The official Office of Risk Management (ORM) loss prevention audit is conducted at DOTD facilities statewide during the period of February 1 thru March 31 annually. To assist you in preparation of the Self Audit form, the months of January and February of the 2004 Safety Calendar, will cover some of the audit requirements as a review. The ORM Self-Audit form must be completed prior to February 1, 2004. If the form is not completed, it is an AUTOMATIC FAILURE!

January 7-11 Safety Meetings
DOTD requires Safety Meetings weekly (for field gangs) and monthly (for administrative units) and properly documented on the DOTD Safety Meeting Record. Some suggestions are:

1. Safety Meetings for field gangs should be held each Monday morning, if possible, or at your convenience.
2. Whoever conducts the meeting should have everyone’s attention. If the supervisor does not conduct the meeting, he should always be present and ensure that order is kept.
3. Always ask for input from gang members (i.e., remedy/prevention).
4. Presentation of the meeting should be serious and meaningful.
5. If the topic for that week does not apply to your location, choose another topic.
6. Add personal observations, experiences or other information that specifically applies for your location.

January 14 - 18 Safety Inspections
1. Monthly building inspections are required once a month for each location.
2. Supervisors should conduct the walk-around inspection, complete and sign the inspection form. A designee can be selected by the supervisor, but the supervisor is required to review and sign the building inspection form.
3. Actually perform the inspection. Spot inspections will be conducted by Safety Officers or Risk Management Personnel.
4. When corrections, repairs or updates are needed (i.e., housekeeping, fire extinguishers), make the corrections as soon as possible. If the repair cannot be made by you or the employees at your location, contact the appropriate personnel so repairs can be scheduled.

Note: The Office of Risk Management requires that a Comprehensive Risk Control Log be completed when an unsafe condition or hazard exist (i.e. leaking gas, hazardous materials leak or spill, unsanitary restrooms due to leaking pipes or faulty utilities, or a leaking ice machine that would cause a slip, trip or fall.)
5. Items listed for correction on Safety Officer Inspections (unit, office, worksite or vehicle inspections) should be corrected as soon as possible/practical and filed in a folder listed “Safety Inspections.”
6. State Fire Marshall or Office of Risk Management inspections should be turned in to the District Administrator/Section Heads office. A copy of the report should be forwarded to the Safety Office and one copy should be filed at your location in the “Safety Inspections” folder. Discrepancies should corrected as soon as possible.

OFFICE OF RISK MANAGEMENT (ORM) SAFETY AUDIT PREPARATION
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JANUARY 21-25 VEHICLE ACCIDENTS

1. What is required in all glove compartments of Department vehicles?
   Vehicle Registration, Current Proof of Insurance (State Letter of Self-Insured),
   Vehicle Accident Report, Vehicle Accident Reporting Booklet, Daily Vehicle
   Inspection Guide and an Authorization for Medical Treatment form

2. Incident/Accident Investigation Report - (DOTD document; no stock number
   at this time). This form is completed by the employee having the accident, and
   the back page completed by the supervisor.

3. Accident Report, Louisiana State Driver Safety Program - (Office of Risk
   Supervisor completes the first four items and the employee involved in the
   accident completes the remaining items.

4. Police report - required when an accident results in a serious injury and/or
   private vehicle/property involved.

JANUARY 28 – FEBRUARY 1 PERSONAL INJURIES

1. Incident/Accident Investigation Report - (DOTD document; no stock number
   at this time). This form is used for all personal injury incidents/accidents. The
   front page is completed by the employee who has been injured, and the back
   page is completed by the supervisor (clerk may assist).

2. Employer Report of Injury/Illness - This form is used only when there is
   medical cost or employee lost time. (Office of Risk Management Document -
   DA 1973 Rev 09/99, DOTD Stock # 03-15-3028. This form is completed by the
   Supervisor (clerk may assist).

3. Authorization for Medical Treatment - (DOTD document, stock # 03-50-
   4162). Top portion completed by the Supervisor/Clerk. Bottom portion
   completed by the physician. Bring the completed top portion to the Doctor.
   Once completed by the Physician, this form is returned to the DOTD office and
   attached to the other documents listed above.

4. Medical Release/Excuse - If the injured employee cannot return to work the
   following day after an on-the-job injury, a medical release is required before
   the employee can return to work.

5. Employer’s Supplemental Report of Injury - If the (ORM) Employer Report
   of injury/illness does not indicate that the injured employee has not returned to
   work, an Employer’s Supplemental Report of Injury must be completed with
   the Medical Release/Excuse attached.