not be rented during regular school hours.
- c. Ticket sales or attendance shall be limited to the normal seating capacity of the auditorium, as determined by the State Fire Marshal.
- d. No fee shall be charged when the auditorium is used to raise funds for the school.
- e. No performance shall be allowed in elementary schools which involved extra scenery and/or additional lighting beyond normal service from two (2) electrical outlets.

2. Gymnasiums (including auditorium-gymnasiums when used as an auditorium):

- a. Gymnasiums may be rented only for athletic games or practices, subject to approval by the Superintendent or Charter School designee.
- b. Gymnasiums shall not be rented for contests involving professionals.
- c. Non-school teams shall not use the varsity or physical education dressing rooms.
- d. Additional lines shall not be put on the gymnasium floors for any purposes.
- e. No fee shall be charged and only the approval of both principals is necessary when one public school uses the gymnasium of another school.

3. School Lunch Facilities

In RSD Operated Facilities, food and supplies of the school lunch facility shall not be used under any circumstances.

4. Use of School Grounds

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes only during daylight hours, and only during times when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms, or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds. All activities of a non-recreational or non-sports nature, such as political rallies, gatherings, or meetings shall usually be prohibited.

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No supervisory personnel shall be provided during this time, and any person who use the school grounds for the limited purposes set forth herein, does so as his/her own risk. BESE assumes no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission granted herein.

The person, group, or organization shall provide the required certificate of insurance prior to the use of school grounds.

Fees:

The following fees shall be charged to persons using RSD Operated Facilities:

1. School Facilities

For-Profit Organization

1 Week or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$ 80.00	\$7.00	\$30.00	\$60.00
Full day	\$160.00	\$14.00	\$60.00	\$120.00
2 Weeks or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$40.00	\$5.00	\$15.00	\$60.00
Full day	\$80.00	\$10.00	\$30.00	\$120.00

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Non-Profit Organization

1 Week or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$60.00	\$5.00	\$20.00	\$60.00
Full day	\$120.00	\$10.00	\$40.00	\$120.00
2 Weeks or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$30.00	\$5.00	\$10.00	\$60.00
Full day	\$60.00	\$10.00	\$20.00	\$120.00

The preceding fees are to be charged for programs sponsored by qualifying organizations. A fee for the use of a school facility will not be levied if the facility is to be used to raise funds by the school; or if the facility is to be used by a school-sponsored organization; or a parent organization affiliated with a public school; or a teacher organization; or by the New Orleans Recreation District for children of school age for which no admission fee is collected (at the discretion of the superintendent or his/her designee); or by another public school within the parish; with the exception that charges may be levied for engineers, janitors, school food service employees, technicians, and school staff, as provided below.

2. Engineers; Janitors; School Food Services Employees

- a. Engineers - at prevailing rate with minimum of two hours per call
- b. Janitors - at prevailing rate with minimum of two hours per call
- c. School Food Services Employees - at prevailing rate with minimum of two hours per call
- d. Technicians - at prevailing rate with minimum of two hours per call
- e. School staff, as necessary – at the hourly rate of pay of two hours per call

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Waiver of Fees:

The Superintendent or Charter School Designee shall have the discretion to waive any or all fees associated with the use of a School Facility if he or she determines that the organization requesting such use is serving school age children at no charge in an educational program wherein the RSD or charter school's benefit equals or exceeds the costs associated with a waiver of the fees provided herein.

Appendix A

RSD Property Internal Controls Manual

Recovery School District School Fund Policy Manual

Section 1

INTERNAL CONTROL STRUCTURE

1.1 PURPOSE OF SCHOOL FUNDS

The principal of every Recovery School District (RSD) school shall maintain a school fund as provided for in La. R.S. 17:414.3, for the management of any money which accrues to the benefit of his school. The money provided by the state for support of the regular instructional program or the school facility shall not be included in the school fund, but shall be managed as directed by the agency from which it was received.

School funds are money collected by students, school personnel, parents and/or groups for school-related activities and purposes. School funds shall contribute to the educational experience of all students and shall not conflict with but shall contribute to the instructional program and general welfare of the school. These revenues are used for a variety of purposes but should not be used for basic administrative supplies and expenses. Expenditure of these funds must contribute to the instructional program and general welfare of the school. School funds are regulated by Louisiana Revised Statute 17:414.3 and the policies and procedures of the RSD.

1.2 RESPONSIBILITY FOR SCHOOL FUNDS

School principals, when they accept their appointment as the school administrator, assume ultimate responsibility for the school funds at their schools. The supervision of the administration of school funds and financial records will be provided by the RSD Business Department. The RSD holds the school principal fully accountable and personally liable for any shortages, deficits or mismanagement of any funds.

All school employees are required to comply with all adopted RSD policies, the Louisiana Constitution, Louisiana Revised Statutes, and the Louisiana Code of Governmental Ethics. The principal is responsible for ensuring that all school personnel (administrative, instructional, and non-instructional) at their school understand the RSD policies and procedures. Nothing in this policy manual shall be construed to permit an expenditure that is otherwise prohibited by law.

Any school employee who does not understand any aspect of any policy, principle or procedure should request assistance from the Business Department. The Business Department has oversight authority over all RSD schools to ensure compliance with RSD policies and procedures.

1.3 SAFEGUARDING MONEY, RECORDS AND INVENTORIES

All financial records, money and inventories shall be subject to appropriate security measures which would protect them from theft, loss, unauthorized entry, fire, water damage, etc.

When using a filing cabinet, it should be locked at all times and the keys should be restricted to an authorized few. When a safe or vault is available, the combination should be changed whenever there is a change in personnel. The combination should be restricted to an authorized few and not left available for others to read. The Business Office should be notified when a change to the combination has been made and shall maintain copies of all current combinations on file for the Superintendent.

1.4 RECORD RETENTION

All accounting records should be retained for a period of five years. This includes but is not limited to cancelled checks, financial statements, invoices, receipts, deposit slips, bank statements, cash receipts journal, cash disbursements journal and other documentation identified in this manual. In the event any school records are lost, the principal must submit a written explanation to the Superintendent. The general ledger must be retained permanently.

The principal shall supervise the disposal of school financial records and make a record of the disposal, including a list of the items disposed of, the disposal date and the names of those observing the disposal.

1.5 THEFTS OR LOSS OF MONEY

It shall be the responsibility of the principal to report promptly any loss or theft of funds in writing to the Superintendent. The written report must be submitted within 24 hours of any such incident and must include a description of the loss, identification of the perpetrators, if known, and suggested measures to prevent reoccurrence of similar incidents.

The Business Office will investigate the theft or loss of funds. The principal and other school personnel will provide cooperation and assistance. Upon completion of the investigation, the Business Office will give a written report to the Superintendent or his designee. The Superintendent will notify the local police department or the sheriff's department.

1.6 PROHIBITED USES OF SCHOOL FUNDS

The management of school fund must be in accordance with sound business practices, including sound budgeting, purchasing, and accounting practices. Prohibited uses of school funds include but are not limited to the following.

1. Lending money to faculty members, school employees or students for any reason or purpose. This includes holding NSF checks. Collection procedures as established in this Manual must be instituted for all NSF checks.
2. Use of school funds for faculty meals, faculty banquets, daily coffee, corsages, flowers and other faculty gratuities.
3. Purchase of awards, gifts and rewards for faculty or other school employees.
4. Extra supplements to any RSD employee.
5. Payment of union dues (dues to education organizations that directly benefit the students are permissible).
6. Cashing personal or school checks.
7. Christmas gifts or cash gifts to students. Checks written to students for fund raising prizes are allowed.
8. Ordering and paying for merchandise for personal use through the school and later reimbursing the school for the purchase.
9. Donations from the General Fund may not be made to any other school fund.
10. Payments of local civic dues – i.e., Rotary Club, Lions Club, Chamber of Commerce, etc.
11. The purchase of alcoholic beverages.
12. Purchasing materials and/or services from a family member of a school employee, as set out and prohibited by the Louisiana Code of Ethics.
13. Contributions to fundraising drives or to other charitable organizations.
14. Any purchase which constitutes debt.
15. Any purchase which requires recurring payments in the future, such as additional telephone lines, rental of copy machines, etc.

1.7 PURCHASES OR DONATIONS OF EQUIPMENT

All assets purchased by the school or the RSD and all assets donated to the school or to RSD are property of the RSD. A school does not have the authority to sell or dispose of any assets belonging to the RSD. The Business Department may audit the assets/property/inventory of each school site at anytime during the school year.

The principal is responsible for notifying the Business Department immediately when donations are received or the school purchases equipment in excess of \$1,000. All purchases of technology and/or electronic equipment must be reported to the Business Office and tracked, regardless of cost or value. If the Business Department determines that an item meets the criteria to be tagged, the item will be tagged and the information will be recorded into the *Property Inventory* by the Business Department.

1.8 RESPONSIBILITY TO REPORT VIOLATIONS

Any employee of the RSD, regardless of job title, having knowledge of a violation of the policies and procedures outlined in this *School Fund Manual* are required to notify the Business Department or the Superintendent immediately. No employee shall be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner regarding his/her employment for reporting a violation.

Section 2

ACCOUNTING, AUDITING AND REPORTING

2.1 CLASSIFYING FUNDS

La. R.S. 17:414.3 requires that school funds be maintained through the use of fund accounting. Fund accounting allows a bookkeeper to demonstrate that funds are received and expended in accordance with restrictions, if any, placed on the source of funding. Money deposited in a school fund may be expended at the discretion of the principal. However, all expenditures must be strictly consistent with the purpose for which the money was placed in the fund. Discretionary expenditures must directly benefit the school's students, faculty, staff, facility or program. The ledger must reflect all expenditures. Separate records or ledgers must be maintained by the principal for each of the following sources of deposits into the school fund account.

1. **Clubs and Organizations**– Each club, organization, association, class, athletic team, or other organizational unit within the school, the existence of which complies with school and employees of the school and which generates money by collecting dues, conducting fundraisers, charging admission, or some other money-generating activity for a purpose which the entity intends to control.
2. **Outside Restricted Donations** – Each donation made to the school by an entity outside the school, whether it is made by a parents' club, community, business, or civic organization RSD policy; the membership of which is students, faculty, or, or other donor. Such donations must be designed in the ledger as for a specific or restricted use or purpose.
3. **General Fund** – All donations made by any entity referred to above as *Clubs and Organizations* and *Outside Restricted Donations*, as well as all money raised by the school population generally which is unrestricted and which is intended for discretionary use to benefit the school, its students, faculty, employees, programs, or facilities.
4. **Restricted Fundraisers** – All money raised in a school-wide effort for a specific use or purpose.
5. **Miscellaneous Funds** – Any other money source, temporary or permanent, which is identifiable, approved by the principal, and has a need to maintain a record or ledger.

Every deposit or withdrawal from the school fund account shall be entered in the separately maintained record as provided in these five enumerated categories of accounts.

2.2 MONTHLY FINANCIAL STATEMENTS

Principals are responsible for submitting a *Monthly Financial Report* [Exhibit #1] to the Business Office. *Monthly Financial Reports* must be in the required format and must include a copy of the current month's bank statement and bank reconciliation.

Accounts payable *must* be reported each month. These reports also are prepared for use by school faculty sponsors and club officers.

Funds and/or accounts must be listed separately on the *Monthly Financial Reports* and may not be grouped with other accounts. The *Ending Balance Column* for any fund or account may not show a negative balance. Financial statements reflecting negative balance(s) will be returned to the school for an explanation and correction.

The deadline for submitting this report is on or before the 15th day of each month following the period covered. Example: The October *Monthly Financial Report* is due on or before November 15. The *Monthly Financial Report* must be signed by both the principal and assistant principal. Facsimile signatures are not acceptable.

2.3 BANK RECONCILIATION

Monthly bank statements must be received unopened by each principal. Principals are responsible for reviewing the detailed transactions in the bank statement to ensure that all expenditures comply with state law and RSD policy.

Each principal must complete a monthly reconciliation of the school fund records by completing a *Monthly Bank Reconciliation* form [**Exhibit #2**]. The principal must reconcile the school fund bank account statement with the activity in the school fund accounts. Once reconciled, bank statements must be signed and dated by the principal and retained with the school fund records. The reconciled balance reflected in the books must agree with the *Total Ending Fund Balance* on the *School Fund Monthly Financial Report*.

2.4 ANNUAL FINANCIAL STATEMENT

Each school principal shall report on his school's fund annually to the Superintendent, on or before July 15 by completing an *Annual Financial Statement* form [**Exhibit #3**]. This annual statement is a compilation of the monthly statements that began on July 1 of the previous year and ended on June 30 of the current year. The report shall be sufficiently detailed to notify the Superintendent of the account balances, deposits, expenditures, and any unresolved errors or discrepancies. The Superintendent shall approve such reports in writing to the school within two months of receiving the report or shall notify the principal of any further information needed or examination required. The Superintendent shall be responsible for notifying the State Board of Elementary and Secondary Education of the apparent need for further examination, supervision, or intervention. The State Board of Elementary and Secondary Education may require and provide for an audit of the school fund of any school within its jurisdiction at any time.

Unpaid invoices for goods received or services performed in a subsequent month must be reported in the *Accounts Payable* column. Deficit spending by any fund and/or account is strictly prohibited; this occurs when the amounts listed in the *Accounts*

Payable column exceed the balance listed in the *Ending Balance Column*. Principals are reminded to indicate “0” in the accounts payable columns that are zero.

The *Annual Financial Statements* of all RSD schools must be merged into one account maintained by the Business Office in the production of financial statements for the entire RSD and reported to the Louisiana State Department of Education, the Legislative Auditor and the State Board of Elementary and Secondary Education.

2.5 TRANSFER OF FUNDS

Each category of school funds is restricted and cannot be transferred from one account to another account without the written approval of the sponsor and the principal. Authorized transfers must be approved by the school sponsor(s) and the principal after completing and returning the *Request for Intra-School Fund Transfer* form [**Exhibit #4**].

In the event a graduating class retains a balance in the school fund, the account must be transferred by a majority vote of the class. The class may vote to spend the money on an appropriate activity or purchase which enhances the educational experience, or may vote to donate the fund to the students in that grade in the next school year.

2.6 AUDIT OF SCHOOL FUNDS

The Superintendent must report school fund concerns to the State Board of Elementary and Secondary Education. In accordance with La. R.S. 17:4114.3, the State Board of Elementary and Secondary Education may order an audit of a school fund at any time. School audits will be conducted by the Business Office. The principal is responsible for adhering to all audit recommendations. Any exception to audit recommendations must be explained in writing by the principal to the Superintendent. The Superintendent will then determine if further action is needed.

Audit findings could include but are not limited to:

- Failure to conform to established policy and procedures
- Poor accounting procedures
- Unauthorized indebtedness
- Failure to write receipts covering all amounts received
- Failure to enter all amounts received
- Failure to deposit funds daily
- Unauthorized purchases
- Bookkeeping errors
- Unauthorized disbursements for gifts or meals
- Unreported thefts of money or equipment
- Shortage of funds or deficit spending by fund or account
- Significant reduction in Fund Balance
- Failure to make athletic night deposits
- Disbursements for loans to individuals

- An apparent shortage of funds due to poor fiscal management
- Failure to file school financial statements timely
- Failure to follow fundraiser procedures
- Failure to report or underreporting of accounts payable on the Annual Financial Statement
- Failure to follow RSD purchasing policy
- Supporting documentation missing for checks issued, including an invoice signed by the individual receiving the goods or services
- Mismanagement of concessions, vending machines or fundraisers

2.7 FUNDRAISING REPORTS

Projects for raising school funds should contribute to the educational experience of pupils and add to the instructional program or social development of students. All school employees who wish to engage in any fundraising projects are required to obtain written authorization from the principal, using a *Report on Fundraising Project* form [Exhibit #5] before the fundraising project begins. Fundraising projects that have been unsuccessful or difficult in the past should not be repeated.

A fundraising activity is defined as any activity involving the participation of the student body or a recognized school group, undertaken for the purpose of raising funds for a school or school sponsored group. The funds raised must benefit the school or the sponsoring group within the school.

The principal shall file and keep all *Report on Fundraising Project* forms in one folder at the school. These forms should be dated to identify each separate fundraising activity, and should be filed in date sequence for each school year.

The *Report on Fundraising Project* must identify the person(s) authorized to withdraw funds from the account.

Section 3

CHECKING, ACCOUNT, LOANS AND INVESTMENTS

3.1 CHECKING ACCOUNT

Each school shall have only one school fund checking account. The bank account shall be at a bank insured by the FDIC and approved by the Business Department. Bank signature authorizations should include the principal and the assistant principal. If the school does not have an assistant principal, the principal shall designate one other school employee as a signatory on the bank account. The principal is responsible to ensure that the signature card authorizations remain current.

Principals are encouraged to select an interest bearing checking account. Interest earned shall be recorded monthly in the General Fund account only.

Each principal must complete a monthly reconciliation of the school fund records, reconciling the school fund account bank statement with the activity in the school accounts. See §2.3 for Bank Reconciliation structure.

3.2 SIGNATURE ON CHECKS

All checks written from the school account must carry the signature of two RSD employees, the school principal and the assistant principal. In the absence of the assistant principal, the principal shall designate another signatory in place of the assistant principal. The principal's signature confirms that funds are available in the account, that the person requesting the expenditure is authorized to do so, and that the disbursement is in accordance with RSD policy.

3.3 CREDIT ACCOUNTS AND BORROWING MONEY

Individual schools are not permitted to incur debt of any kind, including credit accounts. Schools may not borrow or lend money for any reason whatsoever. Schools may not enter into lease agreements for equipment or assume responsibility for any future payments, including recurring expenses, such as additional telephone lines, copy machines, etc.

3.4 INVESTMENTS

Any balance in the school fund account in excess of that needed to carry out the responsibilities described in this Section may be invested by the principal in certificates of deposits and other time deposits. Investments must be held in the same bank which holds the checking account. However, balances in the school fund account shall include all monies deposited pursuant to Section 2 herein as *Clubs and Organizations*, *Outside Donations*, *General Fund*, *Restricted Fundraisers*, and *Miscellaneous Funds*, unless the depositing entity approves the investment of any portion of its deposits as provided in this paragraph, which approval shall be in writing and maintained with the school fund record.

Any investments made pursuant to this section shall be in the records of the school fund, shall be reported in the *Annual Report* required herein, and shall be accounted for in any review or reconciliation of the school fund.

Earnings on any investment made pursuant to this section shall be reflected in the school fund's *General Fund*, and may be expended at the discretion of the principal, provided such expenditures are for the benefit of all or any of the school's students, faculty, staff, facility, or program; the ledger reflects the expenditure; and the expenditure is not otherwise prohibited.

Section 4

RECEIPTS, DEPOSITS AND NSF CHECKS

4.1 DEPOSITS OF SCHOOL FUNDS

All checks and cash received shall be given immediately to the principal or the principal's designee and not held by faculty members over several days. These funds shall be deposited by the principal or the principal's designee on a daily basis whenever possible. It is strictly prohibited to set aside cash to make payment for goods and/or services rather than depositing this money.

Money may never be taken to an employee's home or left at the school overnight, over weekends, or over holidays. All money collected should be taken to the bank for deposit in the school fund checking account.

4.2 DEPOSIT SLIPS

Bank deposit slips shall be prepared in duplicate. The original deposit slip is left with the bank, and the duplicate must be validated by the bank teller and retained in the school account records. The line titled *Less cash received* on the deposit slip must be left blank under all circumstances. All funds received by the principal must be deposited intact.

4.3 ENDORSEMENT OF CHECKS

All checks received shall be endorsed with a facsimile stamp. The stamp shall read *For Deposit Only*, and shall include the school name and bank account number. If the school's stamp is not available when deposit is required, this information may be printed on the check.

4.4 SCHOOL EMPLOYEES WHO COLLECT MONEY

School employees who handle money should be aware of the need for maintaining accurate and systematic records on all money collected. Money should never be left in a school employee's desk, filing cabinet, purse or other container. It should be turned over to the principal immediately. Leaving cash unattended in a classroom will only invite a theft or loss.

School employees must record collections of money for various activities and purposes, e.g., class rings, clubs, pictures, supplies, etc., on a *Cash Receipts Record* form. [Exhibit #6]. The money collected along with the *Cash Receipts Record* form should be given to the principal or principal's designee daily, or more frequently when large amounts of money are received. The principal or principal's designee must log in all collections of money immediately when received.

School employees are encouraged to keep copies of the *Cash Receipts Record* forms. These forms should be identical to the receipts record and should provide an audit trail for the review of receipts.

4.5 RECEIPTS

The principal is required to issue a pre-numbered, multi-copy receipt for the exact amount of funds received. The receipt should be given to the person submitting the money. If the amounts counted by the principal differ from the amount listed on the *Cash Receipts Record*, the employee must be notified immediately. The discrepancy must be noted in the records and the funds deposited.

4.6 RECEIPTS FILE

A copy of each receipt must remain in the Receipts booklet. The *Cash Receipts Record* form [Exhibit #6] must be stapled and retained in a separate file, in sequence by date.

4.7 NSF CHECKS

An NSF check is a check that has been recorded in the *Cash Receipts Journal* and deposited in the school fund bank account but returned to the school by the bank, indicating that the account upon which the check was drawn does not have sufficient funds to pay the check. Schools should make every attempt to collect this money, following the steps outlined below.

1. Call the bank upon which the check was drawn to determine if money is currently available in the bank account.
2. If funds are available, redeposit the check that day.
3. If funds are not available to pay the check or the bank account is closed, contact the check writer by phone and request cash reimbursement for the NSF check.
4. If uncollectible, send a 10-Day Certified Letter [Exhibit #7] and request a return receipt.
5. If the NSF check is not reimbursed within ten days of the return receipt, fill out the *Worthless Check Report* form [Exhibit #8]. Mail the original check, a copy of the 10-Day Certified Letter, a copy of the return receipt, and the *Worthless Check Report* to the Orleans Parish District Attorney's Office, 619 S. White Street, New Orleans, LA 70119. Remember to keep copies for your files.
6. If the District Attorney reimburses monies to you, redeposit the money but do not record the deposit in the *Cash Receipts Journal*, since it was recorded originally.
7. If the NSF check is uncollectible, make an adjusting entry in the *Cash Receipts Journal*.

8. The process must be reflected in the *Monthly Report* by subtracting the amount from the balance total.
9. This process applies to checks received for dues, items and events associated with fundraising, such as Cookie Dough Sales, football game gate receipts, and student purchases such as yearbooks and class rings. It does not apply to pure donations. Any NSF checks received as a pure donation to the school or any school club or activity should be maintained in the file, with an adjusting entry in the *Cash Receipts Journal*. No legal recourse should be pursued for collection involving pure donations.

4.8 FUNDRAISER DEPOSITS

When money is collected by school personnel for fundraising projects and submitted to the principal for deposit, the employee collecting the money is responsible to fill out a *Cash Receipts Record* form [Exhibit #6] and turn over the money and form to the principal. The principal must have approved fundraising activity in advance of the activity, using a *Report on Fundraising Project* form [Exhibit #5]. A copy of this form must be attached to the *Cash Receipts Record* form. The fundraising event's sponsor must receive a receipt for the funds.

The principal is required to list the name of the fundraiser, along with the fundraiser date on the receipts and on the *Cash Receipts Record*. This will provide an audit trail for the Business Office and will aid in determining if the project made a profit or loss.

4.9 ATHLETIC AND GAME CONCESSION DEPOSITS

Money collected from athletic games and concessions shall be counted by the school, placed in a locked bank bag, and taken to the bank's night depository. On the next available working day, the principal or principal's designee shall go to the bank, count the money in the bank bag with the bank teller and return the deposit slip to the *Cash Receipts Journal*. Supporting documentation for athletics and game concessions should include a reconciliation of all monies from ticket sales, gate change, spirit ribbons, programs, concession sales, concession change, etc.

There should be a proper accounting for any admission fees charged for all events such as athletics or entertainment, whether the fee is assessed in advance or upon entering the event. All such fees should be controlled through the use of pre-numbered tickets. There must be a different pre-numbered ticket series for each event, with a different ticket color and numerical series for each price group. The tickets must be controlled and safeguarded from the point they are returned from the printer with the manifest, through the point of issuance. The manifest must be maintained as an audit trail of available tickets.

When tickets are given to a designated individual for sale, a receipt should be issued to show the total number of tickets issued to the seller, the number of unsold,

returned tickets and the balance remitted in cash. A *Ticket Reconciliation* form [Exhibit #9] must be prepared for the event, comparing total tickets to cash collections. A copy of the reconciliation should be filed with the principal. Unsold tickets must be retained for audit.

Section 5

PURCHASES, DISBURSEMENTS AND PAYABLES

5.1 PURCHASES

All purchases of goods and services for any reason whatsoever must comply with Louisiana procurement law. Procurement of services of any kind must be made pursuant to a formal, written contract or by purchase order. Schools must maintain copies of all documentation pertaining to purchases of goods or services regardless of the amount of the purchase. These documents include a receipt or invoice signed and dated by the RSD employee actually receiving the goods or service. Purchase of goods of any kind must be made pursuant to either a formal, written contract or a written purchase order. Purchases of goods or services not exceeding five hundred dollars (\$500) per single purchase transaction may be made without any competitive process. Purchase transactions shall not be artificially divided to circumvent state procurement law or this procurement policy. All purchases of goods or services exceeding \$500 per single purchase transaction must be on a competitive basis and in accordance with La. R.S. 39:1481, et seq. or La. R.S. 39:1551, et seq. and Executive Order KBB 04-30.

School purchases may not be made without prior written approval from the principal. Purchases that are made by teachers, school employees or other persons associated with the school without the prior written authorization of the school principal are the sole responsibility and obligation of the individual making such purchases.

Money deposited in the school fund pursuant to §2.1 and identified as *Student Clubs and Organizations*, *Outside Donations* and *Restricted Fundraisers* accounts shall be used according to the purpose for which it was generated or for the purposes selected by the depositing entities, provided such expenditures are approved by the principal as indicated by his signature on checks for withdrawals and are not otherwise prohibited.

