

## **APPENDIX D – Update 4/8/2015**

### **Law Office of the Public Defender Specific Agency LPC Activities & Training**

The safety of our employees is considered a supervisory responsibility and all new supervisors and managers are trained on their safety responsibilities. The training for safety in the workplace for supervisors consists of the following items.

Conducting periodic fire drills, in which employees are instructed to meet at a pre-assigned location and rollcall is checked.

- Training is under development

Enforcing employee use of the sign out board.

- Training will be included on a Safety Minute as a Safety Device
- Need a safety minute on “safety devices” in an office setting
- Included on the Unsafe Act and Unsafe Condition Safety Minute

Making sure visitors are escorted in our buildings and employees are wearing their identification badges.

- Chief Public Defender determined that our employees will not wear identification badges while in LOPD buildings. This is rescinded.
- All LOPD employee areas have key pads or keys and are not accessible to the public without escort.

Making sure our building’s walkways are clear from ice and snow during the winter months and reporting problem areas to the proper personnel

- This is responsibility of Office Administrators and is being done.

Making sure that employees are not using candles or any open flames in offices.

- Included on the Unsafe Act/ Unsafe Condition Safety Minute

Making sure that employees are not overloading electrical plugs.

- Included on the Unsafe Act/ Unsafe Condition Safety Minute

Making sure items such as laptops, cell phones, projectors, are secured.

- Practice is in place

Provide employee training on how to handle a bomb threat

- Will be developed by the LPC Committee

Office safety includes ergonomic assessments

- Training has been provided to HR
- HR will conduct Ergonomic Assessment Training to LPCC and Safety Committee members utilizing the GSD training available..

Use a “safety minute” at the end of a staff meeting to remind employees regarding proper lifting technique, using the sign out board, how to report safety concerns, or safety issues that were noticed since the last meeting.

- Safety Minute process is in place
- Safety Minutes are available on the website

Conducting regular “walk around” workplace inspections of the office

- Need a safety minute on how and when to do a “walk around”

Learn/teach the difference between an unsafe act and an unsafe condition.

- Safety Minute is on the website.

Workplace Violence: how to identify potential violence, sources of potential violence, EAP Referrals

- Safety Minute is on the website.

New Employee Orientation Training: **This is in place as part of the Welcome Packet and current employees are being “caught up”.**

- Workers Compensation Program and Claims
- General Office Safety
- Ergonomics
- Slips, Trips and Falls

Supervisor/ Manager Training:

- Accident Reporting Procedure – **on home page**
- Safety Inspection and Self Audit Inspections – **training conducted.**
- Safety Training at staff meetings – **Safety Minutes in place.**
- Task related safety training – **not developed at this time.**
  - Suspicious Packages & Safe Mail Handling
  - Bomb threats

Administration:

- Holiday Safety Reminders – **in place. Done by LPCC Coordinator.**
- Seasonal Safety Reminders – **Safety Minutes.**
- Alternative Dispute Resolution training – **trained a new mediator this year (Suzanne Vigil)**
- Civil Rights – **Code of Conduct and Checklist still under development. Training through SPO Civil Rights Blackboard.**
- Harassment Prevention – **same as above.**