



DEPARTMENT OF CONSERVATION AND ENERGY (C&E) TRAINING

The purpose of training is to establish a systematic method of instructing employees in safety-related issues. The primary objectives of employee safety training include:

1. Teaching employees to recognize and report various safety hazards;
2. Involving employees in accident/incident prevention; and
3. Motivating employees to accept their safety responsibilities.

Documented proof of training completion must be maintained for all required ORM, Departmental and ESF-6 training listed below. Such documentation may be available electronically (i.e., through SuccessFactors via the Louisiana Employees Online (LEO) system, Read Receipts for safety meetings) or by hard copy (i.e., signed policy acknowledgments, training certificates and/or training sign-in sheets).

I. OFFICE OF RISK MANAGEMENT (ORM) REQUIREMENTS

Safety Role	Training Required	Frequency
Safety Coordinator Assistant Coordinator Safety Officers Floor Wardens	Incident/Accident Investigations	Instructor-led training one-time only <i>(Does not expire)</i>
	Inspections	
	Job Safety Analysis (JSA)	
	Safety Meetings	
	Supervisor Responsibility	Instructor-led training at least every 5 years.
All Employees	Substance Abuse and Drug-Free Workplace	a. Receives policy within 90 days of hire; and
	Return to Work Following Compensable Injury/Illness	b. Awareness training conducted as safety meeting topic at least once every 5 years thereafter.
	Blood Borne Pathogens	a. SuccessFactors training via LEO within 90 days of hire; and b. SuccessFactors training via LEO once every 5 years thereafter; and c. SuccessFactors re-training via LEO of employees in unit affected by a BBP event in the following 60 days.
	Defensive Driving	a. SuccessFactors training via LEO within 90 days of hire; and b. SuccessFactors training via LEO once every 3 years thereafter; and c. SuccessFactors re-training via LEO or other recognized driver safety training within 90 days of employee being designated high risk.



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II. DEPARTMENTAL REQUIREMENTS

Safety Role	Training Required	Regulation	Frequency
All Employees	Vehicle Operations and Monitoring	HR Policy No. 9	a. Receives policy as a new hire b. Awareness training conducted as safety meeting topic annually thereafter.
	Violence Free Workplace	HR Policy No. 11	a. Receives policy as a new hire b. Awareness training conducted as safety meeting topic annually thereafter.

III. OTHER

Safety Role	Training Required	Regulation	Frequency
Employees designated as ESF-6 emergency preparedness responders	FEMA Independent Study Course IS-100.b	Department of Children and Family Services (DCFS)	Online training within 30 days of designation as ESF-6 responder
	FEMA Independent Study Course IS-200.b		
	FEMA Independent Study Course IS-700.a		
	FEMA Independent Study Course IS-800.b		
	Shelter Forward Team Training		Instructor-led training within 90 days of designation as ESF-6 responder