Money deposited in the school fund pursuant to §2.1 and identified as *General Fund* accounts may be expended at the discretion of the principal provided such expenditures are for the benefit of all or any of the school's students, faculty, staff, facility, or program and provided the ledger reflects the expenditure.

No money shall be drawn on the school fund account without a completed *Request for Check* form [Exhibit #10] therefor, signed and dated by the principal prior to the withdrawal. The approved request must also reflect the number of the check written in payment. No withdrawal shall occur unless the check carries the signature of the

principal, or the designated administrator who assumes his duties during his absence. The *Request for Check* form must be accompanied by a completed *Expense Account Statement* form [Exhibit #11], detailing the expense.

No money shall be drawn on the school fund account unless the *Request for Check* form carries two signatures, one of which shall always be the principal's. The other signature shall be

1. In the case of a request for withdrawal by an entity which has deposited pursuant to §2.1 as *Clubs and Organizations* or *Miscellaneous Funds* accounts, an officer, member, or sponsor of the entity, designated by the entity.
2. In the case of a request for withdrawal for the pursuit of a restricted use or purpose as described in §2.1 as *Outside Donations* accounts, another school administrator, faculty member, or employee who is approved by the donor and is familiar with the purpose of the donation.
3. In the case of a request for withdrawal of money deposited pursuant to §2.1 as *General Fund* or *Restricted Fundraisers* accounts, any other school administrator, faculty member, or employee.

Withdrawals may be made for estimated amounts of anticipated need, but in such cases shall be accounted for with receipts, which accounting shall be reflected in the school fund records and which receipts shall be retained with the record until the *Annual Report* provided for herein is approved by the Superintendent.

5.2 ADVANCES AND ALLOWANCES

Advances and allowances given to school personnel, such as advances for travel or athletic trips, must be made by check and given directly to the sponsor, coach, or traveler. Employees requesting an advance should complete and sign the *Request for Check* form [Exhibit #10] and submit it to the principal.

5.3 SALARIES, STIPENDS OR SUPPLEMENTS

Principals are expressly prohibited from directly employing personnel or supplementing the salaries of personnel without the prior written approval of the Business Department.

5.4 TRAVEL REIMBURSEMENTS

Reimbursements to principals, faculty and staff members for travel and other related expenses may be made from school funds in accordance with the purpose of the fund and with the prior written approval of the Business Department. All travel expenses must comply with the *Travel Guide*, PPM 49, published by the Louisiana Division of Administration, Office of State Purchasing. Under no circumstances are purchases of gasoline for a personal vehicle allowed. All persons requesting reimbursement for travel

must complete and sign a *Travel Expense Account* form [Exhibit #12]. This form must be submitted to the principal for payment.

5.5 CONCESSIONS AND VENDING MACHINE PURCHASES

Schools selling candy, drinks, chips, food, etc. for profit are required to identify on any invoices, checks and accounts payable journals that the purchase was for concessions or vending machines. Schools must maintain a clear record of concession receipts and expenditures. This will provide the Business Office with an audit trail and will aid in determining if all funds are accounted for.

Purchases of concession items must comply with the purchasing and expenditure policies of the RSD. Concession or vending machine inventories should be stored in a safe place, allowing only authorized employees access to inventory items.

5.6 ITEMIZED INVOICES

All payments for goods or services made from school funds must be supported by an itemized invoice or some other detailed documentation from a business. Statements or handwritten receipts from vendors or employees cannot be used to support cash disbursements.

Because supporting documents are necessary for all payments, in certain instances such as officials at athletic events, it may be necessary for the school to prepare a document and have it signed by the vendor. All payments are subject to federal reporting requirements. Therefore, the principal is required to obtain each vendor's Social Security Number or Employer Identification Number.

5.7 VERIFY BEFORE PAYMENT IS MADE

No payment should be made until there is evidence that the items have been received and that the amounts invoiced and ordered agree with the items received as to quality and quantity. The accuracy of costs must also be checked. The school must maintain a receipt/invoice for purchases of all goods and services, signed and dated by the principal or principal's designee.

5.8 SALES TAX EXEMPTION

Schools are exempt from paying sales taxes. If sales taxes are charged, only the net amount of the invoice should be paid. Principals may obtain a sales tax exemption form from the RSD Business Department.

5.9 REQUEST FOR PAYMENT OR CHECK

Payment for all advances and invoices must be accompanied by a *Request for Check* form [Exhibit #10]. Supporting documents must be attached to the *Request for Check* form: (1) *Expense Account Statement* form [Exhibit #11], (2) *Travel Expense Account* form [Exhibit #12], and (3) itemized invoices.

5.10 PAYMENT AND AVAILABLE FUNDS

Schools may not incur debt for any reason, including but not limited to credit accounts, recurring expenses, leases, deferred payments or loans.

No money shall be drawn on the school fund account without a properly completed *Request for Check* form [Exhibit #10].

Schools are required to pay for goods and services immediately; credit purchases of goods and services are prohibited. Payments must be made with pre-numbered school activity fund checks and not cash. Checks must have original signatures. Stamped signatures or any other facsimile signatures are not acceptable. Checks should never be signed in advance, signed in blank, or made to a vendor, person, or company when funds are not available.

5.11 VOIDING A CHECK

A check cannot be altered, erased or destroyed. Should an error be made in writing a check, write VOID across the front of the check. Remove the signature section of the voided check and retain the check in the numerical file of canceled checks.

5.12 PAID INVOICES FILE

The invoices and duplicate copies of the checks should be stapled to the *Request for Check* form [Exhibit #9]. This document must be maintained in a separate file, in numerical sequence by check number.

5.13 FOOD AND REFRESHMENTS

Unrestricted school funds can be used to pay for food and refreshments at banquets sponsored by the various classes and clubs, such as the athletic banquet and band banquet.

School funds may be used to pay for finger-type food and refreshments provided for outside visitors who attend an organized meeting at a school. Examples include school open house and parents' workshop.

The funds may not be used for school faculty meetings, faculty lunches, faculty banquets, faculty holiday parties, daily coffee use, or any function which includes only RSD employees, such as teacher in-service training sessions.

5.14 STIPENDS

Schools may not pay stipends directly to any RSD employee or bus driver. Stipends must be reported on a *Payroll Timesheet* [Exhibit 13]. The form must indicate the school fund ledger account responsible for funding the activity. Extra transportation payments for RSD employees and bus drivers must be submitted on a *Payroll Timesheet*, and a check drawn on the school fund bank account, made payable to the RSD, must be submitted to the Business Department. The Business Department will then make payment to the RSD employee or bus driver identified on the *Payroll Timesheet*.

5.15 CLASS RINGS AND YEARBOOKS/“MEMORY BOOKS”

Schools that elect to have a class ring and/or a yearbook or “memory book” need to plan carefully at the beginning of the school year so that sufficient funds will be available at year-end to pay for the cost of the rings or publishing the book.

For class rings, the principal must complete a prior written approval of (1) the company from which the rings will be ordered, (2) the style and color of the rings, (3) the number of rings, (4) the delivery date, (5) the contract amount, and (6) the selling price of each ring. The style, color and price of the rings must be approved by a vote of the class ordering the rings. All activities and events involving class rings must be planned, ordered, distributed and paid for within the same school year.

For yearbooks or “memory books,” the principal must complete a prior written approval of (1) the company who will print and deliver the book, (2) the number of pages, (3) the number of books, (4) the delivery date, (5) the contract amount, and (6) the selling price of the book. All activities and events involving the yearbook or “memory book” must be planned, ordered, distributed and paid for within the same school year.

All funds necessary to pay for class rings and yearbooks/memory books must be on deposit prior to placing the order with the publisher.

5.16 CHANGE FOR ATHLETICS AND GAME CONCESSIONS

Schools needing money for athletic events or concessions should make a check payable to the assistant principal or guidance counselor. This individual must go to the bank, obtain the money, return to the school, and give the money to the principal. The principal verifies the amount, separates money for concessions and money for athletics, and then gives each amount to the appropriate faculty members, maintaining a record of all amounts distributed. This is not considered an advance of school funds.

Appendix B

ORM Exposure Reporting Manual

OFFICE OF THE GOVERNOR



DIVISION OF ADMINISTRATION
OFFICE OF RISK MANAGEMENT

EXPOSURE REPORTING MANUAL

April 15, 2008

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INTRODUCTION

Exposure/Risk identification is the first and most important step in the risk management process. Without a thorough identification of an organization's risks of loss, it is virtually impossible to implement an effective risk management program.

State directors, managers, and supervisory personnel must look at their exposure to losses and report such exposures to the Office of Risk Management. No two agencies face the same risks, and exposure to risk will change over time. Therefore, risk identification is a continuous process and requires a substantial investment of time and effort in order to realize dividends in the form of reduced premiums.

Reported exposures are used in the Management Series Reports provided quarterly to your agency's management. These reports form the key for each agency's control of losses. Losses, in turn, directly effect premiums charged.

Exposures also form a secondary allocation basis in the experience rating system utilized by ORM for all self insured coverage. Unless reported in a timely manner, exposures will be estimated prior to production of insurance premium budgets. **Premium overcharges due to non-reporting of exposures will not be adjusted.**

For commercial coverage and also excess coverage for self insured lines, exposures are required by commercial bidders. Accurate, detailed exposures can result in significant savings on commercial policies which are, in turn, passed on to all agencies.

The following list provides each detail exposure and the coverage to which it relates. Other exposure information may also be requested for selected lines as necessary.

Gross Payroll	Workers Compensation/General Liability
Maritime Payroll	Workers Compensation Maritime
Number of Board & Commission Members	General Liability
Private Mileage	Auto Liability
Public Mileage	Auto Liability
Number of Vehicles	Auto Physical Damage
Property Values	Property
Boiler & Machinery Values	Boiler & Machinery
# of Total Employees	Bonds
Peak Exposure	Crime
Emergency Room Visits	Medical Malpractice
Hospital Patient Days	Medical Malpractice
Hospital Clinic Visits	Medical Malpractice
Patient Days	Medical Malpractice
Clinic Visits	Medical Malpractice
# Residents/Interns	Medical Malpractice
# Physicians	Medical Malpractice
Other Medical Malpractice	Medical Malpractice

Babies Birthed
Outpatient Surgeries

Medical Malpractice
Medical Malpractice

Formal rules and regulations governing exposure reporting may be found in the Louisiana Administrative Code, Volume 7, Title 37, Chapter 27.

This reference manual has been prepared by the Office of Risk Management to assist you in accurately reporting exposure information to this office. While we have attempted to make this manual as comprehensive as possible, it is impossible to anticipate every potential question which may arise.

Further questions regarding the exposure reporting procedures outlined in this manual should be directed to the appropriate person for commercial or self insured coverage in either the Underwriting Unit or the Auditing and Statistical Unit, respectively.

OVERVIEW

The general format of this brochure is to present each exposure reporting form in a separate section. Each section consists of a set of instructions followed by the corresponding exposure report.

General Exposure Report

All locations which are exposure reporting locations will receive this request form quarterly. This report is the *General Exposure Report Form* for all exposures other than those requested in specialized reports indicated below.

Property Exposure Report

These reports reflect data currently on file with ORM. They are mailed (semi-annually) to all agencies with Property exposures for review and update of exposure values.

Aviation Report and Wet Marine Report

These reports reflect data currently on file with ORM. They are mailed (quarterly) to all agencies with Aviation and/or Marine exposures for review and update of exposure information. However, all additions, deletions or changes during the year should be reported to ORM immediately. The reports contained herein are used only to verify that ORM has a complete record of all changes made during the year.

AVIATION EXPOSURES

Overview

At the end of each quarter, a report reflecting current aircraft information on file with the Office of Risk Management will be forwarded to the various State Departments, Agencies, Boards, and Commissions for their review and update.

All additions, deletions or changes for the aviation coverage should be reported to the Office of Risk Management immediately. This is only a report to make sure our office has a complete record of all changes. Instructions for verification and update of the report as well as a sample report can be found on the following page.

Sample Report

Agency Number	Agency Name	Aircraft I.D. No.	Aircraft Description	Aircraft Value	Seating Capacity	Aircraft Usage	Fixed Wing or Rotor Wing	Piston or Turbine
2815		N9467Y	1981	\$205,000	6	SURVEYS/ENFORCEMENT	Fixed	Piston
(2810	DWLF	N61092	CESSNA	\$195,000	4	SURVEYS/ENFORCEMENT	Wing	Piston
Billing		N70365	210	\$195,000	4	SURVEYS/ENFORCEMENT	Fixed	Piston
Level)			1980				Wing	
			CESSNA				Fixed	
			185				Wing	
			1980					
			CESSNA					
			185					

Verification/Update Instructions

1. Indicate on the report the name and phone number of the person verifying the data.
2. Review the list of aircraft owned or leased by your agency. Check the aircraft value, registration number, make and model, seating capacity, usage for each plane, whether it's fixed or rotor wing, and whether it's turbine or piston engine.
3. If any information reflected on the report is incorrect, please line through the incorrect information and write in the correct information using **RED INK**.
4. Should you need to delete an item indicated on the report, draw a line through that item in RED INK and advise when and why it is to be deleted. Examples: plane was transferred to agency X, plane was sold, or plane was destroyed. **ALWAYS** provide the date of the transfer, sale, or removal.
5. If you need to add an additional plane, please do so on the bottom of the schedule or on a separate sheet. Be sure to include the registration number, make and model, value, total seating capacity including the pilots, usage, whether it's fixed or rotor wing, whether it's turbine or piston engine and the date the plane is to be added. Be sure to include any supporting documentation.

If your agency has never had aviation coverage, please contact the Underwriting representative responsible for aviation exposures (See "Exposure Contacts" section of this manual).

BOND EXPOSURES

Overview

The Office of Risk Management no longer requests agencies to provide the number of Class A, B and C employees. Agencies report their number of total employees each quarter on the quarterly risk exposure report form. The number of employees includes all full time, part time, restricted or student workers paid by the agency.

For those agencies which have board members or commissioners, DO NOT include any outside commissioners or board members that are not already employed with the agency in the number of employee count. The number of board members is reported separately.

Note: Should you have questions once instructions are read and reviewed, please contact the Underwriting representative responsible for bond exposures (See “*Exposure Contacts*” section of this manual).

CRIME EXPOSURES

Overview

The Office of Risk Management no longer sends out manual crime exposure reports twice a year. Now, ORM requests that the agencies report their crime risk exposure (money and securities) each quarter on the quarterly risk exposure report form. The crime exposure value to be reported is the Peak \$ Exposure (the maximum amount of securities on hand that, if stolen, cannot be replaced) for the reporting agency for that quarter. For agencies with multiple money and securities exposure locations, report the location with the highest peak exposure.

Do not include payroll check values.

Crime Coverage does not include State Employees. Employees are covered under Bond Coverage

Note: Should you have questions once instructions are read and reviewed, please contact the Underwriting representative responsible for crime exposures (See "Exposure Contacts" section of this manual).

EXPOSURE CONTACTS

For further information regarding exposure reporting, contact the Office of Risk Management in writing at Post Office Box 91106, Baton Rouge, Louisiana 70821-9106 or telephone the appropriate unit.

Type Exposure	Unit	Phone Number
General Exposures	Auditing & Statistics	(225) 342-3420
Medical Malpractice Exposures	Auditing & Statistics	(225) 342-3420
Property Exposures	Underwriting	(225) 342-8469
Bond/Crime Exposures	Auditing & Statistics	(225) 342-3420
Aviation/Marine Exposures	Underwriting	(225) 342-8598

GENERAL EXPOSURES

OVERVIEW

Section I consists of the General Exposure Report form. All locations which are exposure reporting locations will either report these exposures online each quarter, or will receive the manual risk exposure form quarterly. This report is the general exposure report form for all exposures other than those requested in specialized reports reflected in other sections of this manual.

I. Instructions

Attached is the Office of Risk Management's (ORM) exposure reporting form. As required by Louisiana Administrative Code, Volume 7, Title 37, Chapter 27, the form should be completed and returned by the date indicated. This form is the exposure reporting format for regular payroll, maritime payroll, number of boards & commission members, vehicle mileage, number of vehicles, # of Total Employees, Peak \$ Exposure-Crime and medical malpractice exposures as appropriate for your location. Other exposures such as property values are not to be included; they will be requested separately as necessary.

Locations which have exposure in any of the above requested categories, which is not requested on the attached exposure reporting form, should add the exposure on the manual form before returning in order for coverage to become effective, or, if reporting online, please add the new exposure in the notes field on the screen.

The online quarterly risk exposure reporting form is identical to the attached manual quarterly risk exposure form. The quarter being requested for this report is shown on the third line in the upper left hand corner. The FY represents fiscal year which starts July 1, and ends June 30. Therefore the first quarter would be July, August and September. The figure for each requested exposure should be placed in the column titled "This Report". Shown under the "Last Reported" title are the exposures which you last reported, and the quarter and fiscal year of that report. Those figures may be compared to the current "This Report" figures for reasonableness, and this also serves as a validation of the prior reported figure. If a figure is incorrect, please change it and explain in the comments section.

Exposure reporting forms are to be returned by **(date)**. (This line will provide the date actual exposure report forms are to be returned.)

It is important that the person preparing the form sign, date, and give a phone number where they can be reached on each form.

It is important to provide accurate information by the date requested, or future premium increases may result.

The following definitions should be used in the compilation of the requested exposure information. Supply only those exposures requested on the form, not all those defined below.

A. Applicable To All Locations

Payroll is total gross payroll for the quarter specified only. **DO NOT** give year to date totals. Only Non-FACS agencies (Payroll not on ISIS HR) should receive requests for payroll data. If you

have received a request for payroll and your payroll is issued by ISIS HR, please notify ORM immediately.

Agencies which are currently reporting payroll to ORM on Quarterly Wage Reports should discontinue submitting them. Payroll will be collected either through ISIS HR or the ORM exposure form.

Maritime payroll is total gross payroll for the quarter specified. If maritime is being requested from a location which has no maritime exposures, please note that the location has no maritime payroll in the comments section before returning.

Number of employees includes all employees who are issued a pay check. Please provide this number as of the close of the requested quarter. A list of employees is not required, provide a total only.

Number of board members includes all outside commissioners or board members that are not already employed with the agency.

Public vehicle mileage is total mileage for state owned and leased, licensed, vehicles only. Please provide this for the requested quarter only. **DO NOT** give year to date totals. A per car breakdown is not required.

Private vehicle mileage is total mileage for both reimbursed and non-reimbursed mileage on private vehicles (used for state business) for the requested quarter only. **DO NOT** give year to date totals. A per car breakdown is not required.

Number of vehicles is the number of state owned and leased, licensed, vehicles as of the close of the requested quarter. An inventory of vehicles is not required.

Locations providing medical services will have one or more of the following exposures:

1. *Emergency Room Visits*

For acute care charity and university hospitals only. The number of patient visits to a hospital emergency room.

2. *Hospital Patient Days*

For acute care charity and university hospitals only. The number of patient days for all patient groups.

3. *Hospital Clinic Visits*

For acute care charity and university hospitals only. The number of patient visits to hospital clinics (i.e. Well baby, Ambulatory, OB-GYN, etc.). Do not include outpatient surgeries here.

4. *Patient Days*

For all facilities providing inpatient health care services that are not acute care charity hospitals (i.e. mental health, mental retardation, drug abuse facilities and university and correctional infirmaries). The number of patient days for all patient groups.

5. *Clinic Visits*

- a. The Number of patient visits to facilities providing outpatient health care services; such as, community mental health centers and drug abuse clinics.

- b. The number of outpatient visits to medical clinics, infirmaries, first aid stations, etc; including locations that are not primarily acute care providers. This includes mental health, mental retardation, vocational rehabilitation and correctional facilities, and universities. It is not necessary for the patient to be seen by a doctor for a visit to be counted. Other medical staff can incur medical malpractice claims.

6. # Residents/Interns

For LSU Medical Centers and LSUMC Health Care Services Division Hospitals only. The number of residents/interns providing medical services to private institutions or agencies for which the State assumes medical malpractice liability. Include the number of residents/interns on the last day of the quarter.

7. # Physicians

The # of Physicians is an exposure required of all LSU Medical Centers and LSUMC Health Care Services Division Hospitals, Universities with infirmaries, Correctional Facilities, Mental, Voc Rehab & Public Health locations, etc. that employ doctors on their staff for which the State assumes medical practice liability. Include the number of physicians on the last day of the quarter.

8. # of Babies Birthed

For LSU Medical Centers and LSUMC Health Care Services Division Hospitals- self explanatory. Include only births occurring in current reporting quarter.

9. # of Outpatient Surgeries

For LSU Medical Centers and LSUMC Health Care Services Division Hospitals only, these procedures should not be included in #3 above, Hospital Clinic Visits. Include only outpatient surgeries occurring in the current reporting quarter.

10. Other Medical Malpractice Exposures

For universities and vocational-technical schools only. The number of students in health care curricula (i.e. RN, LPN, Paramedical) that are providing medical services, as part of certification requirements, to private institutions or agencies. This includes the total number of these students for the appropriate fiscal year quarter. Do not include the number of students who are receiving classroom instruction only.

B. Applicable To Specific Situations

Boards and Commissions - If your location is a Board or Commission, you are requested to provide the current number of Board & Commission members.

Locations with Public Officials have an elective option to provide or not provide workers' compensation coverage to public officials.

Those locations which are on ISIS HR must provide written notification if coverage is not to be provided to public officials along with their related salaries so that they may be deducted from your location's payroll exposure which ORM receives from ISIS HR.

Those locations which are not on ISIS HR, in which case you are requested to report payroll on the request form, also have an elective option to provide or not provide workers' compensation

coverage to public officials. If you elect not to provide coverage to your public officials, do not include their pay in total gross payroll, and indicate in the comments section that you elect not to provide workers' compensation coverage to your elected officials.

For both ISIS HR and non ISIS HR locations, unless written notification as described above is received, coverage will be assumed to extend to all public officials.

Sample Report

PREPARED REPORT 1007 OFFICE OF RISK PAGE 1
07/11/03 MANAGEMENT
AS OF 06/30/03 RISK EXPOSURE REPORTING CONTROL 1
FORM

FY 03 QRTR 4 001 LOCATION NAME

PLEASE RETURN THIS FORM BY MONTH DAY, YEAR

OUR FAX NUMBER IS ###-###-####.

-----LAST REPORTED-----

EXPOSURE	AMOUNT	FY	QRTR		THIS REPORT	COMMENTS
GROSS PAYROLL	0 N	05	3	Q 001	_____ 	
MARITIME PAYROLL	0 N	05	3	Q 002	_____ 	
NUMBER OF BOARD MEMBERS	0 N	05	3	Q 003	_____ 	
PUBLIC VEHICLE MILEAGE	0 N	05	3	Q 004	_____ 	
PRIVATE VEHICLE MILEAGE	0 N	05	3	Q 005	_____ 	
# LICENSED STATE VEHICLES	0 N	05	3	Q 006	_____ 	
PEAK EXPOSURE - CRIME **New**	0 N	05	3	Q 010	_____ 	
# OF EMPLOYEES	0 N	05	3	Q 013	_____ 	
EMERGENCY ROOM	0 N	05	3	Q 014	_____ 	

VISITS						
HOSPITAL PATIENT DAYS	0 N	05	3	Q	015	_____
HOSPITAL CLINIC VISITS	0 N	05	3	Q	016	_____
PATIENT DAYS	0 N	05	3	Q	017	_____
CLINIC VISITS	0 N	05	3	Q	018	_____
RESIDENTS/INTERNS	0 N	05	3	Q	019	_____
PHYSICIANS	0 N	05	3	Q	020	_____
OTHER MED MAL EXPOS	0 N	05	3	Q	021	_____
# BABIES BIRTHED **New**	0 N	05	3	Q	026	_____
# OF OUTPATIENT SURGERIES **New**	0 N	05	3	Q	027	_____

PREPARED BY _____ DATE _____
 TELEPHONE _____

PROPERTY EXPOSURES

OVERVIEW

Semi-Annually, a report reflecting current property values on file with the Office of Risk Management will be forwarded to the various State Departments, Agencies, Boards, and Commissions for review and update.

Instructions for verification and update of the report as well as a sample report can be found on the following pages.

SCHEDULE OF PROPERTY VALUES UPDATE INSTRUCTIONS

I. Verification of Report Information.

Remember all **amounts on report are whole numbers**. Check each amount and should an amount need to be changed, line through the incorrect amount (**USE RED INK**) and write the correct amount next to it.

A. Definitions Of Report Sections

Do not include automobiles and other mobile equipment required to be licensed by the motor vehicle laws of Louisiana.

1. State Owned Property

This section reflects the total value of State owned property by category per building per ORM location code.

2. Non-State Owned Property

This section reflects the total value of non-state owned property for which the State has contractually assumed legal liability and which is in the care, custody, and control of the State of Louisiana. Values are reflected by category per building per ORM location code.

3. Miscellaneous

This section reflects total values of miscellaneous categories not reflected in items "1" or "2" above. Values are reflected by category per building per ORM location code.

B. Category Definitions

1. State Owned And Non-State Owned

The following definitions apply to both the state owned and non-state owned sections of the report:

a. Building Replacement Cost

Do not update/make changes to this figure. The Loss Prevention Section of the Office of Risk Management (ORM) determines and maintains this figure. If you

have questions regarding this figure, please contact the ORM Loss Prevention Section.

b. *Fine Arts*

Include total value of museum exhibits, antiques, and objects of art of every nature and description. Also include total value of aircraft and watercraft (regardless of length) which have been decommissioned and/or automobiles which are on display as a tourist attraction for public viewing. Watercraft must be stationary and not floating in water. Aircraft must be stationary and inoperable as regards flight. Automobiles must be inoperable as regards driving and unqualified for licensing by the motor vehicle law of Louisiana. Total value should be based on appreciated value of items.

c. *Livestock*

Include total actual cash value of all livestock, thoroughbreds, barnyard fowl, and animals (other than human).

d. *Computer Equipment*

Include total value of mini-computers, mainframes, software, and personal computers. Total value should be based on acquisition cost.

e. *Boats & Motors*

Include total value of all boats which are twenty-six feet (26') in length or under including total value of all inboard/outboard motors used on these boats. Also include total value of any and all row boats (non-motorized) regardless of length. Total value should be based on acquisition cost. Do not include value of boats which fall under the aforementioned "Fine Arts" category.

f. *Total Square Footage Occupied/Square Footage Ground Level*

The "Total Square Footage Occupied" category represents the total square footage utilized by your agency in the building. The "Square Footage Ground Level" category reflects the total amount of square footage (located on and/or below the street level) utilized by your agency.

The information reflected in this category was obtained in one of the following three methods:

1. Utilization of the lease records maintained by Facility Planning and Control (These records reflect a square footage source indication of "F").
2. Determined by the ORM Loss Prevention Section during the building appraisal process (These records reflect a square footage source indication of "I").
3. Obtained by ORM directly from your agency (These records reflect a square footage source indicator of "U").

Update the square footage figures **when a "U"** is reflected in the square footage source indicator field. **Do not update** the square footage figures **when an "I" or "F"** is reflected in the square footage source indicator field.

g. *General Contents/General Contents Flood*

Do **not update/make changes to this figure**. These values are automatically calculated by ORM based on the building occupancy code and the amount of square footage occupied. This category includes all contents/movable property not included/identified in other categories. Do not include boats (over 26 feet in length) and automobiles or other mobile equipment required to be licensed by the motor vehicle laws of Louisiana

h. *Mobile Structures*

Include total value of all movable building structures. Also, include the value of any contents located in the building. Examples of movable building structures are mobile offices (trailers), mobile homes and buildings on skids or wheels. Total value should be based on acquisition cost of the structures and contents.

2. *Miscellaneous Section*

a. *Business Income*

Include total amount of charges, tuition, fees, and receipts derived from sources and activities **"NOT PUBLIC FUNDS"** for service, sales, and events that would be lost in the event your agency would not be able to provide those services, sales, and events, less the direct cost of those operations.

Total amount should be an annual figure based on the twelve months preceding the last day of the period for which you are reporting. (Do not include payroll in this figure).

Examples of income are hospital charges, rental receipts, tuition, revenue and receipts from educational seminars or workshops, entertainment and athletic events.

b. *Registered Mail/Parcel Post*

Include total value of any property incidental to your business while in transit by Parcel Post, Registered Mail or Unregistered Mail. Total value should be an annual figure based on the twelve months preceding the last day of the period for which you are reporting.

c. *LPFA/3rd Party Financing*

Include total value of all state owned equipment being purchased in accordance with guidelines set forth by the Louisiana Public Facilities Authority or the Third Party Financing Master Installment Purchase Agreement. Total value should be based on whichever is the greater of the replacement value of the equipment or the remaining lease payments.

d. Other Contents – Flood

Include total value of all mobile structures, fine arts, computer equipment and LPFA/3rd Party Financing equipment which is located on the first floor, basement, and/or ground level of each building. Include state owned property as well as property owned by others for which the State has assumed legal liability and which is in the care, custody, and control of the State of Louisiana. Livestock values should also be included in this figure. Do not include any vehicle required to be licensed by the motor vehicle laws of Louisiana.

C. Building Address

Agencies responsible for or owning **building structures** should pay close attention to the physical location of the building. The physical street address, city and state must be provided for each item listed. If this is not accurately reflected, please indicate correct information in red ink.

D. Parish Codes

Review parish code to be sure correct parish is indicated. If incorrect, indicate correct parish code in red ink. For your convenience Parish Codes are reflected below.

01	ACADIA	23	IBERIA	45	ST. CHARLES
02	ALLEN	24	IBERVILLE	46	ST. HELENA
03	ASCENSION	25	JACKSON	47	ST. JAMES
04	ASSUMPTION	26	JEFFERSON	48	ST. JOHN THE BAPTIST
05	AVOYELLES	27	JEFFERSON DAVIS	49	ST. LANDRY
06	BEAUREGARD	28	LAFAYETTE	50	ST. MARTIN
07	BIENVILLE	29	LAFOURCHE	51	ST. MARY
08	BOSSIER	30	LASALLE	52	ST. TAMMANY
09	CADDO	31	LINCOLN	53	TANGIPAHOA
10	CALCASIEU	32	LIVINGSTON	54	TENSAS
11	CALDWELL	33	MADISON	55	TERREBONNE
12	CAMERON	34	MOREHOUSE	56	UNION
13	CATAHOULA	35	NATCHITOCHES	57	VERMILLION
14	CLAIBORNE	36	ORLEANS	58	VERNON
15	CONCORDIA	37	OUACHITA	59	WASHINGTON
16	DESOTO	38	PLAWUEMINES	60	WEBSTER
17	EAST BATON ROUGE	39	POINT COUPEE	61	WEST BATON ROUGE
18	EAST CARROLL	40	RAPIDES	62	WEST CARROLL
19	EAST FELICIANA	41	RED RIVER	63	WEST FELICIANA
20	EVANGELINE	42	RICHLAND	64	WINN
21	FRANKLIN	43	SABINE	65	OUT OF STATE
22	GRANT	44	ST. BERNARD		

E. ORM Location Codes/Agency Numbers

Previously your agency was provided a list of the ORM agency numbers assigned to your agency. Check to make sure the number indicated for each item is correct.

II. Deletion Of Buildings

A. Buildings Reflecting Replacement Cost Greater Than Zero

Complete *Form UND-4* (Building Structure Exposure Reporting Form) and forward it to ORM along with a copy of all pertinent documents.

B. Buildings Reflecting Replacement Cost Of Zero Or Less

Draw a red line through the item to be deleted and indicate why it is to be deleted.

III. Identification Of Employee Updating/Preparing Report

Indicate the name of the person that verified the data and their phone number on the bottom of the letter attached to your report. Then return entire letter and report to ORM.

IV. Adding New Locations/Buildings/Categories Not Already Listed On Report

A. Contents\Movable Property

1. General Contents Category

If you need to add general content values for a building not already on your schedule, utilize *Form UND-1* (State Owned Movable Property Values Form). Be sure to provide all data required in the agency information section, the *Building Information* column and *Square Footage Information* column. If you need help in determining the building identification number, please contact the ORM Underwriting Unit. If you need help determining the flood zone for a non-State owned building, please contact the owner of the building or the appropriate city or parish engineer. Flood zones for State owned buildings will be determined by ORM.

2. Other Content Categories

If you need to add additional buildings or additional categories to existing buildings, you should utilize *Property Exposure Update/Reporting Forms UND-1* and *UND-2*. Complete all information asked for on the form, including the building information (questions 1 through 8A). If you need help in determining the building identification number, please contact the ORM Underwriting Unit. If you need help determining the flood zone for a non-State owned building, please contact the owner of the building or the appropriate city or parish engineer. Flood zones for State owned buildings will be determined by ORM.

B. Building Structures

If you acquire/build a new building structure which requires coverage (on the structure), you must complete *Form UND-4* (*Building Structure Exposure Reporting Form*). A copy of all pertinent documents (deed, act of donation, etc.) must be attached to *Form UND-*

4 when submitting form to ORM. Movable building structures are to be reported as contents (see item "a" above) under the category "Mobile Structures".

v. *Building Name Changes*

Use *Form UND-4 (Building Structure Exposure Reporting Form)* to submit building name changes. Changes in building names will only be accepted from the State Agency which has ownership or is responsible for the building structure.

vi. *Where To Send Updated Report*

Forward updated report along with new item information to the Office of Risk Management, Post Office Box 91106, Baton Rouge, Louisiana 70821-9106.

Sample Property Exposure Report (left side)

**STATE OF LOUISIANA
STATEWIDE LAND AND BUILDINGS SYSTEM
RC04 - SCHEDULE OF PROPERTY VALUES - ORM LOCATION CODE
Print Date/Time: 10/03/05 09:08 AM**

LOCA CODES SPECIFIED: 0000-1810

BLDG ID OCCP	PAR FZ CON	BUILDING NAME BUILDING ADDRESS CITY, STATE	SQFT SRCE	BUILDING REPLACEMENT COST	TOTAL SQFT GROUND SQFT	GENL CONT PROP GENL CONT FLOOD
<i>ORM Location Code & Agency Name Will Be Shown Here</i>						
L01076 344	17 U	LTRC 4104 GOURRIER LANE BATON ROUGE , LA	N	0	0 0	0 0
L01077 344	17 U	11951 W. ENGLAND AVE BATON ROUGE , LA	N	0	0 0	0 0
L01078 344	17 U	535 MAIN ST BATON ROUGE , LA	N	0	0 0	0 0
L02078 344	17 U	UNITED PLAZA 3 8545 UNITED PLAZA BATON ROUGE , LA	F	0	18,141 8,163	441,008 198,443
S02044 327	17 C 5	HEADQUARTERS BLDG. 1201 CAPITOL ACCESS RD. BATON ROUGE , LA	U	31,743,239	276,040 45,601	7,102,509 1,173,314
S02045 344	17 C 6	DOTD HDQTRS ANNEX - CIVIL SERVICE 1201 CAPITOL ACCESS RD. BATON ROUGE , LA	I	2,891,147	39,704 19,852	965,204 482,602
S02046 344	17 C 3	WEIGHT ENFORCEMENT TRUCK PERMIT NORTH DR. @ EAST DR. BATON ROUGE , LA	I	444,004	7,375 7,375	179,286 179,286
S02047 325	17 C 4	SERVICE STATION STATE CAPITOL DR. NORTH BATON ROUGE , LA	I	81,036	1,595 1,595	33,272 33,272
S02048 406	17 C 3	HEADQUARTERS CARPENTRY SHOP-B.R. NORTH DRIVE BATON ROUGE , LA	I	165,640	7,560 7,560	155,812 155,812
S02049 344	17 C 4	HD MICROWAVE BLDG-B.R. 1201 CAPITOL ACCESS BATON ROUGE , LA	I	411,231	3,149 3,149	76,552 76,552
S02063 406	17 C 3	CENTRAL WAREHOUSE BUILDING NO. 3 FOSS DR. N. 17TH ST. BATON ROUGE , LA		137,256	0 0	0 0
S02064 406	17 C 3	MICROFILM BUILDING FOSS DR. N. 17TH ST. BATON ROUGE , LA	I	203,343	5,950 5,950	122,630 122,630
S02065 406	17 C 3	RECORDS STORAGE #1 FOSS DR. @ N. 17TH STREET BATON ROUGE , LA	I	137,183	6,160 6,160	126,958 126,958
S02066 406	17 C 3	RECORDS STORAGE NO. 2 FOSS DR. N. 17TH ST. BATON ROUGE , LA	I	178,070	5,950 5,950	122,630 122,630

Sample Property Exposure Report (right side)

**STATE OF LOUISIANA
STATEWIDE LAND AND BUILDINGS SYSTEM
RC04 - SCHEDULE OF PROPERTY VALUES - ORM LOCATION CODE
Print Date/Time: 10/03/05 09:08 AM**

FINE ARTS-S FINE ARTS-NS	LIVESTOCK-S LIVESTOCK-NS	COMPUTER EQUIP-S COMPUTER EQUIP-NS	BOATS-S BOATS-NS	MOBILE STRUCT-S MOBILE STRUCT-NS	BUS INCOME	REG MAIL/PRCL POST	LPFA/3RD PARTY FIN	OTHER CONT FLOOD
0 0	0 0	555,078 0	0 0	0 0	0	0	0	0
0 0	0 0	7,000 0	0 0	0 0	0	0	0	0
0 0	0 0	1,000 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
92,500 0	0 0	8,810,316 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0
0 0	0 0	0 0	0 0	0 0	0	0	0	0

Property Exposure Update/Reporting Form
State Owned Movable Property Values
Office Of Risk Management – State Agency Movable Property System (Stamps)

NOTE:	USE THIS FORM TO ADD MOVABLE PROPERTY (CONTENT) VALUES FOR BUILDINGS NOT ALREADY INDICATED ON THE COMPUTER PRINTOUT OR TO ADD ADDITIONAL EXPOSURE CATEGORIES TO BUILDINGS ALREADY INDICATED ON THE COMPUTER PRINTOUT. DO NOT USE TO INSURE ACTUAL BUILDING STRUCTURE.				
STATE AGENCY NAME:			ORM LOCATION CODE:		DATE SUBMITTED:
SUBMITTED BY:		TITLE			PHONE NUMBER:

BUILDING INFORMATION THE FOLLOWING INFORMATION MUST BE PROVIDED FOR EACH BUILDING			SQUARE FOOTAGE INFORMATION		STATE OWNED MOVABLE PROPERTY VALUES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)				
<input type="checkbox"/>	ADD GENERAL CONTENTS VALUES		GROUND FLOOR SQUARE FOOTAGE	TOTAL SQUARE FOOTAGE	MOBILE STRUCTURES	FINE ARTS	LIVESTOCK	COMPUTER EQUIPMENT	BOATS (26 FEET OR LESS)
1 BUILDING IDENTIFICATION . NUMBER:									
2 PARISH . CODE:		3. FLOOD ZONE:							
4 OWNER OF THE . BUILDING: (IF STATE OWNED, INDICATE WHICH STATE AGENCY									

5 BUILDING NAME: · (IF APPLICABLE)		
6 PHYSICAL STREET · ADDRESS: (NOT P. O. BOX) CITY AND STATE		
	YES	NO
7. ARE EMPLOYEES HOUSED AT THIS LOCATION?	<input type="checkbox"/>	<input type="checkbox"/>
7 IF "YES", ARE EMPLOYEES CONTRACT EMPLOYEES? A.	<input type="checkbox"/>	<input type="checkbox"/>
8. IF ANSWER TO ITEM "7" & "7A" IS NO, IS THIS WAREHOUSE SPACE?	<input type="checkbox"/>	<input type="checkbox"/>
8 IF ANSWER TO ITEM "8" IS YES, IS THIS MINI – A. WAREHOUSE SPACE?	<input type="checkbox"/>	<input type="checkbox"/>
RETURN COMPLETED FORM TO:	UNDERWRITING UNIT, OFFICE OF RISK MANAGEMENT, POST OFFICE BOX 91106, CAPITOL STATION, BATON ROUGE, LOUISIANA 70821-9106	

MISCELLANEOUS CATEGORIES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)			
BUSINESS INCOME	REGISTER ED MAIL/ PARCEL POST	LPFA THIRD PARTY FINANCIN G	FLOOD-OTHER CONTENTS

UND-1 (REVISED 01-28-2008)

Property Exposure Update/Reporting Form
Non-State Owned Movable Property Values
Office Of Risk Management – State Agency Movable Property System (Stamps)

NOTE:	USE THIS FORM TO ADD MOVABLE PROPERTY (CONTENT) VALUES FOR BUILDINGS NOT ALREADY INDICATED ON THE COMPUTER PRINTOUT OR TO ADD ADDITIONAL EXPOSURE CATEGORIES TO BUILDINGS ALREADY INDICATED ON THE COMPUTER PRINTOUT. DO NOT USE TO INSURE ACTUAL BUILDING STRUCTURE.											
STATE AGENCY NAME:					ORM LOCATION CODE:				DATE SUBMITTED:			
SUBMITTED BY:				TITLE					PHONE NUMBER:			

BUILDING INFORMATION				SQUARE FOOTAGE INFORMATION		NON-STATE OWNED MOVABLE PROPERTY VALUES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)				
THE FOLLOWING INFORMATION MUST BE PROVIDED FOR EACH BUILDING				GROUND FLOOR SQUARE FOOTAGE	TOTAL SQUARE FOOTAGE	MOBILE STRUCTURES	FINE ARTS	LIVESTOCK	COMPUTER EQUIPMENT	BOATS (26 FEET OR LESS)
1. BUILDING IDENTIFICATION NUMBER:										
2. PARISH CODE:		3. FLOOD ZONE:								
4. OWNER OF THE BUILDING: (IF STATE OWNED, INDICATE WHICH STATE AGENCY)										

5. BUILDING NAME (IF APPLICABLE)			
6. PHYSICAL STREET ADDRESS (NOT P. O. BOX) CITY AND STATE			
		YES	NO
7. ARE EMPLOYEES HOUSED AT THIS LOCATION?		<input type="checkbox"/>	<input type="checkbox"/>
7 IF "YES", ARE EMPLOYEES CONTRACT EMPLOYEES? A.		<input type="checkbox"/>	<input type="checkbox"/>
8. IF ANSWER TO ITEM "7" & "7A" IS NO, IS THIS WAREHOUSE SPACE?		<input type="checkbox"/>	<input type="checkbox"/>
8 IF ANSWER TO ITEM "8" IS YES, IS THIS MINI – A. WAREHOUSE SPACE?		<input type="checkbox"/>	<input type="checkbox"/>
RETURN COMPLETED FORM TO:	UNDERWRITING UNIT, OFFICE OF RISK MANAGEMENT, POST OFFICE BOX 91106, CAPITOL STATION, BATON ROUGE, LOUISIANA 70821-9106		

MISCELLANEOUS CATEGORIES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)				
BUSINESS INCOME	REGISTER ED MAIL/ PARCEL POST	LPFA THIRD PARTY FINANCI NG	FLOOD-OTHER CONTENTS	

UND-2 (REVISED 01-28-2008)

Building Structure Exposure Reporting Form
Office of Risk Management

NOTE:	DO NOT USE THIS FORM TO REPORT BUILDINGS UNLESS THE PHYSICAL STRUCTURE OF THE BUILDING IS TO BE COVERED BY INSURANCE. BUILDINGS NEEDING COVERAGE FOR MOVABLE PROPERTY (CONTENTS) ONLY ARE TO BE REPORTED ON EXPOSURE UPDATE/REPORTING FORMS.						
AGENCY REQUESTING CHANGE:						ORM LOCATION CODE:	
						BUILDING (STATE) I. D. NUMBER:	
AUTHORIZED BY		PHONE NUMBER		DATE:		SLABS SITE CODE (FOR ORM USE ONLY)	
TYPE OF CHANGE (PLEASE CHECK ONE)	<input type="checkbox"/> CHANGE BUILDING NAME (NOTE: BUILDING NAME CHANGES CAN ONLY BE MADE BY THE STATE AGENCY WHICH HAS OWNERSHIP OR IS RESPONSIBLE FOR THE BUILDING STRUCTURE.) <input type="checkbox"/> MODIFY BUILDING <input type="checkbox"/> ADD BUILDING STRUCTURE (SEE NOTE BELOW) <input type="checkbox"/> DELETE BUILDING STRUCTURE (SEE NOTE BELOW)						
		EXISTING DATA			NEW DATA		
STATE AGENCY NAME;							
ORM LOCATION CODE							
BUILDING NAME							
STREET ADDRESS (NOT P. O. BOX – MUST BE PHYSICAL ADDRESS)							
CITY, STATE, ZIPCODE							

OWNER OF BUILDING (IF STATE OWNED INDICATE WHICH STATE AGENCY)			
FLOOD ZONE (CONTACT CITY OR PARISH ENGINEER IF YOU NEED HELP IN DETERMINING APPLICABLE FLOOD ZONE)			
INDICATE REASON FOR CHANGE			
NOTE:	WHEN ADDING/DELETING BUILDING STRUCTURES YOU MUST ATTACH A COPY OF PERTINENT DOCUMENTATION (TITLE TRANSFER, DEED, BILL OF SALE, ETC.)		
RETURN COMPLETED FORM TO:	THE OFFICE OF RISK MANAGEMENT – UNDERWRITING SECTION, POST OFFICE BOX 91106, CAPITOL STATION, BATON ROUGE, LOUISIANA 70821-9106		

UND-4 (REVISED 04-25-2006)

WET MARINE EXPOSURES

Overview

At the end of each quarter, a report reflecting current wet marine information on file with the Office of Risk Management will be forwarded to the various State Departments, Agencies, Boards, and Commissions for their review and update.

All additions, deletions or changes for the wet marine coverage should be reported to the Office of Risk Management immediately. This is only a report to make sure our office has a complete record of all changes.

Instructions for verification and update of the report as well as a sample report can be found on the following page.

Sample Report

AGENCY NAME	VESSEL DESCRIPTION	EQUIPMENT NUMBER	WHERE IS IT OPERATED	HOW IS IT USED	NUMBER OF CREW	NET TONS	GROSS TONS	1996/98 HULL VALUE
DEQ/WATER RESOURCES – 2430 EXPOSURE LEVEL – 2430 BILLING LEVEL – 2430								
LARGE BOATS (26' & OVER)	WATER DOCTOR WATER WITCH	320-02- 2100 320-02- 2101	NEW ORLEANS BATON ROUGE	RESOURCE VESSEL RESOURCE VESSEL	2 2	28.3 28.3	19 19	\$480,000 \$480,000

Verification/Update Instructions

1. Indicate on the report the name and phone number of the person verifying the data.
2. Review the list of vessels in your district/agency. The schedule should include: ferries, pontoons, barges, tug boats, large boats over 26 feet in length, and fixed landings. Do not include non-motorized row boats regardless of length.
3. Check each vessel description, equipment number, where it is operated, how it is used, number of crew, net ton, gross ton, and hull value.
4. If any of this information is missing, please provide this office with that information (missing information will be indicated on the report with " ---" symbol).
5. If any information reflected on the report is incorrect, please line through the incorrect information and write in the correct information using **RED INK**.
6. Should you need to delete an item indicated on the report, draw a line through that item in **RED INK** and advise when and why it is to be deleted. Examples: vessel was transferred to agency X,

vessel was sold, or vessel was destroyed -- and **ALWAYS** include the date when the action was taken.

7. If a vessel needs to be added, please do so on the bottom of the schedule or on a separate sheet. Be sure to include all vessel information, the date the vessel is to be added, and any supporting documentation
8. If your agency has never had wet marine coverage, please contact the Underwriting representative responsible for marine exposures (See "Exposure Contacts) section of this manual.

Appendix C

Property Exposure Instructions

PROPERTY EXPOSURES

OVERVIEW

Semi-annually, a report reflecting current property values on file with the Office of Risk Management will be forwarded to the various State Departments, Agencies, Boards, and Commissions for review and update.

Instructions for verification and update of the report as well as a sample report can be found on the following pages.

SCHEDULE OF PROPERTY VALUES UPDATE INSTRUCTIONS

I. Verification of Report Information.

Remember all **amounts on report are whole numbers**. Check each amount and should an amount need to be changed, line through the incorrect amount (**USE RED INK**) and write the correct amount next to it.

A. Definitions Of Report Sections

Do not include automobiles and other mobile equipment required to be licensed by the motor vehicle laws of Louisiana.

1. State Owned Property

This section reflects the total value of State owned property by category per building per ORM location code.

2. Non-State Owned Property

This section reflects the total value of non-state owned property for which the State has contractually assumed legal liability and which is in the care, custody, and control of the State of Louisiana. Values are reflected by category per building per ORM location code.

3. Miscellaneous

This section reflects total values of miscellaneous categories not reflected in items "1" or "2" above. Values are reflected by category per building per ORM location code.

B. Category Definitions

1. State Owned And Non-State Owned

The following definitions apply to both the state owned and non-state owned sections of the report:

a. Building Replacement Cost

Do not update/make changes to this figure. The Loss Prevention Section of the Office of Risk Management (ORM) determines and maintains this figure. If you have questions regarding this figure, please contact the ORM Loss Prevention Section.

b. Fine Arts

Include total value of museum exhibits, antiques, and objects of art of every nature and description. Also include total value of aircraft and watercraft (regardless of length) which have been decommissioned and/or automobiles which are on display as a tourist attraction for public viewing. Watercraft must be stationary and not floating in water. Aircraft must be stationary and inoperable as regards flight. Automobiles must be inoperable as regards driving and unqualified for licensing by the motor vehicle law of Louisiana. Total value should be based on appreciated value of items.

c. *Livestock*

Include total actual cash value of all livestock, thoroughbreds, barnyard fowl, and animals (other than human).

d. *Computer Equipment*

Include total value of mini-computers, mainframes, software, and personal computers. Total value should be based on acquisition cost.

e. *Boats & Motors*

Include total value of all boats which are twenty-six feet (26') in length or under including total value of all inboard/outboard motors used on these boats. Also include total value of any and all row boats (non-motorized) regardless of length. Total value should be based on acquisition cost. Do not include value of boats which fall under the aforementioned "Fine Arts" category.

f. *Total Square Footage Occupied/Square Footage Ground Level*

The "Total Square Footage Occupied" category represents the total square footage utilized by your agency in the building. The "Square Footage Ground Level" category reflects the total amount of square footage (located on and/or below the street level) utilized by your agency.

The information reflected in this category was obtained in one of the following three methods:

1. Utilization of the lease records maintained by Facility Planning and Control (These records reflect a square footage source indication of "F").
2. Determined by the ORM Loss Prevention Section during the building appraisal process (These records reflect a square footage source indication of "I").
3. Obtained by ORM directly from your agency (These records reflect a square footage source indicator of "U").

Update the square footage figures **when a "U"** is reflected in the square footage source indicator field. **Do not update** the square footage figures **when an "I" or "F"** is reflected in the square footage source indicator field.

g. *General Contents/General Contents Flood*

Do **not update/make changes to this figure**. These values are automatically calculated by ORM based on the building occupancy code and the amount of

square footage occupied. This category includes all contents/movable property not included/identified in other categories. Do not include boats (over 26 feet in length) and automobiles or other mobile equipment required to be licensed by the motor vehicle laws of Louisiana

h. *Mobile Structures*

Include total value of all movable building structures. Also, include the value of any contents located in the building. Examples of movable building structures are mobile offices (trailers), mobile homes and buildings on skids or wheels. Total value should be based on acquisition cost of the structures and contents.

2. *Miscellaneous Section*

a. *Business Income*

Include total amount of charges, tuition, fees, and receipts derived from sources and activities "**NOT PUBLIC FUNDS**" for service, sales, and events that would be lost in the event your agency would not be able to provide those services, sales, and events, less the direct cost of those operations.

Total amount should be an annual figure based on the twelve months preceding the last day of the period for which you are reporting. (Do not include payroll in this figure).

Examples of income are hospital charges, rental receipts, tuition, revenue and receipts from educational seminars or workshops, entertainment and athletic events.

b. *Registered Mail/Parcel Post*

Include total value of any property incidental to your business while in transit by Parcel Post, Registered Mail or Unregistered Mail. Total value should be an annual figure based on the twelve months preceding the last day of the period for which you are reporting.

c. *LPFA/3rd Party Financing*

Include total value of all state owned equipment being purchased in accordance with guidelines set forth by the Louisiana Public Facilities Authority or the Third Party Financing Master Installment Purchase Agreement. Total value should be based on whichever is the greater of the replacement value of the equipment or the remaining lease payments.

d. *Other Contents – Flood*

Include total value of all mobile structures, fine arts, computer equipment and LPFA/3rd Party Financing equipment which is located on the first floor, basement, and/or ground level of each building. Include state owned property as well as property owned by others for which the State has assumed legal liability and which is in the care, custody, and control of the State of Louisiana. Livestock values should also be included in this figure. Do not include any vehicle required to be licensed by the motor vehicle laws of Louisiana.

C. Building Address

Agencies responsible for or owning **building structures** should pay close attention to the physical location of the building. The physical street address, city and state must be provided for each item listed. If this is not accurately reflected, please indicate correct information in red ink.

D. Parish Codes

Review parish code to be sure correct parish is indicated. If incorrect, indicate correct parish code in red ink. For your convenience Parish Codes are reflected below.

01	ACADIA	23	IBERIA	45	ST. CHARLES
02	ALLEN	24	IBERVILLE	46	ST. HELENA
03	ASCENSION	25	JACKSON	47	ST. JAMES
04	ASSUMPTION	26	JEFFERSON	48	ST. JOHN THE BAPTIST
05	AVOYELLES	27	JEFFERSON DAVIS	49	ST. LANDRY
06	BEAUREGARD	28	LAFAYETTE	50	ST. MARTIN
07	BIENVILLE	29	LAFOURCHE	51	ST. MARY
08	BOSSIER	30	LASALLE	52	ST. TAMMANY
09	CADDO	31	LINCOLN	53	TANGIPAHOA
10	CALCASIEU	32	LIVINGSTON	54	TENSAS
11	CALDWELL	33	MADISON	55	TERREBONNE
12	CAMERON	34	MOREHOUSE	56	UNION
13	CATAHOULA	35	NATCHITOCHES	57	VERMILLION
14	CLAIBORNE	36	ORLEANS	58	VERNON
15	CONCORDIA	37	OUACHITA	59	WASHINGTON
16	DESOTO	38	PLAWUEMINES	60	WEBSTER
17	EAST BATON ROUGE	39	POINT COUPEE	61	WEST BATON ROUGE
18	EAST CARROLL	40	RAPIDES	62	WEST CARROLL
19	EAST FELICIANA	41	RED RIVER	63	WEST FELICIANA
20	EVANGELINE	42	RICHLAND	64	WINN
21	FRANKLIN	43	SABINE	65	OUT OF STATE
22	GRANT	44	ST. BERNARD		

E. ORM Location Codes/Agency Numbers

Previously your agency was provided a list of the ORM agency numbers assigned to your agency. Check to make sure the number indicated for each item is correct.

II. Deletion Of Buildings

A. Buildings Reflecting Replacement Cost Greater Than Zero

Complete *Form UND-4* (Building Structure Exposure Reporting Form) and forward it to ORM along with a copy of all pertinent documents.

B. Buildings Reflecting Replacement Cost Of Zero Or Less

Draw a red line through the item to be deleted and indicate why it is to be deleted.

III. Identification Of Employee Updating/Preparing Report

Indicate the name of the person that verified the data and their phone number on the bottom of the letter attached to your report. Then return entire letter and report to ORM.

IV. Adding New Locations/Buildings/Categories Not Already Listed On Report

A. Contents\Movable Property

1. General Contents Category

If you need to add general content values for a building not already on your schedule, utilize *Form UND-1* (State Owned Movable Property Values Form). Be sure to provide all data required in the agency information section, the *Building Information* column and *Square Footage Information* column. If you need help in determining the building identification number, please contact the ORM Underwriting Unit. If you need help determining the flood zone for a non-State owned building, please contact the owner of the building or the appropriate city or parish engineer. Flood zones for State owned buildings will be determined by ORM.

2. Other Content Categories

If you need to add additional buildings or additional categories to existing buildings, you should utilize *Property Exposure Update/Reporting Forms UND-1, UND-2 and UND-3*. Complete all information asked for on the form, including the building information (questions 1 through 8A). If you need help in determining the building identification number, please contact the ORM Underwriting Unit. If you need help determining the flood zone for a non-State owned building, please contact the owner of the building or the appropriate city or parish engineer. Flood zones for State owned buildings will be determined by ORM.

B. Building Structures

If you acquire/build a new building structure which requires coverage (on the structure), you must complete *Form UND-4 (Building Structure Exposure Reporting Form)*. A copy of all pertinent documents (deed, act of donation, etc.) must be attached to *Form UND4* "when submitting form to ORM. Movable building structures are to be reported as contents (see item "a" above) under the category "Mobile Structures".

V. Building Name Changes

Use *Form UND-4 (Building Structure Exposure Reporting Form)* to submit building name changes. Changes in building names will only be accepted from the State Agency which has ownership or is responsible for the building structure.

VI. Where To Send Updated Report

Forward updated report along with new item information to the Office of Risk Management, Post Office Box 91106, Baton Rouge, Louisiana 70821-9106.

Sample Property Exposure Report (left side)

**STATE OF LOUISIANA
STATEWIDE LAND AND BUILDINGS SYSTEM
RC04 - SCHEDULE OF PROPERTY VALUES - ORM LOCATION CODE
Print Date/Time: 10/03/05 09:08 AM**

LOCA CODES SPECIFIED: 0000-1810

BLDG ID	PAR FZ OCCP	BUILDING NAME BUILDING ADDRESS CITY, STATE	SQFT SRCE	BUILDING REPLACEMENT COST	TOTAL SQFT GROUND SQFT	GENL CONT PROP GENL CONT FLOOD
ORM Location Code & Agency Name Will Be Shown Here						
L01076	17 U	LTRC 4104 GOURRIER LANE BATON ROUGE , LA	N	0	0 0	0 0
L01077	17 U	11951 W. ENGLAND AVE BATON ROUGE , LA	N	0	0 0	0 0
L01078	17 U	535 MAIN ST BATON ROUGE , LA	N	0	0 0	0 0
L02078	17 U	UNITED PLAZA 3 8545 UNITED PLAZA BATON ROUGE , LA	F	0	18,141 8,163	441,008 198,443
S02044	17 C 327	HEADQUARTERS BLDG. 1201 CAPITOL ACCESS RD. BATON ROUGE , LA	U	31,743,239	276,040 45,601	7,102,509 1,173,314
S02045	17 C 344	DOTD HDQTRS ANNEX - CIVIL SERVICE 1201 CAPITOL ACCESS RD. BATON ROUGE , LA	I	2,891,147	39,704 19,852	965,204 482,602
S02046	17 C 344	WEIGHT ENFORCEMENT TRUCK PERMIT NORTH DR. @ EAST DR. BATON ROUGE , LA	I	444,004	7,375 7,375	179,286 179,286
S02047	17 C 325	SERVICE STATION STATE CAPITOL DR. NORTH BATON ROUGE , LA	I	81,036	1,595 1,595	33,272 33,272
S02048	17 C 406	HEADQUARTERS CARPENTRY SHOP-B.R. NORTH DRIVE BATON ROUGE , LA	I	165,640	7,560 7,560	155,812 155,812
S02049	17 C 344	HD MICROWAVE BLDG-B.R. 1201 CAPITOL ACCESS BATON ROUGE , LA	I	411,231	3,149 3,149	76,552 76,552
S02063	17 C 406	CENTRAL WAREHOUSE BUILDING NO. 3 FOSS DR. N. 17TH ST. BATON ROUGE , LA		137,256	0 0	0 0
S02064	17 C 406	MICROFILM BUILDING FOSS DR. N. 17TH ST. BATON ROUGE , LA	I	203,343	5,950 5,950	122,630 122,630
S02065	17 C 406	RECORDS STORAGE #1 FOSS DR. @ N. 17TH STREET BATON ROUGE , LA	I	137,183	6,160 6,160	126,958 126,958
S02066	17 C 406	RECORDS STORAGE NO. 2 FOSS DR. N. 17TH ST. BATON ROUGE , LA	I	178,070	5,950 5,950	122,630 122,630

STATE OF LOUISIANA
STATEWIDE LAND AND BUILDINGS SYSTEM
RC04 - SCHEDULE OF PROPERTY VALUES - ORM LOCATION CODE
Print Date/Time: 10/03/05 09:08 AM

[illegible]

Appendix D

Budget Procedure Manual

RECOVERY SCHOOL DISTRICT OF LOUISIANA



BUDGETING PROCEDURES MANUAL

CEDRIC LEWIS, CHIEF FINANCIAL OFFICER

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- 1 INTRODUCTION**
- 2 GENERAL FUND BUDGET DEVELOPMENT PROCESS FLOW**
- 3 ZERO BASED BUDGETING OVERVIEW**
- 4 BUDGET TRANSFER PROCESS**
 - 4.1 ESTABLISHMENT OF NEW POSITIONS
 - 4.2 TRANSFER FROM LINE TO LINE WITHIN THE SAME PROGRAM
 - 4.3 TRANSFER FROM PROGRAM TO PROGRAM
- 5 POSITION CONTROL AND BUDGET**
 - 5.1 MOVING POSITIONS
 - 5.2 CREATING NEW POSITIONS
 - 5.3 CREATING POSITIONS THROUGH ABOLISHMENT
 - 5.4 HOURLY EMPLOYEES
- 6 SPECIAL REVENUE FUNDS TO INCLUDE FEDERAL FUNDS**
 - 6.1 PROCESSING PROCEDURES
 - 6.2 SETTING UP A NEW GRANT

APPENDIX

ATTACHMENT 1

BUDGET TRANSFER REQUEST FORM

1 INTRODUCTION

The Budget Department of the Recovery School District of Louisiana (RSD) mission is to support the educational efforts of the district by providing resources to meet the districts goals and objectives.

The budget is the educational plan of the district expressed in dollars and cents. It reveals, through the allocation of resources, the district's priority of educating children. As we are successful in fulfilling these responsibilities we support the district's efforts in educating children. Budgeting is also an integral part of long range planning for the district. By comprehensively communicating the long range plans of the district, all stakeholders can adequately plan to align resources.

The budgeting process is a year round process that involves many people in the school system. There are several major budget activities that go on in the Recovery School District which include planning, preparation, adoption/approval, implementation, and review and assessment.

Planning

The planning activities include identifying and prioritizing educational needs and forecasting available resources to meet those needs. This segment requires intensive involvement of central office, instructional and operational staff year round.

Preparation

Tentative budgets from the school level are based on the projected enrollment associated with the October 1st enrollment count submitted to the Louisiana Department of Education, instructional plans, estimated resources, contractual requirements, and anticipated inflationary issues. Forecasting available resources and requested appropriations will indicate whether the district's initial budget will suffer a shortfall or pledge undesignated reserves.

All organizational units prepare their budgets in the fall and winter months of each year.

Adoption and Approval

In the latter part of the calendar year a district-wide consolidated budget is drafted. This tentative budget reflects the results of internal review of the budget requests conducted by the Superintendent, Executive Staff and the Chief Financial Officer.

As an arm of the Board of Elementary & Secondary Education for the state of Louisiana, the RSD Executives will submit a tentative budget for review and input from BESE. Budget adoption by BESE shall take place in the month of May for the Recovery School District of Louisiana.

Implementation

The fiscal year of the RSD begins July 1 and ends on June 30. The Recovery School District employs the ISIS accounting system pending implementation of MUNIS, which is an accounting system tailored for local LEA's. The Human Resources department works closely with the Budget Department in monitoring position control. Daily reviews and modifications of individual budgets insure that the school district is on target with projected spending.

Review and Assessment

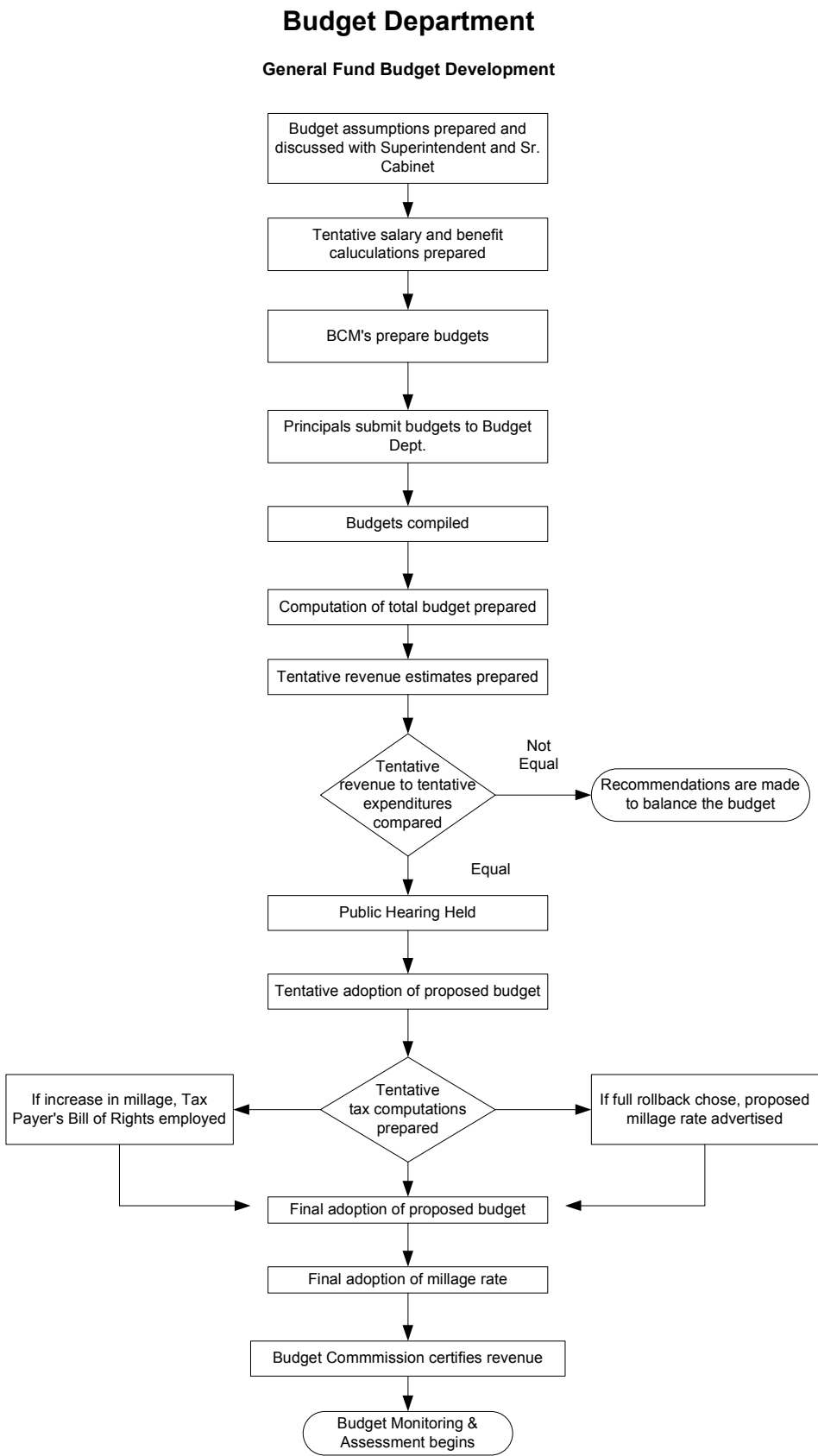
The budget is an important management tool for all stakeholders, to include: tax payers, the BESE Board, the administration, school level managers and teachers. Monitoring of staffing and expenditures enables Budget Center Managers to keep track of how well their programs are being implemented and the rate at which funds are being expended. The rate of expenditures is important for cash flow purposes in that the District always has available assets to sustain daily operations.

The success of the budgeting process depends on many individuals throughout the school system fulfilling their responsibilities in a timely and appropriate manner.

Fiscal Responsibility

We are custodians of public funds, and as such, it is our purpose and commitment to manage those funds with honesty and integrity to insure the district will continue as a going concern, and also to build and maintain public trust.

All budgets have common aspects: amounts, account strings, guidelines, funding sources, proposed student involvement, and duration. In order to meet these criteria, budgets must be formulated using clear and precise directions to others in the construction of their budgets.



3 ZERO-BASED BUDGETING AN OVERVIEW

Recovery School District of Louisiana employs a concept commonly referred to as Zero Based Budgeting. Zero-Based Budgeting (ZBB) is a budget development process that identifies and prioritizes school system activities and resources starting from zero and accumulating to the targeted funding level. Each activity is linked to the goals, objectives and mission of the district and ranked as to their importance. As the proposed budget moves through each level of the organization, program activities and goals are aggregated further and ranked again. The final budget produced and presented is one, which includes all program activities ranked in order of their importance in reaching the districts’ mission.

ZBB attempts to achieve an optimal allocation of resources that traditional and other budgeting systems probably cannot achieve. The name derives from the idea that such budgets are developed from a zero base: that is, at the beginning of the development process, all budgets categories have a value of ZERO. In traditional budgeting, departmental managers need only justify estimates over the previous year budget. In the case of ZBB, no reference is made to the previous level of expenditures. Every departmental function is reviewed comprehensively and all expenditures, rather than only increases, are approved. The zero-base is indifferent to whether the total budget is increasing or decreasing.

In summary, ZBB addresses and supports comprehensive planning, shared decision-making, the development and application of strategies and allocation of resources as a way of achieving established goals and objectives.

ZBB, when properly implemented, holds great promise for assisting personnel to plan and make decisions about the most efficient and effective ways to use their available resources to achieve their defined mission, goals and objectives.

Advantages:

- ✓ Results in efficient allocation of resources as it is based on needs and benefits
- ✓ Increases communication and coordination within the organization
- ✓ Detects inflated budgets
- ✓ Drives managers to find cost effective ways to improve operations
- ✓ Identifies and eliminates waste and obsolete operations

Disadvantages:

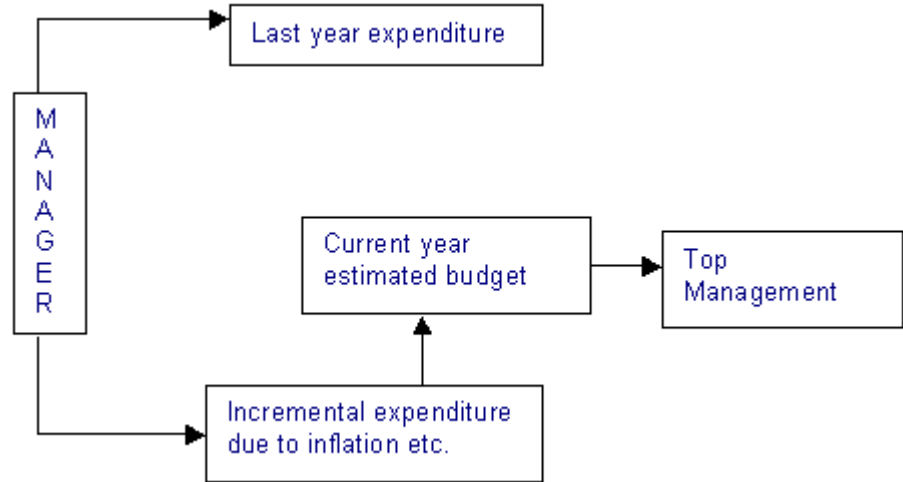
- ✓ Difficult to define activities
- ✓ Forced to justify every detail related to expenditures
- ✓ Time consuming and exhaustive
- ✓ Necessary to train budget center managers since ZBB should be clearly understood

Traditional vs. Zero-Base Budgeting

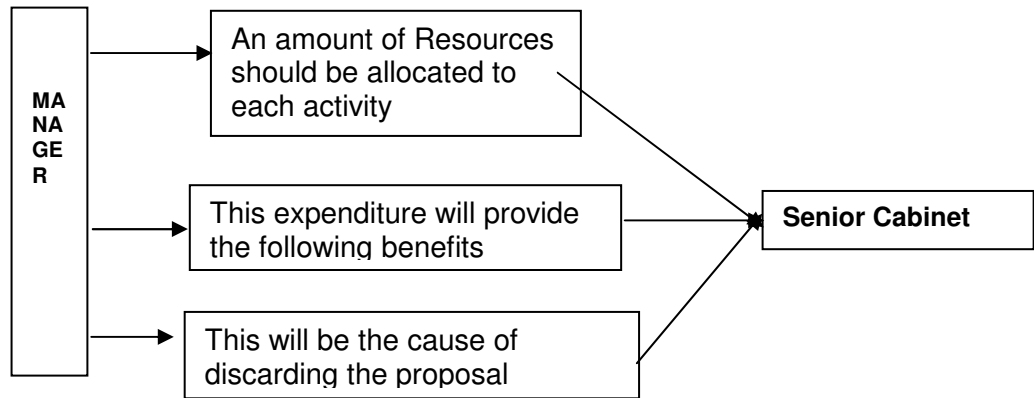
	Traditional Budgeting	Zero Base Budgeting
Period of	References are given to	The budgeting process

Expenditure	previous year estimates. Factors like inflation etc. are adjusted to previous estimates to arrive at the figures of current year's budget.	starts from scratch. Every proposed expenditure comes under review. Previous year actual are not used for calculation.
Over Inflation of budget.	Managers were able to manipulate their budget estimates.	Over- estimation is not possible, as managers have to justify their budget estimates.
Responsibility	Top management decides on the allocation of funds	Managers of each unit decide on their division's expenditure.
Approach	Routine	Priority based.

TRADITIONAL APPROACH:



ZERO-BASED BUDGETING APPROACH:



RSD employs ZBB in preparing budgets for the ensuing school term. This process hinders managers from preparing budgets without thoroughly reviewing specific goals and objectives to meet district-wide criteria. Every budget line submitted for the new budget year must have supporting documentation to substantiate its relevance in improving instructional initiatives.

4 BUDGET TRANSFER PROCESS

RSD has three (3) processes whereby appropriations are transferred internally from one company to the same company. These processes are:

1. Establishment/Abolishment of Positions
2. Transfer from line to line within the same program
3. Transfer from program to program

Each process will now be expounded.

4.1 Budget Transfers Associated with Establishment/Abolishment of Positions

The creation of new positions and abolishment of existing positions MUST be approved by the Chief of Staff. The following procedures are required to insure position control is managed appropriately:

1. A request/correspondence is sent to the Chief of Staff (COS) (carbon copied to the Chief Financial Officer) requesting the establishment of a new position within a specific program with detailed information regarding the proposed funding source to create the proposed position.
2. Normally, the creation of new positions is funded through abolishment of existing positions, or a reduction within the program to create the proposed position. The CFO communicates via email or memo to the Human Resource Officer whether funding is available to move forward with the proposed change.
3. If funding is found to be available, the requester shall draft correspondence to HR outlining the job description, and financial implications (if any) of the proposed position creation.
4. Upon approval, the Budget Department moves available funds from the predetermined program and objects to the approved program and objects.
5. At the same time the Office of Human Resources activates a new position code for the newly created position and deactivates the position codes of any positions pledged to create the new position.

4.2 Transfer from line to line within the Same Program

Neither Budget Center Managers nor Principals can transfer monies from non salary and fringe benefit lines to salary lines or vice versa without prior approval from the Chief of Staff. Aside from this protocol the RSD gives complete autonomy to Budget Center Managers and Principals to move discretionary funds where ever they need to within their area of management. This gives end users liberty to be progressive in improving operations. Library and Professional Development allotments are driven by district mandate, thus these funds cannot be moved either. The following process is required to transfer from line to line within the same program:

1. A Transfer Appropriation Form is completed by the Budget Center Manager and forwarded to the CFO (See Appendices).
2. The CFO reviews the request for budget compliance. If the request has all the necessary requirements, the CFO approves the request, correspondence is drafted to the requestor notifying them of approval, which is carbon copied to a Budget Analyst for processing.

4.3 Transfer from Program to Program

Transfers between programs under the auspices of the same Senior Cabinet Member can be made at the discretion of the Senior Cabinet. For example, there are several instructional programs under the auspices of the Chief Academic Officer. He/She may transfer funds from a music instructional program to an arts instructional program without authority from the CFO. It will be the responsibility of the CAO (in this example) to insure that the transfer is not out of compliance if grant funding is pledged. The following process is required to transfer from line to line within the same program:

1. A Transfer Appropriation Form is completed by the Budget Center Manager and forwarded to the Chief Financial Officer (See Appendix).
2. The Chief Financial Officer reviews the proposed program transfer for appropriateness.
3. If deemed appropriate the Chief Financial Officer initials the transfer form, and sends it to the Budget Analyst for processing.
4. After processing, the Budget Department notifies the Budget Center Manager that the transfer has been processed, and amended budgets are sent to the Budget Center Manager reflecting the changes.

5 POSITION CONTROL & BUDGET

As mentioned earlier, the creation of new positions and abolishment of existing positions **MUST** be approved by the Chief of Staff. Position control is critical because salaries and salary related expenses make up approximately 75% of the General Fund budget.

The four scenarios which address position control which are:

1. Creating new positions
2. Creating positions through abolishment of existing positions
3. Moving positions from one program to another
4. Hourly paid employees filling full time positions

The following procedures are required to insure position control is managed appropriately:

5.1 Creating New Positions

Occasionally through department reorganization, or the establishment of a new organizational unit, the need for a new position surfaces. A Senior Cabinet member normally initiates this process.

1. A memo to create a new position, with supporting justification is sent to the Chief of Staff and the Chief Financial Officer.
2. If agreed upon by COS, the CFO communicates the approved position to Human Resources, and the CFO communicates any financial implications to the COS in writing.
3. A memo is sent to the Budget Department from the Chief Financial Officer to increase appropriations within a specified program for the creation of the position.
4. Position Control in Human Resources assigns a Position Control number.
5. The Budget Department notifies Senior Cabinet of the new appropriation for the new position, and sends an amended budget report which reflects the increase in appropriations.

5.2 Creating Positions Through Abolishment of Existing Positions

See Page 10.

5.3 Moving Positions from one Program to Another

This process is also employed through reorganization.

1. Memo is sent to the Chief of Staff and the Chief Financial Officer requesting that certain positions be moved from one program to another. Both Budget Center Managers whose programs will be affected must sign off on the memo being sent to the COS and CFO. This memo must list the budget string that the position (s) are currently appropriated in, the budget string that the positions are going to, the position numbers and if applicable, any vacant positions to be moved.
2. If approved by the COS and CFO, the CFO will send a memo to the Budget Analyst directing the move of positions from one program to another program.
3. The Budget Department inputs and posts a budget journal entry complying with the directive from the CFO's office.
4. The Budget Department, by memo, sends both affected departments notification of the approval, and amended budget reports which reflect the moves.

5.4 Hourly Paid Employees Filling Full Time Positions

Hourly employees are properly accounted for when filling full time positions.

1. An EAR Form is prepared by the initiating department. This form has critical information like the Position Type the hourly person is filling in for, the budget code where corresponding resources are available.
2. The EAR Form must be approved by the department head, the COS and the CFO.
3. Once approved by all areas, the Budget Department moves appropriations from the full-time position appropriation to a part time object code within the applicable program for tracking purposes.
4. A memo is sent from the Budget Department to the initiating department and carbon copied to all applicable departments document the part-time appropriation budget codes.

6 SPECIAL REVENUE FUNDS TO INCLUDE FEDERAL FUNDS

6.1 Processing Procedures

All grants pursued by RSD serve to complement or enhance instructional efforts. Recurring grant awards include Titles I, II, IV, IDEA and Preschool from the Federal government. There are a host of other grants awarded and administered by the RSD to achieve district goals.

All special revenue grants are comprised of the following:

1. Notification of award
2. Award amount
3. Budget narrative
4. Duration

The notification of award is a letter from an external entity that reveals to the RSD that they have been awarded a grant for specified goods or services. The amount awarded is usually within the body of the notification of award from the external entity. Usually attached to the notification of award, or forthcoming from the Budget Center Manager, is a budget narrative outlining what the award monies are to be spent on. The duration tells the RSD how long we have to fulfill the obligations of the grant, and the latest date to expend the grant funds. Other variables that are mentioned:

- If the grant is on a reimbursement basis, instructions as to where the RSD sends reimbursement requests to
- Monthly, quarterly, semi-annual or annual reporting requirements
- Contact information with names and phone numbers

All grants should be reviewed by the Budget Department for review of in-kind pledges. In order to receive most grants, the district has to pledge local support, either through pledging district paid staff to administer the grant, or by a direct cash match; thus an 'in-kind' pledge.

6.2 Setting Up a New Grant

A new grant or award will be set up when official written notification of the award has been received by the Budget Department. The grant award notice must have the original signatures and contain such information as the starting date of the award, the budget figures and any other special terms and conditions of the award. If the original award notice is sent to the Budget Center Manager or Grant Director it should be forwarded to the Budget Department.

After the award has been received, a separate program number is requested by the Budget Department to the Accounting Department to track all allotments. The Coordinator of Accounting and the Chief Financial Officer must sign off on the Reporting Category number assigned. A packet of information will be sent to the Budget Center Manager that will include the Reporting Category Numbers, the org/location codes and the budgetary codes and amounts listed in the grant award. The budgetary codes are the codes that should be used when purchasing goods or services for the grant so the reports of expenditures will clearly indicate the balances available in the budget.

Below is required information necessary to set up an account:

Program Director's name:
Program Title:
Purpose of Fund:
Awarded School/Dept:
Reporting Category:
Source of Revenue:
Other remarks or comments:

Attached is a sample.



Financial Services
1641 Poland Ave
New Orleans, LA 70117
504/373-6200 ext. 20017

Interoffice Memo

To: Debbie Schum, Chief Academic Officer
From: Cedric Lewis, Chief Financial Officer
Date: 10/29/2008
Re: Approval of New Account Set-Up

Signature:

Please be advised that the following fund and program was established for Academics:

Name:	Title One – Academic Awards
Initial Amount:	\$32,000,000
Reporting Categories (Exp.)	See Attached
School Codes:	2001 \$24,705.00
	2002 \$74,125.00
	2003 \$74,125.00
	Etc...
Reporting Categories (Rev.)	See Attached
Budget Center Manager:	Mary Bailey
Source of Revenue:	Louisiana Department of Education

APPENDIX

Recovery School District
Request for Transfer of Appropriations
(Budget Transfer)

DATE:

Please change appropriations as indicated below:

<u>Agency</u>	<u>Org/RCat/Object</u>	<u>Detail Acct.</u>		<u>Acct. Description</u>	<u>Amount</u>
Increase:					
<u>682</u>	<u>200180453100</u>	<u>General Supplies</u>	<u>3100</u>	<u>Travel-Employee</u>	<u>\$500.00</u>
<u></u>	<u></u>		<u></u>	<u></u>	<u></u>
<u></u>	<u></u>		<u></u>	<u></u>	<u></u>
<u></u>	<u></u>		<u></u>	<u></u>	<u></u>
<u></u>	<u></u>		<u></u>	<u></u>	<u></u>
					<u>\$500.00</u>
Decrease:					
<u>10</u>	<u>200180452520</u>	<u>Travel</u>	<u>2520</u>	<u>Other Expenditures</u>	<u>(\$500.00)</u>
<u></u>	<u></u>		<u></u>	<u></u>	<u></u>



							<u>(\$500.00)</u>

Reason For Transfer :

Purchase additional school supplies

Requested By:

(Budget Center Manager) Approved by:

(Budget Department) Approved by:

Appendix E

Forms

(PLEASE TYPE OR PRINT)

MANAGEMENT SECTION

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT _____
17. POSITION/TITLE _____
18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION ____ Y ____ N
19. WAS EQUIPMENT INVOLVED ____ Y ____ N (If no, skip to question 20)
- A. TYPE OF EQUIPMENT _____
- B. IS THERE A JSA FOR EQUIPMENT ____ Y ____ N
- C. DATE LAST JSA PERFORMED _____
20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED ____ Y ____ N
21. DID INCIDENT INVOLVE SAME INDIVIDUAL ____ Y ____ N
22. SAME LOCATION ____ Y ____ N
23. WAS THE SCENE VISITED DURING THE INVESTIGATION ____ Y ____ N
- A. DATE & TIME _____
- B. ARE PICTURES AVAILABLE ____ Y ____ N
- C. IF NO, REASON FOR NOT VISITING _____

ROOT CAUSE ANALYSIS

UNSAFE ACT (PRIMARY): ☐ Failure to comply with policies/procedures ☐ Failure to use appropriate equipment/technique ☐ Inattentiveness
☐ Inadequate/lack of JSA/standards ☐ Incomplete or no policies/procedures ☐ Inadequate training on policies/procedures ☐ Inadequate adherence of policies/procedures

Other (specify) _____

Detailed explanation of checked box _____

WHY WAS ACT COMMITTED:

UNSAFE CONDITION (PRIMARY): ☐ Inappropriate equip/tool ☐ Inadequate maintenance ☐ Inadequate training ☐ Wet surface
☐ Worn/broken/defective building components ☐ Broken equipment ☐ Inadequate guard ☐ Electrical hazard ☐ Fire Hazard

Other (specify) _____

Detailed explanation of checked box _____

WHY DID CONDITION EXIST:

CONTRIBUTORY FACTORS (IF ANY):

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:

LONG RANGE ACTION TO BE TAKEN:

WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:

KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED

**OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
VISITOR/CLIENT ACCIDENT REPORTING FORM
General Liability Claims – For Agency Use Only**

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED**

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE _____

2. DATE and TIME of ACCIDENT _____

3. VISITOR/CLIENT NAME _____

4. VISITOR/CLIENT ADDRESS _____

5. CLAIMANT'S TELEPHONE # _____

6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

7. DID THE EMPLOYEE ASK THE CLAIMANT IF HE/SHE WAS INJURED? ___Y ___N

8. DID THE CLAIMANT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? ___Y ___N

9. IF THE CLAIMANT EXPRESSED AN INJURY, WHAT PART OF HIS/HER BODY DID THEY STATE WAS INJURED? PLEASE BE SPECIFIC (I.E. RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN) _____

10. IF THE CLAIMANT EXPRESSED INJURY, WAS MEDICAL CARE OFFERED? ___Y ___N

11. DID THE CLAIMANT ACCEPT OR DECLINE MEDICAL CARE? ___ACCEPT ___DECLINE

12. WERE THERE WITNESS (ES) ___Y ___N

13. WITNESS'S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)

14. WITNESS STATEMENTS ATTACHED ___Y ___N

15. DETAIL DESCRIPTION OF ACCIDENT LOCATION _____

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING

16. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT ___Y ___N IF YES, WHAT

17. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO THE ACCIDENT: ☐ RAINING ☐ SUNNY
☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐ LIGHTING ☐ WIND
☐ OTHER WEATHER CONDITION _____ ☐ WEATHER NOT A FACTOR

18. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT: ☐ LIQUID ON FLOOR—TYPE OF LIQUID

☐ STAIRS ☐ PARKING LOT ☐ GARAGE ☐ SIDEWALK ☐ ELEVATORS ☐ GRATING
☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING ROOM ☐ WALKWAYS ☐ RAILINGS ☐ FURNITURE
☐ FLOORING—DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____
☐ EQUIPMENT (SPECIFY TYPE) _____
☐ OTHER CONDITION _____

19. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT. IF APPLICABLE, WAS THIS DONE Y___ N___

20. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___Y ___N

21. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT ___Y ___N IF YES, WAS A STATEMENT OBTAINED AND ATTACHED ___Y ___N

22. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? ___Y ___N

23. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y____ N____

24. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

PLEASE DATE

KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED

Authorization and Driving History Form

Name: _____ Drivers License No: _____
Address: _____ License Office No.: _____
City: _____ Expiration Date: _____
Class License: _____ Date of Birth: _____
Issue Date: _____ Date of Hire (current job): _____

Employed By: _____
Section: _____ Unit: _____
Job Title: _____
Immediate Supervisor's Name: _____

Is it this employee's primary purpose to drive vehicles? _____

Is a current Official Driving Record attached? _____

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____

Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License: **Endorsements:** **Restrictions:**

A: Combinations Vehicle : () **T:** Double Trailer : () **L:** Airbrakes : ()
B: Heavy Straight Vehicle: () **P:** Passenger Vehicle : () **Others** : ()
C: Light Vehicle : () **N:** Tank Vehicle : ()
D: Commercial Vehicle : () **H:** Hazardous Material : ()
E: Personal Vehicle : () **X:** Combination **N+H** : ()

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature

Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head
(or designated individual)

Date of Authorization

07/12/2007
DA 2054

ACCIDENT REPORT
LOUISIANA STATE DRIVER SAFETY PROGRAM

Submit report to ORM
within 48 hours of accident

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	1. Agency Name	2. Person to Contact	3. Phone [] -	4. Loc. Code
	5. State Vehicle Driver's Name	6. Driver's Personnel No.	7. Date of Accident / /	8. Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM
9. Exact Location of Accident (Use street markers, mileage markers, etc., to pinpoint location)				

10. DESCRIBE HOW ACC. HAPPENED	
11. Seat Belt in Use <input type="checkbox"/> Yes <input type="checkbox"/> No	

STATE VEHICLE INFORMATION				
If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.				
12. State Vehicle Driver's Address (Street No.) City State Zip Code			13. Home Phone [] -	14. Work Phone [] -
15. Driver's License No.	16. Age	17. Sex <input type="checkbox"/> M <input type="checkbox"/> F	18. Vehicle's Owner's Name and Address	
19. Year Vehicle	20. Make Vehicle	21. Model Vehicle	22. Body Type	23. Vehicle Lic. No. / Equip No. / VIN
24A. Where can the Vehicle be Seen ?		24B. Describe Damage		

OTHER VEHICLE INFORMATION				
If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).				
25. Other Vehicle Driver's Name		26. Driver's Social Security No. - -	27. Driver's License No.	28. Age 29. Sex <input type="checkbox"/> M <input type="checkbox"/> F
30. Other Vehicle Driver's Address (Street No.) City State Zip Code		31. Home Phone [] -		32. Work Phone [] -
33. Vehicle Owner's Name and Address (Street No.) City State Zip Code				
34. Year Vehicle	35. Make Vehicle	36. Model Vehicle	37. Body Type	38. Vehicle I.D. No. or Lic. No.
39. Where can the vehicle be seen ?				
40. Other Vehicle Insurance Co.				41. Policy No.
42. Describe Damage				43. Estimated Amount \$.

INJURED					
44. Name and Address	45. Phone [] -	46. PED <input type="checkbox"/>	47. Ins. Veh. <input type="checkbox"/>	48. Other Veh. <input type="checkbox"/>	49. Police Investigated ? <input type="checkbox"/> Yes <input type="checkbox"/> No
44. Name and Address	45. Phone [] -	46. PED <input type="checkbox"/>	47. Ins. Veh. <input type="checkbox"/>	48. Other Veh. <input type="checkbox"/>	49. Type Report <input type="checkbox"/> State <input type="checkbox"/> Sheriff <input type="checkbox"/> City
44. Name and Address	45. Phone [] -	46. PED <input type="checkbox"/>	47. Ins. Veh. <input type="checkbox"/>	48. Other Veh. <input type="checkbox"/>	49. Report No. (Item No.)

WITNESSES OR PASSENGERS					
50. Name and Address	51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone [] -	53. PED <input type="checkbox"/>	53. Ins. Veh. <input type="checkbox"/>	53. Other Veh. <input type="checkbox"/>
50. Name and Address	51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone [] -	53. PED <input type="checkbox"/>	53. Ins. Veh. <input type="checkbox"/>	53. Other Veh. <input type="checkbox"/>
54. State Driver's Signature		55. Name of Driver's immediate Supervisor and Phone No. [] -			

Building Structure Exposure Reporting Form

Office of Risk Management

NOTE:		DO NOT USE THIS FORM TO REPORT BUILDINGS UNLESS THE PHYSICAL STRUCTURE OF THE BUILDING IS TO BE COVERED BY INSURANCE. BUILDINGS NEEDING COVERAGE FOR MOVABLE PROPERTY (CONTENTS) ONLY ARE TO BE REPORTED ON <i>EXPOSURE UPDATE/REPORTING FORMS</i>.					
AGENCY REQUESTING CHANGE:						ORM LOCATION CODE:	
						BUILDING (STATE) I.D. NUMBER:	
AUTHORIZED BY		PHONE NUMBER		DATE:		SLABS SITE CODE (FOR ORM USE ONLY)	
TYPE OF CHANGE (PLEASE CHECK ONE)		<input type="checkbox"/> CHANGE BUILDING NAME (NOTE: BUILDING NAME CHANGES CAN ONLY BE MADE BY THE STATE AGENCY WHICH HAS OWNERSHIP OR IS RESPONSIBLE FOR THE BUILDING STRUCTURE.) <input type="checkbox"/> MODIFY BUILDING <input type="checkbox"/> ADD BUILDING STRUCTURE (SEE NOTE BELOW) <input type="checkbox"/> DELETE BUILDING STRUCTURE (SEE NOTE BELOW)					
		EXISTING DATA			NEW DATA		
STATE AGENCY NAME;							
ORM LOCATION CODE							
BUILDING NAME							
STREET ADDRESS (NOT P. O. BOX – MUST BE PHYSICAL ADDRESS)							
CITY, STATE, ZIPCODE							
OWNER OF BUILDING (IF STATE OWNED INDICATE WHICH STATE AGENCY)							
FLOOD ZONE (CONTACT CITY OR PARISH ENGINEER IF YOU NEED HELP IN DETERMINING APPLICABLE FLOOD ZONE)							
INDICATE REASON FOR CHANGE							
NOTE:	WHEN ADDING/DELETING BUILDING STRUCTURES YOU MUST ATTACH A COPY OF PERTINENT DOCUMENTATION (TITLE TRANSFER, DEED, BILL OF SALE, ETC.)						
RETURN COMPLETED FORM TO:		THE OFFICE OF RISK MANAGEMENT – UNDERWRITING SECTION, POST OFFICE BOX 91106, CAPITOL STATION, BATON ROUGE, LOUISIANA 70821-9106					

UND-4 (REVISED 04-25-2006)

VEHICLE INFORMATION

DESCRIBE HOW BREAKAGE OCCURRED

DAMAGED AREA INSPECTED BYPHONE NUMBERDATE _____

IF WINDSHIELD, CIRCLE THE TYPE OF DAMAGE AND INDICATE LOCATION ON DIAGRAM

-
- A diagram of a car's interior. A driver is seated on the left, labeled "DRIVER". A box labeled "ACUTE" is positioned in front of the driver. Several passengers are seated on the right side of the car, labeled "NON-CRITICAL".

SIGNATURE OF AGENCY REPRESENTATIVE

DATE _____



RSD

Office of Risk Management

HAZARD LOG

This Hazard Log is to be maintained to assure that reported hazards are corrected in a timely manner, and to assure that the employees and others who may be exposed to the hazard are warned. Hazards that are documented in inspections are not listed in this log.

Hazard No.	Date Reported	Date Corrected	Description of Hazard	Temporary Remedy to Mitigate Hazard (tape, cone, other, etc.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

FORM HC-1-90

Hazard No.	Date Reported	Date Corrected	Description of Hazard	Temporary Remedy to Mitigate Hazard (tape, cone, other, etc.)
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Louisiana State Property 1st Party Losses

Buildings, Contents, Equipment Breakdown, Employee Bond and Crime Losses

Agency Name: _____ ORM Agency Location Code: _____

Agency Contact: _____
Name, Phone, Fax, and Email

Date of Loss: _____ Time of Loss: _____ Date reported to ORM: _____

State ID/Slab Building # (Facility Management#): S _____ or L _____

Site Code #: _____

Location of Loss: _____
Street, City, Zip Code, Parish

Type of Loss: ☐ Fire ☐ Theft ☐ Lightning ☐ Hail ☐ Flood ☐ Wind ☐ Other

Explain Other: _____

Does this loss involve a hurricane? Yes ☐ No ☐

If yes name of hurricane: _____

Estimated amount of loss to exceed \$1,000.00? Yes ☐ No ☐

Description of Loss & Damage:

Enclose all supporting documents of your loss, including any information on a 3rd party. Also, include asset management/LPAA print out sheet.

Contents/movable property list age or date of purchase: _____

Reported By: _____ Phone: _____

GENERAL LIABILITY CLAIM REPORTING FORM

Date of Loss _____ Time _____ Location of Incident _____

Names of All Parties Involved _____

Who was Notified? Police? _____ Agency? _____ Others? _____

Description of Incident and Action Taken:

(Attach additional information, official reports & photos [see next page])

Injury Information:

Type and extent of injury known: _____

Name of injured Party: _____ Phone _____

Address: _____ City/State _____

Name/Address of Attorney: _____

Damage to Others' Property:

Description of Property & Damage (Age/Make/Model/Cost of Repairs) _____

(Attach additional Information if available)

Name of Owner: _____ Phone _____

Address: _____ City/State _____

Witnesses:

Name: _____ Phone _____

Address: _____ City/State _____

Name: _____ Phone _____

Address: _____ City/State _____

Reported by: _____ **Date:** _____

Contact Person: _____ Phone _____

Use this form to report incidents affecting members of the general public or others while on State property which you believe could reasonably result in a claim against the State. Do not use for auto accidents or Workers Compensation claims.

Send completed report to:

**Office of Risk Management
P. O. Box 91106
Baton Rouge, LA 70821-9106**

SUGGESTIONS FOR REPORTING GENERAL LIABILITY CLAIM

Were photographs taken? Please include originals (photocopies are seldom adequate).

Was a police report / incident report created? Please include copy(ies).

The more detail you can supply, the better.

For example, when reporting **slip/trip and fall incidents**:

Was the claimant wearing glasses? What type of shoes? What kind of soles? Does claimant have any handicaps/disabilities? Was he/she on any medications? What kind of surface was claimant walking on? What was the lighting condition? Was surface wet or dry? Any debris present? Any defects? Surface irregularities?

For **stolen items**,

Were they secure? What kind of lock? Who has keys or access? Supply brand name, original cost, date of purchase.

For **damaged personal property**,

Give brand name, original cost, date of purchase, where can item be seen?

For **broken furniture etc**,

Was broken item removed from circulation? Was it stored for examination by investigator? Where stored? (*Do not repair or discard broken items involved in a claim until told to do so by ORM*)

**RECOVERY SCHOOL DISTRICT
SCHOOL ACCIDENT/INCIDENT REPORT**

School Site _____

Report of personal injury for student

Student Name/grade _____ Date _____ Time _____

Address _____ DOB _____ Phone _____

Accident location: _____ classroom _____ playground _____ gym _____ bus
_____ other _____

Was Parent Notified? ____ Yes ____ No How? _____

Witness _____ Signature _____

Part of Body Injured

(mark X on area of body involved)

Describe the Incidence (Be Specific)

Front

Back

Describe First Aid Measure(s) Given

Signature: _____

Disposition: ____ Returned to Class? ____ Called Parent? ____ Parent will pick up student
____ Call 911? ____ Hospital E.R.? ____ Other (describe)

Person Completing Report

Name _____ Title _____ Date Signed _____

Principal/Supervisor _____ Date Signed _____

White/RSD Central Office

Yellow/School

Pink/school nurse



Recovery School District PURCHASE REQUISITION

Chief of Staff:		Date: _____		RSD-PURCHASING USE ONLY FISCAL YEAR <u>09</u>					
Chief Financial Officer:				Requisition #					
Chief Academic Officer:				Date Required: _____ Purchase Order #					
Principal/Department Head:		Date Processed: _____		Buyer:					
Project/Grant Administrator:		DELIVERY TO:		INFORMATION TECHNOLOGY MUST RECEIVE A COPY OF ALL REQUISITIONS THAT HAVE COMPUTER RELATED EQUIPMENT					
VENDOR NAME & ADDRESS:		INVOICE TO:						CONTACT PERSON/PHONE #:	
Justification/Funding Source:									
Item No.	Description (Contract # and line #, if contract items)			Qty. Ord.	Unit	Unit Price	Amount		
TOTAL									
RSD-BUDGET USE ONLY		Item Number	Agency Number	Exp. Org.	Object	Subject/ Object	Reporting Category	Activity Code	Amount
Budget Analyst: _____									

Requisitioned By: _____

Date _____

Purchasing Agent: _____

Date _____

NOLA
PUBLIC SCHOOLS
CONTINUATION

Req. No: _____

[illegible]

REV. 06/05 ☐ Week-End Travel ☐ Holiday Travel ☒ Out-of-State Travel

**LOUISIANA DEPARTMENT OF EDUCATION
REQUEST FOR OFFICIAL TRAVEL**

DEPARTING New Orleans ON _____ FOR _____

RETURNING TO New Orleans ON _____

PURPOSE OF TRAVEL: _____

ESTIMATED COSTS

TRANSPORTATION TYPE Airplane COST \$ _____ MEALS \$ _____

LODGING \$ _____ REGISTRATION \$ _____ OTHER \$ 50.00

TOTAL ESTIMATED COSTS: \$ _____

AGENCY 682 ISIS EXP. ORG. _____ ISIS OBJECT _____ REPT. CAT. _____

ADVANCE REQUESTED ☐ Yes ☐ No AMOUNT \$ _____ DATE NEEDED mm/dd/yyyy

I hereby certify that this travel will be performed in accordance with regulations set forth by the Louisiana Division of Administration and the policies of the Louisiana State Department of Education, and I have informed myself of these policies and regulations.

Signature of Employee/Traveler

_____ Date _____ Title _____ SSN _____

Employee Name (Printed or Typed): _____ Division/Office in which employed: _____

SIGNATURES REQUIRED FOR APPROVAL:

*In-State Travel **Out-of-State Travel **Weekend/Holiday Travel

*Supervisor _____ Date: _____

**Assistant Superintendent _____ Date: _____

**Deputy Superintendent for Management and Finance _____ Date: _____

**Deputy Superintendent for Education _____ Date: _____

**State Superintendent of Education _____ Date: _____

OUT-OF-STATE TRAVEL MUST BE SUBMITTED 30 DAYS IN ADVANCE OF TRAVEL DATE.

Property Exposure Update/Reporting Form
Non-State Owned Movable Property Values
Office Of Risk Management – State Agency Movable Property System (Stamps)

NOTE:	USE THIS FORM TO ADD MOVABLE PROPERTY (CONTENT) VALUES FOR BUILDINGS NOT ALREADY INDICATED ON THE COMPUTER PRINTOUT OR TO ADD ADDITIONAL EXPOSURE CATEGORIES TO BUILDINGS ALREADY INDICATED ON THE COMPUTER PRINTOUT. DO NOT USE TO INSURE ACTUAL BUILDING STRUCTURE.				
STATE AGENCY NAME:			ORM LOCATION CODE:		DATE SUBMITTED:
SUBMITTED BY:		TITLE			PHONE NUMBER:

BUILDING INFORMATION THE FOLLOWING INFORMATION MUST BE PROVIDED FOR EACH BUILDING				SQUARE FOOTAGE INFORMATION		NON-STATE OWNED MOVABLE PROPERTY VALUES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)				
				GROUND FLOOR SQUARE FOOTAGE	TOTAL SQUARE FOOTAGE	MOBILE STRUCTURES	FINE ARTS	LIVESTOCK	COMPUTER EQUIPMENT	BOATS (26 FEET OR LESS)
1. BUILDING IDENTIFICATION NUMBER:										
2. PARISH CODE:		3. FLOOD ZONE:								
4. OWNER OF THE BUILDING: (IF STATE OWNED, INDICATE WHICH STATE AGENCY)										
5. BUILDING NAME (IF APPLICABLE)										
6. PHYSICAL STREET ADDRESS (NOT P. O. BOX) CITY AND STATE										
		YES	NO							
7. ARE EMPLOYEES HOUSED AT THIS LOCATION?		<input type="checkbox"/>	<input type="checkbox"/>							
7A. IF "YES", ARE EMPLOYEES CONTRACT EMPLOYEES?		<input type="checkbox"/>	<input type="checkbox"/>							
8. IF ANSWER TO ITEM "7" & "7A" IS NO, IS THIS WAREHOUSE SPACE?		<input type="checkbox"/>	<input type="checkbox"/>							
8A. IF ANSWER TO ITEM "8" IS YES, IS THIS MINI-WAREHOUSE SPACE?		<input type="checkbox"/>	<input type="checkbox"/>							
						MISCELLANEOUS CATEGORIES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)				
						BUSINESS INCOME	REGISTERED MAIL/ PARCEL POST	LPFA THIRD PARTY FINANCING	FLOOD-OTHER CONTENTS	
RETURN COMPLETED FORM TO:		UNDERWRITING UNIT, OFFICE OF RISK MANAGEMENT, POST OFFICE BOX 91106, CAPITOL STATION, BATON ROUGE, LOUISIANA 70821-9106								

UND2 (REVISED 01-28-2008)

RECOVERY SCHOOL DISTRICT
Building Inspection Report
Office of Risk Management - Loss Prevention Program

School Name:

Date:

Building and Yard

	Yes	No	N/A
1 Are the areas of the building and surrounding yard kept clean and orderly?			
2 Are the floors, aisles, and inside passage ways kept clean and dry?			
3 Are floor holes such as drains, covered?			
4 Are areas maintained to minimize tripping and falling hazards?			
5 Are areas which stay wet or greasy covered with non-slip materials?			
6 Are floor mats in good repair?			
7 Are platforms, storage lofts, balconies, etc. that are more than four feet above the floor protected with standard guardrails?			
TOTAL			

Stairs

	Yes	No	N/A
8 Are their handrails on all stairways having four or more risers?			
9 Do the stair have a non slip surface, is it abrasive and in good condition?			
10 Do stairs have at least a seven (7) foot overhead clearance?			
11 Is there adequate lighting leading to and at the stairs?			
TOTAL			

Ladders

	Yes	No	N/A
12 Do fixed ladders have at least a 3 foot extension at the top of the landing?			
13 Are step ladders in good condition?			
14 Are the correct type ladders used for specific jobs? (Metal ladders should not be used for electrical work, etc.)			
TOTAL			

Exits and Exit Markings

	Yes	No	N/A
15 Are all exits marked with exit signs and illuminated by a reliable source?			
16 Are the letters at least 6 inches high and a 3/4 inch wide?			
17 Is the direction to the exits apparent?			
18 Do exit doors open outward?			
19 Are all doors and hallways leading to an exit, free to access with no possibility of being locked in ?			
20 Are all exit routes kept free of obstructions?			
21 Exit doors are never chained or tied during periods when the building is occupied?			
TOTAL			

General Environmental Controls

	Yes	No	N/A
22 Are restrooms kept in a clean and sanitary condition?			
23 Are covered receptacles for waste kept in a clean and sanitary condition, are there enough receptacles in the areas?			
24 Are persons prohibited from eating in areas where toxic materials are kept?			
25 Is your building regularly treated for pest control?			
26 Are all ceiling tiles in place?			
27 Are no smoking areas properly marked and respected?			
TOTAL			

Physical Risk Hazards

	Yes	No	N/A
28 There are no areas with obvious lighting problems?			
29 Is there any attempt to monitor the people entering the building?			
30 There are no areas of easy unsecured access?			
31 There are no areas where people can hide; Large bushes, trees, dumpsters, etc.?			
32 Is the building in an isolated location?			
33 Is there an alarm system in place?			
34 Are there curved mirrors at intersections or concealed areas?			
TOTAL			

RECOVERY SCHOOL DISTRICT
Building Inspection Report
Office of Risk Management - Loss Prevention Program

School Name:

Date:

Fire Protection

Yes	No	N/A
-----	----	-----

- 35 Are fire extinguishers selected for the types of combustible and flammable materials for the areas where they are to be used?
 Class A (Combustible materials; wood, paper, grass, etc)
 Class B (Flammable liquids; grease, gasoline, oil, etc.)
 Class C (Electrical Fires)
 Class ABC (Any of the three above or combination thereof)
 Class D (Combustible metals; magnesium, sodium)
- 36 Are extinguishers fully charged and kept in designated places?
- 37 Are extinguishers located along normal paths of travel?
- 38 Are fire extinguishers stations visibly labeled?
- 39 Are extinguishers checked monthly (by management or designated person) to see if they are in place, if the pressure is OK, etc.
- 40 Have extinguishers been tested by an external company and is a current validation tag visible on each extinguisher?
- 41 Are flammable materials stored away from heat sources and in approved storage cabinets?
- 42 Is emergency lighting in good repair?
- 43 Are evacuation plans posted near doors?

TOTAL

Automatic Sprinkler System

Yes	No	N/A
-----	----	-----

- 44 Is the sprinkler system periodically inspected and continually maintained?
- 45 Is the clearance between the sprinkler deflectors and the top of any storage containers at least 18 inches?
- 46 If fire hoses are present, are they in good condition, stored properly with clip attached?

TOTAL

Electrical Wiring

Yes	No	N/A
-----	----	-----

- 47 Have exposed wires, frayed cords and deteriorated insulation been reported and repaired?
- 48 Are electrical equipment controls accessible?
- 49 Are all extension cords being used, properly grounded?
- 50 Are all extension cords being used, of appropriate wire gauge to handle the current being drawn?
- 51 Are junction boxes, outlets, switches, and fittings in good repair and covered when necessary?
- 52 Are junction boxes and breakers boxes properly labeled?
- 53 Have loose fittings and broken conduit been reported?
- 54 Are all electrical appliances such as vending machines grounded?

TOTAL

General Safety

Yes	No	N/A
-----	----	-----

- 55 Does the supervisor inspect his area and equipment on a regular basis?
- 56 Is equipment used in a proper manner as not to make it unsafe to use?
- 57 Does the supervisor coordinate with other departments to report damaged, faculty, or unsafe equipment and or unsafe practices?
- 58 Classrooms Inspected
- 59 Cafeteria Inspected
- 60 Gymnasium Inspected

TOTAL

GRAND TOTAL

Yes	No	N/A
-----	----	-----

If any “NO” answers were checked, please list the number of the problem cited and explain. Also please record any suggestions and recommendations to remedy the problem. Please use the following space to write your comments

Identified Problem	Explanation of Identified Problem	Suggestions/Recommendations to Remedy the Problem

Submitted by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Property Exposure Update/Reporting Form
State Owned Movable Property Values
Office Of Risk Management – State Agency Movable Property System (Stamps)

NOTE:	USE THIS FORM TO ADD MOVABLE PROPERTY (CONTENT) VALUES FOR BUILDINGS NOT ALREADY INDICATED ON THE COMPUTER PRINTOUT OR TO ADD ADDITIONAL EXPOSURE CATEGORIES TO BUILDINGS ALREADY INDICATED ON THE COMPUTER PRINTOUT. DO NOT USE TO INSURE ACTUAL BUILDING STRUCTURE.							
STATE AGENCY NAME:				ORM LOCATION CODE:		DATE SUBMITTED:		
SUBMITTED BY:		TITLE				PHONE NUMBER:		

BUILDING INFORMATION THE FOLLOWING INFORMATION MUST BE PROVIDED FOR EACH BUILDING				SQUARE FOOTAGE INFORMATION		STATE OWNED MOVABLE PROPERTY VALUES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)					
<input type="checkbox"/>	ADD GENERAL CONTENTS VALUES			GROUND FLOOR SQUARE FOOTAGE	TOTAL SQUARE FOOTAGE	MOBILE STRUCTURES	FINE ARTS	LIVESTOCK	COMPUTER EQUIPMENT	BOATS (26 FEET OR LESS)	
1. BUILDING IDENTIFICATION NUMBER:											
2. PARISH CODE:		3. FLOOD ZONE:									
4. OWNER OF THE BUILDING: (IF STATE OWNED, INDICATE WHICH STATE AGENCY)											
5. BUILDING NAME: (IF APPLICABLE)											
6. PHYSICAL STREET ADDRESS: (NOT P. O. BOX) CITY AND STATE											
7. ARE EMPLOYEES HOUSED AT THIS LOCATION?				YES	NO	MISCELLANEOUS CATEGORIES (PLEASE ROUND FIGURES TO WHOLE NUMBERS)					
7A. IF "YES", ARE EMPLOYEES CONTRACT EMPLOYEES?				YES	NO						
8. IF ANSWER TO ITEM "7" & "7A" IS NO, IS THIS WAREHOUSE SPACE?				YES	NO						
8A. IF ANSWER TO ITEM "8" IS YES, IS THIS MINI -WAREHOUSE SPACE?				YES	NO						
BUSINESS INCOME						REGISTERED MAIL/ PARCEL POST		LPFA THIRD PARTY FINANCING		FLOOD-OTHER CONTENTS	

RETURN COMPLETED FORM TO:	UNDERWRITING UNIT, OFFICE OF RISK MANAGEMENT, POST OFFICE BOX 91106, CAPITOL STATION, BATON ROUGE, LOUISIANA 70821-9106
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**EMPLOYER REPORT
OF
INJURY / ILLNESS
LDOL-WC-1007**

Employee Social Security Number
Employer UI Account Number
Employer Federal ID Number
Location Code

This report is completed by the Employer for each injury/illness identified by them or their employee as occupational. A copy is to be provided to the employee and the insurer immediately. Forms for cases resulting in more than 7 days of disability or death are to be sent to the OWCA by the 10th day after the Incident or as requested by the OWCA.

PURPOSE OF REPORT: (Check all that apply)

- ☐ More than 7 days of disability
☐ Injury resulted in death
☐ Amputation or disfigurement

- ☐ Possible dispute
☐ Lump Sum Compromise/Settlement
☐ Other

☐ Medical Only
(no copy needed by OWCA)

1. Date of Report MM/DD/YY	2. Date / time of injury: MM/DD/YY Time <input type="checkbox"/> AM <input type="checkbox"/> PM	3. Normal Starting Time Day of Accident: <input type="checkbox"/> AM <input type="checkbox"/> PM	4. If Back to Work Give Date MM/DD/YY	5. At same Wage? <input type="checkbox"/> Yes <input type="checkbox"/> No	DO NOT WRITE IN THIS COLUMN	
6. If Fatal injury, Give Date of Death: MM/DD/YY	7. Date Employer Knew of injury: MM/DD/YY	8. Date Disability began: MM/DD/YY	9. Last Full Day Paid MM/DD/YY	Date Received		
10. Employee Name: First Middle Last			11. <input type="checkbox"/> Male <input type="checkbox"/> Female	12. Employee Phone # () -		S.I.C.
13. Address and Zip Code			14. Parish of Injury	State-Parish		
15. Date of Hire	16. Age at illness/injury	17. Occupation	18. Dept./Division Employed:	Occupation		
19. Place of Injury-Employer's Premises ? <input type="checkbox"/> Yes <input type="checkbox"/> No		20. If No, indicate Location-Street, City, Parish and State			Nature	
21. What work activity was the employee doing when the incident occurred ? (Give weight, size and shape of material or equipment involved. Tell what he was doing with them. Indicate if correct procedures were followed.)					Part of Body	
					Source	
					Event	
					NCC:	
22. What caused the incident to happen? (Describe fully the events which resulted in injury or disease. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led to or contributed to this injury or illness.)						
23. Part of body injured and Nature of Injury or Illness(ex. left leg: multiple fractures)					24. If Occ. Disease- Give Date Diagnosed	
25. Physician and Address street city state zip			26. If Hospitalized, give name & address of facility			
27. Employer's Name			28. Person Completing This Report – Please print			
29. Employer's Address street city state zip			30. Employer's Telephone Number () -			
31. Employer's Mailing Address – If Different From Above city state zip			32. Nature of Business – Type of Mfg., Trade, Construction, Service, etc.			
33. Wage Information Employee was paid <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other The average weekly wage was \$ per week.						
34. Verification of Employer Knowledge of this Report. Name: Title: Date:					OFFICE OF RISK MANAGEMENT P.O. Box 91106 Baton Rouge, LA 70821-9106 Phone No. (225) 219-0168	
DA 1973 R 8/98						

OFFICE OF RISK MANAGEMENT COPY

EMPLOYER CERTIFICATE OF COMPLIANCE

You must submit this Certification to your workers' compensation insurer. Failure to submit this Certification as required may result in your being penalized by a fine of \$500, payable to your insurer.

You must secure workers' compensation for your employees through insurance or by becoming an authorized self-insured. If you fail to provide security for workers' compensation, you must pay an additional 50% in weekly benefits to your injured workers.

If you willfully fail to provide security for workers' compensation, then you are subject to a fine of up to \$ 10,000, imprisonment with or without hard labor for not more than I year, or both. If you have been previously fined and again fail to provide security for workers' compensation, then you are subject to additional penalties, including a court order to cease and desist from continuing further business operations.

You must not collect, demand, request, or accept any amount from any employee to pay or reimburse for the workers' compensation insurance premium. If you violate this provision, you may be punished with a fine of not more than \$500, or imprisoned with or without hard labor for not more than one year, or both.

It is unlawful for you to willfully make, or to assist or counsel someone else to make, a false statement or representation in order to obtain or to defeat workers' compensation benefits. If you violate this provision, you may be fined up to \$10,000, imprisoned with or without hard labor for up to I 0 years, or both depending on the amount of benefits unlawfully obtained or defeated. In addition to these criminal penalties, you may be assessed a civil penalty of up to \$5,000.

EMPLOYER CERTIFICATION

I certify that I can read the English language, that I have read this entire document and understand its contents, and that I understand I am held responsible for this information. I certify my compliance with the Louisiana Workers' Compensation Act.

Preparer Name (PRINT)

Signature

Date

Company Name

Company Address

()

Phone Number

Insurance Policy Number

Employee Name

Employee Social Security Number

Name: _____

Date: _____

Agency/Department: _____

Position: _____

LOUISIANA SECOND INJURY FUND
POST OFFER, PRE-EXISTING CONDITIONS, INJURIES OR ILLNESSES
MEDICAL INQUIRY (E-2)

NOTICE TO EMPLOYEES:

Your employer is committed to providing Workers' Compensation benefits, in accordance with state law, if you sustain an employment-related injury. This form requests medical information and will be kept confidential and separate from your personnel file. It will be used only in the event you experience a work-related injury and become eligible for Workers' Compensation benefits. The employer requires that all employees complete this questionnaire upon hire and every two years thereafter. The information is needed because if a work-related injury or disability is caused or made worse by a pre-existing condition, your employer may be able to seek reimbursement of the benefits paid from the Louisiana Second Injury Fund. This reimbursement would not reduce your workers' compensation benefits. In order to be considered for reimbursement, an employer must show it knowingly hired or knowingly retained an employee with a pre-existing disability. Disclosure of a pre-existing condition shall not be used for any discriminatory purpose. **THE FAILURE TO ANSWER TRUTHFULLY ANY OF THE QUESTIONS ON THIS FORM MAY RESULT IN THE FORFEITURE OF WORKERS' COMPENSATION BENEFITS UNDER LA. R.S. 23:1208.1.**

SECTION 1: DO YOU HAVE OR HAVE YOU EVER HAD ANY OF THE FOLLOWING?

Do not leave any blank unanswered. Please provide explanations for all "yes" responses under Remarks.

<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Amputation (foot, leg, arm, hand, or total loss thereof)	<input type="checkbox"/>	<input type="checkbox"/>	Loss of Use of Limbs
<input type="checkbox"/>	<input type="checkbox"/>	Ankylosis of Joints	<input type="checkbox"/>	<input type="checkbox"/>	Mental Disorders
<input type="checkbox"/>	<input type="checkbox"/>	Arteriosclerosis	<input type="checkbox"/>	<input type="checkbox"/>	Mental Retardation
<input type="checkbox"/>	<input type="checkbox"/>	Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Multiple Sclerosis
<input type="checkbox"/>	<input type="checkbox"/>	Asbestosis	<input type="checkbox"/>	<input type="checkbox"/>	Muscle, Ligament or Tendon Injury
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Muscular Dystrophy
<input type="checkbox"/>	<input type="checkbox"/>	Back/Neck Problem	<input type="checkbox"/>	<input type="checkbox"/>	Nervous Disorders
<input type="checkbox"/>	<input type="checkbox"/>	Brain Damage	<input type="checkbox"/>	<input type="checkbox"/>	Numbness of Extremities
<input type="checkbox"/>	<input type="checkbox"/>	Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	Parkinson's Disease
<input type="checkbox"/>	<input type="checkbox"/>	Cancer			Psychoneurotic Disability
<input type="checkbox"/>	<input type="checkbox"/>	Cardiac Disease			(following treatment in a recognized medical or mental institution)
<input type="checkbox"/>	<input type="checkbox"/>	Carpal Tunnel Syndrome	<input type="checkbox"/>	<input type="checkbox"/>	Reflex Sympathetic Dystrophy
<input type="checkbox"/>	<input type="checkbox"/>	Cerebral Vascular Accident	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive Motion Injury
<input type="checkbox"/>	<input type="checkbox"/>	Chronic Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Residual Disability from Polio
<input type="checkbox"/>	<input type="checkbox"/>	Chronic Osteomyelitis	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatism
<input type="checkbox"/>	<input type="checkbox"/>	Compressed Air Sequelae	<input type="checkbox"/>	<input type="checkbox"/>	Rotator Cuff Injury
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Ruptured Intervertebral Disc
<input type="checkbox"/>	<input type="checkbox"/>	Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	Silicosis
<input type="checkbox"/>	<input type="checkbox"/>	Double Vision (blurred sight)	<input type="checkbox"/>	<input type="checkbox"/>	Spinal Fusion
<input type="checkbox"/>	<input type="checkbox"/>	Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	Sugar in Urine
<input type="checkbox"/>	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	<input type="checkbox"/>	Surgical Removal of Intervertebral Disc
<input type="checkbox"/>	<input type="checkbox"/>	Heart Condition			Thrombophlebitis
<input type="checkbox"/>	<input type="checkbox"/>	Heavy Metal Poisoning	<input type="checkbox"/>	<input type="checkbox"/>	Thoracic Outlet Syndrome
<input type="checkbox"/>	<input type="checkbox"/>	Hemophilia	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid Condition
<input type="checkbox"/>	<input type="checkbox"/>	High/Low Blood Pressure			

- | | | | | | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Hodgkin's Disease | <input type="checkbox"/> | <input type="checkbox"/> | "Trick" Knee or Shoulder |
| <input type="checkbox"/> | <input type="checkbox"/> | Hyperinsulinism | <input type="checkbox"/> | <input type="checkbox"/> | Tuberculosis |
| <input type="checkbox"/> | <input type="checkbox"/> | Hypertension | <input type="checkbox"/> | <input type="checkbox"/> | Varicose Veins |
| <input type="checkbox"/> | <input type="checkbox"/> | Ionizing Radiation Injury | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Kidney Disorder | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Loss of Hearing (more than 75%) | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Loss of Sight (of one or both eyes or a partial loss of uncorrected vision) | | | |

REMARKS: If you answered "yes" to any question above, indicate the nature of the injury/illness, name and address of the treating health care provider, area of specialty and approximate date/year of the illness/injury.

SECTION 2: PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE AS MUCH INFORMATION AS POSSIBLE.

1. Has any doctor ever restricted your activities due to injury, disability or medical condition?

☐ YES ☐ NO

If yes, please describe the reason for the restrictions, the type of restrictions, whether the restrictions were temporary or permanent, and whether you presently have any restrictions on your physical activities.

2. Have you ever been assessed any percentage of permanent disability to any part of your body?

☐ YES ☐ NO If yes, please explain:

3. Are you presently or have you ever been under the care of a doctor, chiropractor, or other health care provider for any serious injury, disability or medical condition?

☐ YES ☐ NO

If yes, please list the condition, injury or illness(s) being treated, the name of the doctor(s), field of specialty, address and telephone number, and dates of treatment.

4. Are you presently or have you ever taken any medication for any serious injury, disability or medical condition?

☐ YES ☐ NO

If yes, please list the name or type of medication, the medical condition being treated, and the name, address and telephone number of the physician who prescribed the medication, area of specialty, and dates of treatment.

5. Have you ever had surgery (other than cosmetic) to any part of your body ? ☐ YES ☐ NO

If yes, please list the part(s) of the body operated on, the type of operation performed, the date (or approximate date), the hospital, and the name, address, and phone number of the doctor performing the surgery (if known).

6. Have you ever received treatment for your head, neck, back or extremities (arms, wrists, legs, knees, etc.) from a doctor, chiropractor, physical therapist or other health care provider?

☐ YES ☐ NO

If yes, please list the name, address and phone number of all doctors, chiropractors, physical therapists, and other health care providers who provided such treatment, the dates of the treatment and the diagnosis provided.

7. Are you aware of any physical condition or injury that might impair or limit your ability to work in this position? ☐ YES ☐ NO If yes, please describe the condition or injury.

8. Have you ever received workers' compensation benefits for an injury that occurred at work?

☐ YES ☐ NO

If yes, please list the name of the employer, the nature of the injury and the dates, and the dates you received compensation.

I HAVE READ ALL __ PAGES OF THE LOUISIANA SECOND INJURY FUND POST OFFER OF EMPLOYMENT MEDICAL INQUIRY. I FULLY UNDERSTAND AND HAVE TRUTHFULLY AND FULLY ANSWERED ALL OF THE QUESTIONS, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

I UNDERSTAND THAT MY FAILURE TO TRUTHFULLY ANSWER ANY OF THE ABOVE QUESTIONS MAY RESULT IN THE FORFEITURE OF WORKERS' COMPENSATION AND MEDICAL BENEFITS UNDER THE LOUISIANA WORKERS' COMPENSATION STATUTE (LA.R.S. 23:1208.1).

SIGNATURE: _____

DATE: _____

WITNESS: _____

DATE: _____

Job Safety Analysis Worksheet (Form JSA-1-00)

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE	Job:	Date:	
	Title of person who does job::	Supervisor:	Analysis by:
Department:	Location:	Reviewed by:	
Required and/or recommended Personal Protective Equipment:		Approved by:	
SEQUENCE OF BASIC JOB STEP	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE- JOB PROCEDURES	

(JSA-1-00)

EXAMPLE

Job Safety Analysis Worksheet (Form JSA-1-00)

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE EXAMPLE	Job: <i>Sharpening and Replacing a Rotary Mower Blade</i>	Date: <i>1/1/2000</i>	
	Title of person who does job: <i>Yard Worker</i>	Supervisor: <i>John Doe</i>	Analysis by: <i>John Doe</i>
Department: <i>Maintenance Group</i>	Location: <i>Outdoor Beautification</i>	Reviewed by: <i>Bill Smith</i>	
Required and/or recommended Personal Protective Equipment: <i>Safety Gloves and Glasses</i>		Approved by: <i>Jane Jones</i>	
SEQUENCE OF BASIC JOB STEP	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE- JOB PROCEDURES	
<i>1. Disconnect spark plug wire</i>	<i>1. Striking against housing ; burn hand</i>	<i>1. Do not use excessive force; Allow mower to cool</i>	
<i>2. Remove gasoline</i>	<i>2. Spillage; fire; inhalation</i>	<i>2. Ventilation; no smoking; proper container; flush away with water (if necessary)</i>	
<i>3. Invert mover</i>	<i>3. Caught between (CB); spilling gasoline; overexertion</i>	<i>3. Tip properly; (grass catcher chute up); be sure cap is tight; lift properly use leg muscles</i>	
<i>4. Remove dull blade</i>	<i>4. Knuckles striking against blade</i>	<i>4. Secure block blade-wooden block; use gloves; use proper size socket wrench with extender</i>	
<i>5. Check for bent blade</i>	<i>5. None</i>	<i>5. None</i>	
<i>6. Sharpen & balance dull blade</i>	<i>6. Cutting hand; striking against vise</i>	<i>6. Wear gloves; avoid contact with sharp blade</i>	
<i>7. Reassemble blade to mower</i>	<i>7. Striking against blade or housing</i>	<i>7. Block blade; wear gloves; avoid contact with sharp blade</i>	
<i>8. Return mover to cutting position</i>	<i>8. Overexertion</i>	<i>8. Use leg muscles, not back</i>	
<i>9. Reconnect spark plug wire</i>	<i>9. None</i>	<i>9. None</i>	
<i>10. Add gasoline</i>	<i>10. Fire</i>	<i>10. Ventilate; no smoking; proper container</i>	
<i>11. Operate mower</i>	<i>11. Normal operating hazards</i>	<i>11. Check for excessive vibration or unusual noise</i>	

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE	JOB:		DATE:
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	INDIVIDUAL PREPARING JSA:
DEPARTMENT:	LOCATION:		
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE	
EMPLOYEES ASSISTING IN DEVELOPMENT OF JSA _____ _____ _____ _____	IS THERE DANGER OF: A. STRIKING AGAINST OR BEING STRUCK BY B. CAUGHT IN, BY, OR BETWEEN C. SLIP, TRIP, OR FALL D. PUSHING, PULLING, LIFTING, OR TWISTING E. TOXIC GAS, VAPOR, FUMES, EXCESSIVE HEAT OR COLD		

Example

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE	JOB: Sharpening & Replacing a Rotary Mower Blade		DATE: 1/1/2000
	TITLE OF PERSON WHO DOES JOB: Yard Worker	SUPERVISOR: John Jones	INDIVIDUAL PREPARING JSA: John Jones
DEPARTMENT: Maintenance Group	LOCATION: Outdoor Beautification		
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Gloves & Safety Glasses			
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE	
1. Disconnect spark plug wire	1. Striking against housing burn hand	1. Do not use excessive force Allow mower to cool.	
2. Remove gasoline	2. Spillage – fire – inhalation	2. Ventilation. No smoking, proper container. Flush away with water (if necessary)	
3. Invert Mower	3. Caught between (CB) – spilling gasoline – overexertion	3. Tip properly.(Grass catcher chute up) Be sure cap is tight. Lift properly, use leg muscles	
4. Remove dull blade	4. Knuckles striking against blade	4. Secure block blade – wooden block. Use gloves. Use proper size socket wrench with extender.	
5. Check for bent blade	5. None	5. None	
6. Sharpen & balance dull blade	6. Cutting hand; striking against vice	6. Wear gloves. Avoid contact with sharp blade.	
7. Reassemble blade to mower	7. Striking against blade or housing	7. Block blade. Wear gloves. Avoid contact with sharp blade	
8. Return mower to cutting position	8. Overexertion	8. Use leg muscles not back	
9. Reconnect spark plug wire	9. None	9. None	
10. Add gasoline	10. Fire	10. Ventilate. No smoking. Proper container	
11. Operate Mower	11. Normal operating hazards	11. Check for excessive vibration or unusual noise	
EMPLOYEES ASSISTING IN DEVELOPMENT OF JSA _____ _____ _____ _____		IS THERE DANGER OF: A. STRIKING AGAINST OR BEING STRUCK BY B.CAUGHT IN, BY, OR BETWEEN C. SLIP, TRIP, OR FALL D. PUSHING, PULLING, LIFTING, OR TWISTING E. TOXIC GAS, VAPOR, FUMES, EXCESSIVE HEAT OR COLD	

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT

1641 POLAND AVE., NEW ORLEANS, LA 70117
504-373-6200 • www.rsdl.net

Key Distribution Form

I, _____ have received _____
Employee name qty

keys to the _____ on _____
facility location date

Duplications of these keys are not authorized without prior approval
from Recovery School District Administration.

Signature of Recipient

Printed Name of Recipient

Signature of Distributor

Printed Name of Distributor

Principal

Facilities Director

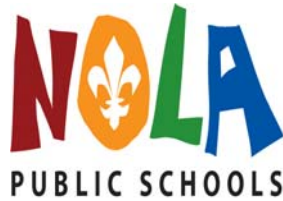
Executive Director
Public Safety

Distribute copies of signed forms to:

Principal
Facilities Director
Public Safety
Risk Management
Human Resources

Appendix F

Procurement Process



RECOVERY SCHOOL DISTRICT

PURCHASING HANDBOOK FOR SCHOOLS & DEPARTMENTS

Paul Vallas
Superintendent

Kerry Doucette
Director-Procurement & Contracts

July 2008

INTRODUCTION

This handbook is written to help you get the things you want and need in a timely manner with as few problems as possible.

We want to explain the philosophy of purchasing and give you some hints on how to take advantage of the services and expertise we can provide.

We also want you to have a better understanding of what we need from you, what to expect from us and what not to expect.

Keep in mind that we are here to provide a service - to make sure you have the necessary materials, supplies and equipment to perform your duties. The information contained in this handbook is in no way all-inclusive. The world of procurement is ever changing. Your assistance is sought whenever clarification or corrections may be in order.

We hope you will take time to review this booklet and keep it handy for future reference.

Kerry Doucette
Procurement Director
Office of Procurement and Contracting

PURCHASING PHILOSOPHY

The Office of Procurement and Contracting (OPC) assists the entire school system in procuring required goods and services in conformance with the Louisiana Procurement Code and the Louisiana Department of Education Policies and Regulations. In addition to these minimum requirements, we attempt to procure the best product and/or service for the lowest total cost. Through better communications, we hope to help you understand the procurement process, to acquire the goods and services you need, and to avoid unnecessary delays in the purchasing and delivery of the items you need.

DISTRICT FUNDS

The OPC has the responsibility to verify that RSD funds are spent in accordance with existing laws, regulations and policies. As good stewards of public funds, OPC will not tell you what you can or cannot purchase. However, we will work to assure that RSD funds are expended in the most economical way possible and in the best interest of our students and the District.

RESPONSIBILITIES

PROCUREMENT:

The OPC responsibilities include:

- 1) Obtaining information about and understanding the needs of the schools/departments of the District;
- 2) Making sure the District observes good business practices;
- 3) Ensuring statutory compliance by the District with all applicable federal, state and local statutes, codes and regulations;
- 4) Securing quality products at the lowest cost within a reasonable delivery time;
- 5) Developing and maintaining reliable alternate sources of supply and a competitive atmosphere in pricing and performance by vendors;
- 6) Promoting good relations with suppliers and keeping abreast of market conditions and new products;
- 7) Coordinating and assisting with the development of specifications with respect to supplies, materials, and equipment as needed;
- 8) Taking advantage of opportunities to participate in cooperative purchasing contracts with other government agencies;
- 9) Administering contracts and processing purchase orders; and
- 10) Communicating with suppliers regarding unsatisfactory performance.

BUDGET OFFICE

The Budget Office responsibilities include:

- 1) Verifying that sufficient budgeted funds are available prior to the issuance of any purchase order, contract, change order or contract modification.

ACCOUNTS PAYABLE

The Accounts Payable (A/P) Office responsibilities include:

- 1) Issuing payment on properly approved and documented invoices; and
- 2) Rejecting any payment requests that are not in compliance with State laws, RSD rules and policies and DOE guidelines.

SCHOOL/DEPARTMENT

School/Department responsibilities include:

- 1) Requisitioning items with a complete, clear and concise description of the items or services requested;
- 2) Not obligating the District for a purchase without a purchase order;
- 3) Following the appropriate procurement procedures, except for an emergency purchase, as outlined in this handbook;
- 4) Supplying the Procurement Director in advance with a list of anticipated requirements and purchases for each fiscal year;
- 5) Informing OPC of any abnormal or unusual demands;
- 6) Allowing sufficient time for OPC to issue purchase orders and the vendor to make delivery; and
- 7) Ensuring segregation of duties by not allowing one person to unilaterally perform more than two of the following functions for any one purchase or contract:
 - Initiate or approve the requisition
 - Award the purchase order or contract
 - Receive the good or manage the contract for service
 - Authorize payment.

ORDERING PROCEDURES

APPROVED REQUISITIONS

When we sign your order, it becomes "our" order and we must be able to defend it. We must be confident that it complies with all legal requirements and that it is the best product and/or service for the lowest total cost. We also certify the mathematical accuracy of quantities, discounts, shipping/handling and other figures on the requisition.

THE REQUISITION

Purpose

Purchases made by the District shall be pursuant to a requisition from a principal or head of an office or department. The requisition form is the tool used to communicate your needs to OPC or the central warehouse. Once you determined the item you need and that funds are available within your current budget, a requisition form must be filled out to procure the item.

The requestor must first determine if the goods are available from existing warehouse inventory before proceeding with any other purchasing method. Contact the central warehouse at (504) 520-8540. If the item is available, then complete an Inventory Request Order form (IRO). The IRO is the tool used to obtain items from our existing inventory stored at the central warehouse. (See Appendix A) Fax a completed IRO to the central warehouse at (504) 520-8543. Central Warehouse will arrange delivery of the item to you.

PREPARING A PURCHASE REQUISITION

A purchase requisition (See Appendix B) is used for items that cannot be supplied through existing inventory. The purpose of the purchasing requisition is for a school or department to order equipment, materials, goods and services through the district's procurement office and to authorize a specific account to be charged for the purchase.

Preparation of the requisition must be done far enough ahead of the date that the goods or services are needed to allow OPC and the vendor to do their jobs. Every space on THE FORMS MUST BE COMPLETELY FILLED OUT (See appendix A & B) Failure to do so breaks down the procurement process due to insufficient information and thus delays your purchase. An incomplete and/or incorrect requisition will not be approved and will be sent back to you. Also, any changes in the request after the requisition has been approved by OPC will require a written explanation and/or clarification from the requestor and approval from the procurement director or his designee. Finally, all signatures on the requisition must be original. A stamped/photocopied signature will cause the requisition to be rejected.

All requisitions should contain complete descriptions with specific and sufficient information necessary to identify the item or service. All requisitions shall contain:

- Date required;
- Quantity;
- Commodity Code;
- Complete description;
- Unit of Measure;
- Price; and
- Signature of the person submitting the requisition (Requestor)
- Signature of the person approving the requisition (Approver)

The initiator of the requisition shall be responsible for providing all pertinent information about the items or services to be procured. The principal or department head must approve the requisition and confirm that sufficient unencumbered, budgeted funds are available prior to the submission of a requisition to the OPC.

A person working in any area of the RSD school system (including student activity funds) can submit to their Principal or Supervisor a purchase requisition form for goods and services needed. It is the responsibility of the person completing the requisition to ensure that the requisition is filled out completely, quantities and prices are correct and is signed by the requestor and the approver.

The school's or department's secretary will be responsible for filling in the proper accounting codes and obtaining the Principal's/Department Head's approval before completing the purchase. Requisitions should be submitted to the Budget Office prior to OPC.

SPECIFICATIONS

DEFINITION

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection and/or preparing an item for delivery, or preparing and/or installing it for use. The specification is the total description of the purchase. Purchase requisitions may require a brief or an extensive specification.

Purpose

The purpose of any specification is to provide OPC with clear guides to purchasing, and to provide vendors with firm criteria of minimum product or service acceptability. A good specification has four characteristics:

It sets a minimum acceptability of the good or service. The term "minimum acceptability" is key, since the vendor must know the minimum standard to determine what to provide. A standard too high means tax dollars will be wasted. A standard too low means the goods or services will not meet the expectations of the user.

It should promote competitive bidding. The maximum number of responsible vendors should be able to bid the specification. Restrictive specifications decrease competition.

It should contain provisions for reasonable tests and inspections for acceptability of the good or service. The methods and timing of testing and inspection must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.

It should provide for an equitable award to the lowest responsible bidder. The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an agreeable price.

PREPARING SPECIFICATIONS

The using/requesting school or department, OPC or a professional consultant hired by the District, may prepare specifications. All quotes or bids for purchases of \$10,000 or more require a set of complete and detailed specifications of the item(s) and/or service(s) to be purchased. The creation and submission of specifications to OPC is the responsibility of the requesting school or department. OPC will assist with this process by providing sample specifications for departments to use, but the requesting school/department is responsible for the preparation of the specifications. Final acceptance of the specifications rests with OPC to ensure proper quality control and to avoid restrictive specifications.

PROCESSING OF REQUISITIONS

The Office of Procurement & Contracts shall review all requisitions to insure that they are in proper form, completely filled out, all state laws and RSD policies are followed and controls on cost, quality and budgeting are being observed.

A Requestor should consult with RSD staff (i.e. Textbook Coordinator, IT Dept.) for questions and assistance, if needed, with specifications for goods and services.

All requests for IT goods or services must be approved, in writing, by the Chief Information Officer (CIO) or designee.

NOTE: All requisitions must contain a complete record listing the supplier, supplier representative's name and telephone number.

GUIDELINES FOR SECURING PRICING

The proper procurement procedure shall be followed when purchasing supplies, equipment, goods and services for the District. Of the various purchasing methods, the District uses price quotes when competitive sealed bids are not appropriate.

ALL purchases require approval from OPC. If an RSD employee places an order without prior purchasing approval, it is a legal obligation of the RSD and shall become the personal obligation of the employee. Any questions regarding correct purchasing procedures should be directed to the OPC prior to beginning a purchase.

Price quotations should be solicited from an adequate number of vendors to ensure competition. Every attempt should be made to use existing District vendors. Procedures for obtaining price quotations are structured to the policies of RSD and the Louisiana Department of Education.

All solicitations of quotes shall comply with the following:

- Vendors should be informed that only price quotes are being solicited at this time;
- Vendors should not be privileged to quotes from other vendors;
- Vendors should be rotated to ensure competition;
- Justification for any sole source request should be documented; and
- OPC should be contacted if additional vendors for a particular product or service are needed.

The following is a description of the various categories that will determine the appropriate procurement process to use.

Requisitions between \$0 to \$1000 (including shipping cost)

- no competitive process is required but it is recommended and the purchaser is charged with obtaining the best price possible
- requisitions are approved by Principal/Head of department
- a written copy of the vendor's quote must be submitted with a requisition
- requisition is reviewed and approved by the procurement director or designee
- purchases may be rejected during approval process if it is deemed the best interest of the district is not being served
- a purchase order is required to be completed by OPC.

OPC will retain files on all quotes or bids.

Less than \$5000 (Informal Quotations)

- Orders more than \$1001 and less than \$5000 do not require formal bids.
- Request must be submitted on a purchase requisition form for OPC to obtain price quotations.
- Requester must attach at least (1) written quote to the requisition for budget purposes

OPC will:

- obtain three or more price quotes with at least one (1) made from a *certified small and emerging business enterprise or small entrepreneurship
- facsimile Cover Sheet with the Request for Quote Form.
- informal quotations shall be obtained in writing, email or facsimile quotes. (a complete record listing the vendor, its representative's name, phone number and date quote was obtained, is required).
- the three price quotations obtained and the quote form MUST be ATTACHED TO the purchase requisition
- written confirmation of the quotation from the successful vendor is required
- the requisition is reviewed and by the procurement director or designee
- upon receipt and approval, OPC will place orders directly with the vendor by telephone, fax or by a mailed copy of the purchase order.

OPC will retain files on all quotes or bids.

***Small and Emerging Businesses or Small Entrepreneurships Certified Vendors (S/E)**

Certain procurements will be designated as suitable for small businesses or small entrepreneurships. "Certified small and emerging business," means a business certified as a small and emerging business by the Division of Small and Emerging Business Development, Department of Economic Development.

"Small Entrepreneurship" means a business certified as a small entrepreneurship by the Department of Economic Development.

A list of S/E's is available on the Internet on the Louisiana Office of State Purchasing and Travel website. It can be found by going to:
<http://www.doa.state.la.us/osp/se/secv.htm>.

There you will find a "quick reference list" of SE's, which are extracted from the Louisiana Procurement and Contract (LaPac) Network database.

Requisitions between \$5,001 and \$25,000 (Formal Quotations)

For these purchases a purchase requisition must be submitted to OPC with all required information for bidding and required approvals.

A single quote should be attached for budget purposes only and Opc will determine the proper method of purchase and obtain bids.

Requisitions over \$10,000 will be forwarded to the Chief Financial Officer and the Chief of Staff for review.

OPC will:

- solicit five (5) or more price quotes with at least two (2) made from a certified small and emerging business enterprise or small entrepreneurship and a **minimum of (3) working days will be allowed for receipt of quotations.**
- formal quotations MUST BE IN WRITING and may be made by facsimile or on the written quote form. TELEPHONE QUOTES ARE NOT ACCEPTABLE. ALL QUOTES SHALL BE WRITTEN.
- written or faxed solicitations shall include:
 - the closing date and time;
 - all pertinent competitive specifications including quantities;
 - units of measure;
 - packaging and delivery requirements;
 - ship-to location;
 - terms and conditions; and
 - other information sufficient for a supplier to make an acceptable quotation;
- a minimum of three working days shall be allowed for receipt of quotations
- award must be made on the basis of lowest responsive price quotation received
- requisitions are approved by Principal, Supervisor or Head of department
- the five price quotations obtained MUST be ATTACHED TO the purchase requisition
- requisition is reviewed by the procurement director
- a purchase order is required to be completed by OPC.

OPC will retain files on all quotes or bids.

Requisitions of \$25,000 or more (Formal Competitive Sealed Bids/Proposals)

When a purchase exceed \$25000, formal bidding by OPC is required, which includes placing a legal notice in the newspaper, sending invitations to interested bidders and formally opening bids/proposals at a designated place and time. The advertisement must run at least (10) days prior to date set forth for the opening of bids.

Formal sealed bids or proposals are required. The competitive sealed bids or sealed proposal process will be used for this level of procurement. Goods and services may be procured by either the Invitation to Bid (ITB) process or the Request for Proposal (RFP) process.

The ITB process is used most often and when the district has a definitive need. Award is made to the lowest responsible and responsive bidder, meeting specifications.

The RFP process is an alternative procurement method used when seeking a solution to a definitive problem or highly technical equipment or complex services. The award is made to the most responsible offeror whose proposal is determined be to most advantageous to the District considering the relative importance of price and other evaluation factors included in the request.

The OPC will work closely with the school or department during either process. The requesting school or department should submit a purchase requisition and complete specifications to OPC.

Monitored Purchases

Purchases will be monitored to determine if separate, sequential or component purchases are used to avoid the bid limits. In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids. OPC may cancel bids or requisitions to combine like requirements thereby causing delays in the procurement process.

Quotes are submitted with a requisition to OPC for vendor selection, processing and ordering. The lowest price should always be accepted, all other factors being equal. The requesting department shall never place orders with a vendor unless a Purchase Order has been obtained through the procedures established in this Procurement Handbook. The OPC staff should be contacted with any concerns or questions.

TIME FRAME FROM REQUISITION TO RECEIPT

Although the time will vary according to purchasing workloads, schedules and the type of purchase (i.e.: major repairs), a small order under \$5000 will usually take 3-5 days to process by OPC. Fax or written quotes for purchases over \$5000 may take about 7-10 days after receipt by OPC. Formal written bids/proposals over \$25000 that require advertising will take about 4-5 weeks.

These time frames assume that your requisition has all the needed information and required approvals when it is received by OPC. Other central office reviews, revisions to specifications, complexity of commodity, etc. will extend the time frame accordingly.

In the event an unforeseen or unplanned requirement arises, the OPC can expedite the requisition by phone or fax bid. The OPC Procurement Director should be contacted with an explanation and required requisition and documentation should be submitted for competition to be sought in the shortest time period allowed by law.

IMPROPER PLANNING DOES NOT CONSTITUTE AN EMERGENCY

THE PURCHASE ORDER

The purchase order is a crucial element in the District's purchasing and budgeting process. The purchase order makes it possible to track all purchases and assure that the budget is not overrun.

Purchase Order Policy

No purchases of any merchandise or service are to be made without prior approval from OPC based on a purchase requisition and the issuance of the official purchase order. Any purchases made without a purchase order may be returned to the vendor and payment denied, or if the merchandise is received and insufficient budget exists to pay for said merchandise, the ordering party may be held financially liable for payment of said merchandise.

Purpose

The purchase order is used to place the actual order with the vendor. The purchase order is a legal contract and gives the vendor authorization to ship the materials as specified or to perform the service. It is designed to expedite and control buying for the District and may serve as a written change order.

Procedure

All purchase orders shall be prepared from a properly completed and approved purchase requisition. The information from the approved requisition is transferred directly to the purchase order, the purchase order is generated by the computer system and the Procurement Director signs the purchase order.

The purchase order is printed for distribution and copies are distributed as follows:

Vendor Copy: This copy is the original copy of the PO. When a confirming PO is required, it should be clearly marked as a "confirming order" and mailed or faxed to the vendor.

Warehouse Copy: This copy is sent to the central warehouse to be held in a pending file until all of the items or services are received (only if the items are to be delivered to the warehouse).

Receiving Copy: This copy is sent to the school/department (unless items are to be delivered to the warehouse) to be held in a pending file until all of the items or services are received. This copy is used as the receiver and is sent to accounts payable along with the vendor's packing list. The receiver authorizes the Accounts Payable Department to pay for any items received.

Departmental Copy: This copy is sent to the requesting department for their records.

A copy of the purchase order must be forwarded to Property Control for equipment purchases greater than \$1000.

SPECIAL SITUATIONS

URGENT AND EMERGENCY PURCHASES

Purchases made in urgent and emergency situations are generally more costly than routine purchases. Therefore, they should be kept to a minimum.

Urgent Purchases

Urgent purchases occur when a critical situation arises that could have been avoided. Lack of proper planning, overlooked requirements or negligence may cause the need for urgent purchases, but they are not true “emergencies.” They are for items needed quickly in order to prevent costly delays, and therefore warrant the additional cost and effort to prevent the interruption of the normal work routine.

Requisitions for urgent purchases are handled differently than routine purchases.

There are two types of urgent purchases:

- Purchases required within five (5) days to prevent unacceptable work slow down or service deficiencies
- Purchases immediately required to prevent actual work stoppage or service interruption

Requisitioning Urgent Purchases

After the requesting school or department recognizes that an urgent situation has developed, the requesting school or department should immediately contact potential vendors for estimated cost, delivery and/or completion dates. The requesting school or department submits the requisition to the OPC and mark it as an “Urgent Request” in the justification line of the requisition. Any special comments relative to the urgent purchase should also be entered in the justification section of the requisition. The requesting school or department must contact OPC and forward the reasons and justification for the urgent purchase in writing.

OPC will determine the validity of each request. If approved, OPC will convert the requisition into a purchase order.

Emergency Purchases

True emergencies do exist. Emergency purchases are those needed to avoid interruption in District services, to protect the public’s health, welfare and safety or public property. Almost invariably, emergencies are circumstances or situations beyond anyone’s control which (1) affect the health, life or safety of staff and students and (2) are required to avoid financial loss.

When such circumstances do occur, a written justification must be submitted to the procurement director prior to approval of the requisition. The Requestor must complete the emergency justification form. (See Appendix C)

Requisitioning Emergency Purchases

Requisitions for purchases defined as emergency purchases are handled similarly to those for urgent purchases with one major difference. If the estimated cost exceeds \$25,000, the purchases are exempt from the competitive bidding process if they meet one of the qualifications for exempt purchases. The three (3) emergency exemptions are:

- a) There is a case of public calamity and the prompt purchase of items is required to provide for the needs of the students, public or to preserve the property of the District.
- b) The item is necessary to preserve or protect the health or safety of the students, staff or residents of the District.
- c) The item is made necessary by unforeseen damage to public property.

When emergencies arise that are not covered by maintenance agreements, annual contracts, or District inventory, please notify the OPC immediately. OPC needs information regarding the vendor arrangements you made, a complete description of the item or service required and the specific costs involved. If time does not permit obtaining written quotes, quotes may be obtained by telephone or otherwise.

On emergency items, departments should make every attempt to get three or more quotes for all orders valued at \$5,000 or more. The quotes should be sent to the Office of Procurement and Contracting and must be kept in the department's purchasing files.

Emergency purchases require a confirming requisition to be sent through the ISIS system like other purchases. The confirming requisition **MUST** reference the confirming PO number if given over the telephone. All emergency purchases require prior approval by OPC whenever practical or by the next business day.

SOLE SOURCE PURCHASES

On a case-by-case basis, the bid or quote requirement may be waived and a sole source purchase approved. A sole source procurement is a product or service that is available from only one source. However, at a minimum, for purchases greater than \$25,000, RSD will advertise Sole Source procurements on LaPac for at least five (5) days.

A written justification supported by factual data must be submitted to the Procurement Director prior to approval of the requisition. (See Appendix D) The detailed justification must establish that the vendor is the only source available to provide the item or service required. The justification should explain and fully describe the conditions that make the supplier or vendor a sole source and must be based upon a need for some feature or characteristic that is unique to the requested product or service that cannot be provided by any other product or service.

A purchase might be practical from only one vendor for the following reasons:

- There is no competitive product. The good/service is a one-of-a-kind or patented product, a copyrighted publication available from only one source, or a unique item such as a work of art.
- The product is only available from a regulated or natural monopoly. For example: utilities.
- The product is a component of an existing system that is only available from one supplier. The replacement of a component or a repair part is only available from the original supplier and the product is not interchangeable with similar products available from another supplier.
- The product or equipment is unique. There is no other product or equipment available that meets the specialized needs of the department, or performs the intended function.

The OPC has the responsibility to research sole source requisitions to verify the sole source or identify additional sources for the item requisitioned.

Requisitioning a Sole Source Purchase

Sole source purchases are handled similar to other types of purchases with the following exceptions:

OPC request a completed Sole Source Justification Form establishing that a sole source situation exists. If the expenditure is \$25,000 or more, RSD will advertise Sole Source procurements on LaPac for at least five (5) days and RSD's Attorney's Office will prepare a "Legal Opinion or Action," supported by the justification that a sole source circumstance exists.

The supplier must provide a sole source justification letter to the requesting school or department that is signed by an officer of the company. OPC will determine that the item or service is a sole source purchase based on the information provided.

The appropriate authority must approve all sole source purchases and the approval should be done before a purchase order is issued.

The Department Head and OPC may approve sole source purchases up to \$24,999.99. The RSD's Attorney must approve such purchases of \$25,000 or more.

CONFIRMATION PURCHASE ORDERS

Every now and then we are presented with a requisition to purchase an item or service after the actual order has been placed or the merchandise is already received. Unfortunately, it must be treated as an unauthorized purchase, and as such, you may be held personally responsible for it or the purchase may be returned to the vendor and payment denied. The Procurement Director will provide the Chief Financial Officer and Chief of Staff with an annual report of unauthorized purchases.

COMPLETING THE ORDER

RECEIVING AND INSPECTION

When the item you requisitioned arrives, it is your responsibility to do the following:

- a) Open and inspect the package;
- b) Using your original purchase order copy, verify the item and quantity received is what was ordered and is in good condition;
- c) Secure the invoice and/or packing slip that is with the package;
- d) Confirm and place the purchase order number on the invoice/packing slip; and
- e) Sign and date the invoice/packing slip and forward it to accounts payable.

This procedure should be completed within 48 hours after the goods or services are received to ensure prompt vendor payment.

Discrepancies in Delivered Goods

If discrepancies are found, including missing items or non-conformance with specifications, immediately notify the vendor and OPC. OPC can compel replacement, completion of the order, cancel the order or take other appropriate action to correct the discrepancy. A corrected invoice can then be sent to accounts payable.

Visible Damage

If visible damage to the packaging is present, the person receiving delivery must make a notation of the apparent damage to the packages, specifically noting the type of damage on both copies of the carrier's delivery receipt and insuring that the driver's printed name and signature are on the receipts. If the package appears as though its contents may have been damaged it should be opened immediately. Both the receiver and driver should inspect the contents together and sign a statement as to the condition of the contents. Report the damage immediately, following the process outline for concealed damage below.

Concealed Damage

If the shipment of goods shows no outward signs of damage upon receipt, but damage to the contents is found upon opening, then concealed damage exists. The vendor and or the carrier should be contacted immediately upon discovery of the damage, and an inspection should be requested. Note the date and the person contacted. All shipping cartons and packing materials should be retained.

The vendor should be contacted to arrange a return shipment immediately after the inspection if possible. If the vendor refuses to allow a return, contact OPC for further action.

Back Orders

Partial payments are not authorized on incomplete orders. Often, when a vendor short-ships an order, they do not intend to complete the shipment because the size of the remaining balance would be too expensive to ship, or an item has been discontinued. Verify with the vendor that the vendor intends to ship the balance. If a backorder is due, advise the vendor that a partial payment will not be made until all items are received. If the items will not be furnished, submit a change order request canceling the balance of the order. Contact OPC if there are any questions.

Receiving Complete Orders

Invoices must be paid within thirty days after delivery and the RSD will only make payments when the order is complete. Attach all packing slips, delivery tickets or invoices to the purchase order receiver copy and submit them to Accounts Payable no later than the next working day or within 48 hours of receipt. All documents must be signed, dated and attached to the receiving copy of the PO before submitting to Accounts Payable.

RECEIPT/RECEIVER

Purpose

A copy of your original purchase order is the designated receiving form to be used when a shipment is received. This is the purchase order receiving copy.

Procedure

The first step in setting up a r of goods is to make copies of the original receiving copy of the purchase order. After inspection of the goods or the services received, circle or check any items that were received. Sign and date the receiver copy. Attach the packing slip or delivery ticket to the completed purchase order receiver copy and immediately submit the documents to Accounts Payable for processing.

RSD Accounts Payable (A/P) will only make payments after all items are received under the Purchase Order. A copy of the PO receiver should be forwarded to Accounts Payable and marked, "Order Final and Complete".

(Note: Accounts Payable should receive a signed and dated copy of the receiver when the order is Final and Complete.)

OPC strongly suggests that one person at each school/location be responsible for the receiving function. By designating this function, deliveries, returns and the forwarding of invoices for payment will be processed more efficiently and effectively.

AFTER THE ORDER

The purchasing function is not always accomplished by simply placing an order with a supplier. Occasionally, satisfactory delivery requires expediting, cancellation or changes.

EXPEDITING

Follow-up or expediting delivery of the order is part of the procurement process. Therefore, any inquiries concerning late deliveries or long lead times should go through OPC.

Change Order or Cancellation

Since a purchase order is a legal document, it cannot be amended unless a change order is processed. Any modification to a purchase order requires OPC to complete a change order. For example, the vendor will occasionally over-ship an item and the school/department will decide to keep the extra, or the vendor will under-ship an item and the school/department will decide to cancel the remaining balance. In these instances, the department should make the proper notations on the receiver copy of the purchase order and send a copy to OPC so that OPC may process the change order.

The requesting school or department must inform OPC in writing, by memo or e-mail, of the need to cancel a purchase order. Forward to OPC a copy of the purchase order. OPC will notify the vendor, and if approved, the change order will be completed and processed. Copies of the change order will be distributed for confirmation.

VENDOR COMPLAINTS / PRODUCT RETURNS

It is the duty of the requesting school or department to inspect all items or services received. If a vendor delivers nonconforming goods or performs a service that is unsuitable or inferior to your needs promptly notify OPC in writing within 24 hours. OPC will take necessary action to obtain replacements by the vendor, otherwise assist the school or department in obtaining the correct materials or take other actions to rectify the situation.

INVOICES

Purpose

An invoice is an itemized statement of merchandise or service provided by the vendor. It contains the same information as the purchase order and is the means for settlement of financial obligations incurred when the purchase order issued. Vendors should be instructed to send all invoices to:

ATTN: Accounts Payable
Recovery School District
1641 Poland Avenue
New Orleans, Louisiana 70117

Remind the vendors that the Purchase Order number must be on all invoices. All questions regarding payments should be directed to Accounts Payable, (504) 373-6200.

Procedure

All invoices must be sent directly to Accounts Payable where they are held until the PO receiver copy or partial receipt receiver has been processed. A copy of the school/department purchase order will serve as a "receiver" for all purchases for goods and services. The receiver, along with the invoice or packing list, must be submitted to the Accounts Payable department prior to processing of a payment to any vendor. Payment to vendors will not be made without an authorized receiver on file in Accounts Payable. If the shipping and receiving forms agree, the invoice will be processed for payment. If there is a discrepancy between the invoice and the PO, they will be returned to the requesting department for reconciliation before any payments are made.

A discrepancy between the original PO and the receiving paperwork that affects the quantity ordered or unit price, results in the PO and invoice not matching, then a change order must be processed to ensure invoice payment.

Comments

Should the requesting school/department receive an invoice, please forward it immediately to the Accounts Payable department. Vendors should be notified that all future invoices are to be sent directly to Accounts Payable.

All required parties, which include the party who receives the goods and the party who authorizes the payment, should sign the receiver. The PO receiver copy notifies the Accounts Payable Department that an actual delivery has been made against an open order. In all cases, the individual that receives the goods shall not be the same party that authorizes the payment for the goods and/or service. Any problems with the shipment (shorted quantities, damage, etc.) should be noted on the receiver. If additional space is needed to record the problem, a separate sheet should be attached to the receiver.

MISCELLANEOUS

ETHICS

Doing a good purchasing job requires the ability to make objective decisions. We are governed by written regulations against accepting gifts or favors that may result, or have the appearance of resulting in a loss of our impartiality. Our impartiality allows us to make the difficult choice between two suppliers or crack down on an errant supplier. The loss of our impartiality seriously impedes our ability to make objective decisions. Thus, ethical conduct is paramount.

We must adhere to ethical standards and are governed by the Code of Governmental Ethics. R.S. 42:1101-1170. We also subscribe to the code of ethics promulgated by the Institute for Supply Management (ISM) the National Institute of Governmental Purchasing (NIGP). This covers many aspects of our business conduct and includes such matters as loyalty to our employer and fair treatment of suppliers.

COMPLAINTS

No one likes to get complaints about the job they are doing. But we also realize that complaints are often the only way we can analyze our problems and learn from them. If we are doing something wrong, let us know. We will correct it. If we ignore your complaint, then you can feel free to work your way up the administrative ladder. If we just plain goofed - we will admit it. If the complaint suggests something is wrong with the system, help us take steps to correct it.

OTHER PROBLEMS

You, just like us, are going to have problems with certain vendors, deliveries, pricing, slow processing, etc. There is simply no way to avoid all problems, but we will try. If you experience consistent inadequacies with certain vendors or orders, let us know about it. Remember, we cannot help you with present or future orders unless we know you need help.

CONTACTS

Procurement Specialist	Kim Marshall	504-373-6200 ext 20095
Procurement Specialist	Christy Dixon	504-373-6200 ext 20056
Contract Coordinator	Ann Kirklin	504-373-6200 ext 20078
Procurement Director	Kerry Doucette	504-373-6200 ext 20162

LOCAL BUSINESS FIRST PRIORITY

Because the Recovery School District desires to support local businesses, any and all persons responsible for purchasing in the School District are hereby directed to first prioritize local businesses when soliciting pricing for any and all goods and/or services purchased for the School District.

It is further directed that any and all persons responsible for purchasing, document your contacts with local businesses in the contact order. With regard to purchases under \$1000, purchasers are to use local businesses if available and to document the unavailability of local businesses if selecting non-local businesses. With regards to quote for purchases of \$1000 to \$24,999, all contact information must be indicated on quote sheets accompanying the order.

APPENDIX

The requisition form has been revised and updated. Due to these changes and in keeping with proper purchasing procedures, we are reminding RSD employees of the importance of filling in the form properly and completely.

We must have the complete vendor's name, address, fax number, telephone number and the vendor's contact person's name.

An invoice cannot be processed for payment until we have:

- a) A copy of the purchase order, and
- b) A signed/approved invoice

Please remember that a requisition is NOT authorization to order. It is only a request. The requisition must be approved and a purchase order number issued before an order can be placed.

Following the guidelines outlined in this handbook should assist you in timely acquiring the goods or services that meet your needs.

A PURCHASE ORDER NUMBER IS REQUIRED ON ALL PAPERWORK!

A PURCHASE ORDER NUMBER IS REQUIRED BEFORE ANY GOOD OR SERVICE IS ORDERED.

DEFINITIONS and TERMS

Definitions known to exist in the Louisiana Revised Statutes are referenced with its locations. Other definitions and terms were collected from other sources. Existing statutory definitions supersede the definitions provided.

Back Order - that portion of an order the seller cannot deliver at the scheduled time and which has been re-entered for shipment later.

Certified Small and Emerging Business - a business certified as a small and emerging business by the Division of Small and Emerging Business Development, Department of Economic Development in accordance with the Provisions of the Small and Emerging Business Development Program R.S. 51:941, et seq.

Change Order - purchaser's written authority to the supplier to modify or add to a purchase order. These are created in the Office of Procurement and Contracting.

Concealed Damage - Damage to the contents of a package not visible on the exterior.

Confidential Information - any information which is available to an employee only because of the employee's status as an employee of this District and is not a matter of public knowledge or available to the public on request

Contract - all types of District agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction. (the binding legal agreement between the District and the Vendor)

Contractor - any person having a contract with the District.

Department - any office, agency, division, commission, board or other entity of the District.

Designee - a duly authorized representative

Employee - an official or individual who receives a salary or other monetary compensation from the District. Does not include independent contractors

Emergency Purchases - emergency purchases that occur when an emergency situation arises that was unforeseen and must be remedied immediately.

F.O.B. (Free on Board) - the stated F.O.B. point is usually the location where title to the goods passes from the seller to the buyer. The seller is liable for transportation charges and the risks of loss or damage to the goods up to the point where title passes to the buyer. The buyer is liable for such charges and risks after passing of title.

Invoice - A supplier billing document that itemizes descriptions and prices for goods and services.

ISIS – Integrated Statewide Information Systems

Packing List - a document that itemizes in detail the contents of a particular package or shipment.

Point of Origin - the point at which the title passes to the buyer

Prepaid - transportation charges that have been or are to be paid at the point of shipment.

Procurement – the buying, purchasing, renting, leasing or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Purchase Order (PO) – a form issued by the Purchasing Department which authorizes the placement of an order, establishes terms and conditions of delivery, incurs a financial obligation for the goods or services, and records payment activity with regard to the items ordered. Award document for goods or services between an agency and a supplier

Procurement Director – the person holding the position as the head of the District's Office of Procurement and Contracting.

Quote – A supplier's price offer for specific goods or services provided verbally or in writing depending on the dollar amount

Receiver – a copy of a school/department purchase order.

Requesting school/department – the school/department requiring the good or service

Request for Proposals (RFP) - similar to the formal bid process, except that factors other than price are used to award the contract

Requisition – an internal request generated by the requesting School/Department to the Office of Procurement and Contracting to acquire goods or services.

Sealed Bid/Proposal (Formal Bid) - an advertised solicitation for a requirement in which the cost exceeds the \$25,000 bid limit.

Service – the furnishing of labor, time or effort by a contractor

Small Entrepreneurship - a business certified as a small entrepreneurship by the Department of Economic Development in accordance with the Provisions of the Louisiana Initiative for Small Entrepreneurships. RS. 39:2006.B

Sole Source – a vendor or supplier that is the only source for the purchase of an item or service.

Solicitation – A document provided to bidders requesting prices for goods or services.

Specification - a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award

Telephone Quote – acceptable (method of obtaining a firm price for goods or services) if the cost is less than \$1,000 or under emergency conditions. It is a less formal means of obtaining a quote from a vendor. Information from vendor is transmitted verbally or via fax.

Urgent Purchase - purchases calling for immediate action that could have been anticipated prior to the need becoming urgent.

Vendor – Person with potential of supplying goods or services to the District.

Visible Damage - broken cartons, crushed or wet cartons or markings that indicate that the shipment of goods may have received rough treatment in transit with consequent damage to the contents.

Written Quote - required if the cost is more than \$1,000 but less than \$24,999. It is not as formal as a sealed bid, but the quotation must be in writing.

APPENDIX A-WAREHOUSE INVENTORY FORM



**RECOVERY SCHOOL DISTRICT
INVENTORY REQUEST FORM**
(Not a Purchase Order)

Expenditure Org	Object	Subject/Object	Reporting Catagory	Activity Code	
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School/Dept: _____

Requisitioner: _____ **Phone:** _____ **Date:** _____

Authorized Approval: _____ **Date:** _____

Quantity	Description	Item #	Unit Price	Extention
Requisition Signed By:	Approved By:	Date Received		



Chief of Staff:	Recovery School District PURCHASE REQUISITION		RSD-PURCHASING USE ONLY FISCAL YEAR 09						
Chief Financial Officer:			Requisition #						
Chief Academic Officer:			Purchase Order #						
Principal/Department Head:			Buyer:						
Project/Grant Administrator:		Date: _____		Date Required: _____		Date Processed: _____			
VENDOR NAME & ADDRESS:		DELIVERY TO:		INFORMATION TECHNOLOGY MUST RECEIVE A COPY OF ALL REQUISITIONS THAT HAVE COMPUTER RELATED EQUIPMENT					
		INVOICE TO: RECOVERY SCHOOL DISTRICT ATTN: ACCOUNTS PAYABLE 1641 POLAND AVENUE NEW ORLEANS, LA. 70117							
Justification/Funding Source:									
Item No.	Description (Contract # and line #, if contract items)				Qty. Ord.	Unit	Unit Price	Amount	
TOTAL									
RSD-BUDGET USE ONLY		Item Number	Agency Number	Exp. Org.	Object	Subject/ Object	Reporting Category	Activity Code	Amount
Budget Analyst: _____									

Requisitioned By: _____

Date _____

Purchasing Agent: _____

Date _____

NOLA
PUBLIC SCHOOLS
CONTINUATION

Req. No: _____

2

Sole Source/Proprietary Purchase

RSD Location: _____

Requisition No. _____

Location _____

Contact Person & Phone # _____

Indicate if sole source or proprietary: ☐ Sole Source ☐ Proprietary

Sole Source/Proprietary Product or Service: _____

Vendor name, address and telephone number: _____

Sole source and proprietary purchases are allowed by the Louisiana Procurement Code (La. R.S. 39:1551 et seq.) when certain conditions exist. This form may be used to justify sole source or proprietary purchases for unique products, services or conditions or you may write a letter that addresses each point. This will become a part of the permanent record for this purchase.

A sole source justification represents a request from the end user for RSD Purchasing to waive the bid process in accordance with La. R.S. 39:1597 and L.A.C. 34:I.901-907. For the purpose of this form, the particular item or service is available from only one supplier (usually the manufacturer) and is unique in that no other will be suitable or acceptable to meet the need.

A proprietary specification justification represents a request from the end user to limit the specification to describe a product proprietary to one supplier in accordance with La. R.S. 39:1655 and meets the definition and use described in L.A.C. 34:I.309. A proprietary purchase is similar to a sole source when no other is suitable or acceptable to meet the need, but there is more than one potential bidder because the manufacturer has chosen to sell his product through multiple distributors. A proprietary purchase is considered competitive and the solicitation shall include language indicating the purchase has been approved as proprietary and not invite bids for equal products.

1. Explain specification requirements and how or why **ONLY** the designated product/service meets the need. Cite the qualities/features that make this product or service unique in meeting the need.
2. Specifically name, by manufacturer and model or service provider, other products or services investigated (if fewer than two, explain).
3. State specifically why and how other products investigated are deficient in meeting the need.
4. Sole Source -Obtain signed letterhead quotation and declaration of sole source from corporate marketing (not sales representative) stating product or service is not sold through distributors, attach a notarized or published price list or retail price verification for the item(s), and submit all documents to RSD purchasing office for approval.

OR

Proprietary – Submit this justification form to RSD purchasing office for approval.

Signature & Title of Requisitioner _____

_____ Date _____

Other Required Approval _____

Date _____

(Circle approve / disapprove before signing below)

Approve/Disapprove RSD Procurement Director _____

Date _____

Approval RSD Chief Financial Officer: _____

Date: _____

Approval RSD Chief of Staff: _____

Date: _____

Comment:

PREPARATION OF A PURCHASE REQUISITION

This procedure provides instructions for completing RSD's Purchase Requisition form. This form is submitted to the Purchasing department to request the procurement of goods and services.

Your compliance with the instructions below and with the provisions of other policies and procedures is essential to enable the Purchasing Department to comply with applicable regulations and to fulfill your requests as efficiently and promptly as possible.

The number of each instruction below corresponds with the number assigned to the appropriate section of the sample Purchase Requisition attached hereto.

1. **Date:** Enter the date the requisition was prepared.
2. **Date Required:** Enter the date the expected to receive the goods or services. Note: time must be allowed for final signature authority and purchasing processes (approximately 3-5days).
3. **Deliver To:** include the building and room number to which merchandise should be delivered.
4. **Suggested Vendor:** If known, print the complete name and address of a vendor who may competitively bid the requested items. Include a business phone number and a reference name within the company, if available. If more than one vendor is known, include the appropriate address and information on a sheet of paper and attach it to the purchase requisition.

Note: The Purchasing Department reserves the right and responsibility to issue the Purchase Order to the supplier who best meets the needs of the District and otherwise complies with current purchasing regulations.
5. **Contact Information:** The name and phone number of the individual who is to receive the goods should be printed here. If this person is different from the requisitioner, print (REC) after the intended receiver's name. If the requisitioner and receiver are one and the same, no notation is required after the name.
6. **Justification/Funding Source:** enter a reason or purpose for the expenditure along with the funding source. i.e. supplemental instructional material for reading program. Title I.
7. **Items:** print the number of the item listed on the requisition. If it is the first item requested, print "1"; if it is the fourth item requested, print "4".
8. **Description:** A complete and accurate description of the item being requested is perhaps the most critical portion of a requisition. The description may be either a "catalog" or "common sense" notation of essential features.

Care must be taken when writing a "catalog" description to omit parts which tend to limit competition of an item.

When a catalog description is to be used, the following information should be included:

- Catalog date
- Catalog page number
- Catalog master reference number
- Vendor the catalog was obtained from
- When writing a "common sense" description, a catalog description can be used as a guide to list features such as dimensions, brand name, color, height, weight, model number and accessories. All purchase requisitions will be assumed for the item(s) described **or their equivalent** unless the requisition specifies an exact item and is accompanied by proper written justification. If special features on an item tend to either make bidding restrictive or available only from one vendor (sole source), the requisitioner must prepare a written justification. This document should accompany the purchase requisition when submitted to Purchasing. If it is to be a sole source justification, mark the DESCRIPTION area "SOLE SOURCE."

9. Quantity: Note the quantity of the item needed in its normal unit of issue.

10. Unit: Beside the number of units needed, write the unit of issue.

Some useful examples are:

ea – each; rl – roll; ca – can; ctn – carton; pkg – package; cs – case; st – set; bx – box; cwt – hundred weight; ft – foot; etc.

11. Unit Price: Indicate the cost of one unit of issue of the item described and not the estimated total cost of the item.

12. Amount: Indicate the cost of one unit times the quantity ordered. At the bottom of this column, compute the total cost of all requisitioned items.

If you do not want to exceed a specified total purchase order cost, include the following statement at the bottom of the description section:

"Total cost must not exceed "\$_____" Purchasing will not exceed that figure without first contacting the requisitioner for approval.

FLOW OF REQUISITION TO PURCHASE ORDER FOR ISIS SYSTEM

1. A school or department completes a requisition
2. The Principal/Department head approves the requisition
3. If requisition is from a school, the requisition is submitted to the Chief Academic Officer for approval
 - Upon approval requisition is submitted to Purchasing, Room 5C
 - If requisition is from a department, the requisition is sent directly to Purchasing, Room 5C
4. Purchasing logs requisition and submits requisition to Program/Grant Administrator
 - At this point, the funding source dictates how the requisition proceeds
 - If grant/entitlement, Program/Grant Administrator reviews and approves for compliance and submits to Budget, Room 5B
 - If MFP, Program/Grant Administrator submits requisition directly to Budget
5. Upon receipt of requisition, Budget codes and ensures funds availability
6. If requisition is > \$1000, Budget forwards the requisition to CFO and Chief of Staff for approval
 - If requisition is < \$1000, Budget forwards directly to Purchasing, Room 5C
7. After all approvals are obtained; Purchasing processes the requisition as follows:
 - a) less than \$1000 or an existing contract 24 hours
 - b) greater than \$1000 but less than \$5000 2 -3 days
 - c) greater than \$5000 but less than \$25,000 5 - 6 days
 - d) greater than \$25,000 - formal bidding required
8. After processing, Purchasing enters requisition in ISIS and converts requisition into purchase order
9. Copies of Purchase Orders are then distributed
 - Vendor
 - Requestor
 - Accounts Payable
 - Purchasing

Appendix G

Use of Facilities

RSD Application for Use of School Facilities

Use of the school building by the community shall not interfere with regular school-day programs or activities of the students.

Name and address of school requested: _____

Name of organization seeking to use the school: _____

Address of organization: _____ Phone number of organization: _____

Contact information of individual requesting use of school: _____

Anticipated number of attendees: _____

Proposed date, time and duration of use: _____

Description of the nature, policies, and purpose of the organization:

Statement as to how the school facility will be used and the purpose for its use:

Description of the school facility, or portion thereof, for which the use is requested:

I hereby understand that my organization, _____, shall be responsible for any and all damages of every nature whatsoever of the school facility or the school system resulting from its use by such person, group or organization. I further agree that the school facility shall be left free of debris and shall be in a reasonable, clean condition.

My organization, _____, shall waive any and all rights of recovery from the State of Louisiana, Recovery School District, and its employees for any injuries or damages resulting from the use of the school building or grounds. The organization shall provide a certificate of insurance coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The RSD shall be listed on the policy as additional named insured. A certificate verifying the purchase of such insurance should be presented to the RSD at least twenty-four (24) hours prior to the use of the facilities.

No person other than authorized school personnel shall be allowed to have a key to any school building. My organization will be responsible for all fees associated with the use of the school facility as set forth below, unless waived by the RSD Superintendent pursuant to the Recovery School District School Use Policy.

For-Profit Organization

1 Week or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$ 80.00	\$7.00	\$30.00	\$60.00
Full day	\$160.00	\$14.00	\$60.00	\$120.00
2 Weeks or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$40.00	\$5.00	\$15.00	\$60.00
Full day	\$80.00	\$10.00	\$30.00	\$120.00

Non-Profit Organization

1 Week or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$60.00	\$5.00	\$20.00	\$60.00
Full day	\$120.00	\$10.00	\$40.00	\$120.00
2 Weeks or More	Gymnasium	Classroom	Library/Cafeteria	Football Stadium
½ day	\$30.00	\$5.00	\$10.00	\$60.00
Full day	\$60.00	\$10.00	\$20.00	\$120.00

My organization will also be responsible for costs associated with the presence of RSD employees or contractors, pursuant to the Recovery School District School Use Policy.

Under no circumstances shall person or organization granted permission to used the school property be permitted to bring, allow to be brought, into or onto, or about such school facility, any alcoholic beverage, drug, or weapon as defined by Louisiana law. Smoking on the school property, including the buildings and school grounds, shall also be prohibited.

I hereby certify that I have read and understand the requirements for use of this school facility. I further certify that I am authorized to sign this application on behalf of my organization. Falsification of any information in this Application, or failure to comply with the terms of this agreement, may result in my organization from being denied use in the future.

Name, address and phone number of individual signing this application

Date

Principal

Facilities Director

Executive Director
Public Safety

Distribute copies of signed forms to:

Principal
Facilities Director
Public Safety
Risk Management

RSD Application for Facility Use of Recovery School District Operated Schools

Use of the school buildings by the community shall not interfere with regular school-day programs or activities of the students.

Name of organization seeking to use RSD schools: _____

Address of organization: _____ Phone number of organization: _____

Contact information of individual requesting use of school: _____

Anticipated average number of attendees: _____

If applying on behalf of groups affiliated with your organization, please attach a list of groups that will be seeking use of RSD operated schools.

Description of the nature, policies, and purpose of the organization:

Statement as to how the school facility will be used and the purpose for its use:

Description of the school facility, or portion thereof, for which the use is requested:

I hereby understand that my organization, _____, shall be responsible for any and all damages of every nature whatsoever of the school facility or the school system resulting from its use by such person, group or organization. I further agree that the school facility shall be left free of debris and shall be in a reasonable, clean condition.

My organization, _____, shall waive any and all rights of recovery from the State of Louisiana, Recovery School District, and its employees for any injuries or damages resulting from the use of the school building or grounds. The organization shall provide a certificate of insurance coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The RSD shall be listed on the policy as additional named insured. A certificate verifying the purchase of such insurance should be presented to the RSD at least twenty-four (24) hours prior to the use of the facilities.

No person other than authorized school personnel shall be allowed to have a key to any school building. My organization will be responsible for all fees and costs associated with the use of the school facility, unless waived by the RSD Superintendent pursuant to the Recovery School District School Use Policy.

Under no circumstances shall person or organization granted permission to use the school property be permitted to bring, allow to be brought, into or onto, or about such school facility, any alcoholic beverage, drug, or weapon as defined by Louisiana law. Smoking on the school property, including the buildings and school grounds, shall also be prohibited.

I hereby certify that I have read and understand the requirements for use of this school facility. I further certify that I am authorized to sign this application on behalf of my organization. Falsification of any information in this Application, or failure to comply with the terms of this agreement, may result in my organization from being denied use in the future.

Name, address and phone number of individual signing this application

Date

Principal

Facilities Director

Executive Director
Public Safety

Distribute copies of signed forms to:

Principal
Facilities Director
Public Safety
Risk Management