

**Department of Education**  
**Office of Inspector General – Internal Audit**  
**12-Month Status Report on: Safety and Loss Prevention**  
**Report # A-1415-013 Issued: June 26, 2015**  
**Status as of June 24, 2016**

Finding	Recommendation(s)	Previous Management Response	Management Response as of June 24, 2016	Anticipated Completion Date & Contact
<p>Department policy has not been updated.</p>	<p>We recommend General Services update their Plan and Manual to help ensure compliance with DFS standards, as well as consistency and quality in the safety and loss prevention program.</p>	<p><b>Response as of June 26, 2015:</b> The Bureau of General Services, Office of Emergency Management, is currently updating the department’s existing plans and manual to meet the current DFS Standards. (Please note that the 2013 DFS Standards were not provided to the Safety Coordinator until after the IG’s review had been initiated.) The Safety &amp; ADA Committee will be meeting on June 24, 2015, to review the new standards and to recommend modifications to existing policies and procedures.</p> <p><b>Response as of December 24, 2015:</b> The Bureau of General Services, Office of Emergency Management, has updated the Safety Procedure to meet the current DFS Standards as of 11/23/2015. The Statewide Safety Plan is being updated to the new procedures with an anticipation completion date of 12/31/2015. A Safety &amp; ADA Committee meeting was conducted on June 24, 2015, to review the new standards and provide recommendations relative to existing policies.</p>	<p>The Office of Emergency Management has updated the department’s existing plans and manual on 1/4/2016, to meet the current DFS Standards.</p>	<p>Completed 1/4/2016            Kim Sadler 245-9989;            Greg Davis 245-9175</p>

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<p>The department did not conduct required safety and loss prevention training.</p>	<p>We recommend the department provide the required training to all employees in accordance with DFS standards.</p>	<p><b>Response as of June 26, 2015:</b> The Office of Emergency Management will develop a webinar to include all required trainings. Training will be coordinated with Media Services, Personnel, Legal and the Office of Research and Training.</p> <p><b>Response as of December 24, 2015:</b> The Office of Emergency Management is currently working on the development of a webinar to include the required training. The webinar is on schedule to be completed by 12/31/2015.</p>	<p>A computer based training (CBT) has been created which provides basic safety training to all new employees. An acknowledgement form will be used to track all department training completed.</p> <p>Each month, an email will be sent to new hires identifying this CBT as a mandatory training for department employees and requesting employees to print, sign and submit the acknowledgement certificate to the Office of Emergency Management (OEM). The OEM will maintain all acknowledgement forms and track compliance.</p>	<p>Completed Kim Sadler 245-9989; Greg Davis 245-9175</p>
<p>The department did not review lost-time claims.</p>	<p>We recommend the department review lost-time claims on a regular basis and enhance its Plan and Manual to ensure appropriate action is taken to reduce claims.</p>	<p><b>Response as of June 26, 2015:</b> There is currently no requirement for reviewing lost-time claims as stated in the April 2013 DFS Standards. The department will ensure that a trend analysis on workers' compensation claim data is conducted as stated in the April 2013 DFS Standards. This will help identify potential problem areas so that mitigation measures can be put in place to reduce future claims. The Worker's Compensation Coordinator will provide a copy of the trend analysis at each Safety &amp;</p>	<p>Completed/Ongoing.</p>	<p>Completed 9/30/2015 Kim Sadler 245-9989; Greg Davis 245-9175 Lori Lunkley 245-0526</p>

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		<p>ADA Committee meeting for review.</p> <p><b>Response as of December 24, 2015:</b> The department worker's compensation coordinator has provided the lost-time claims information to show a trend analysis. This information was received on 9/30/2015. The trend analysis will also be shared in future Safety &amp; ADA Committee meetings.</p>		

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<p>The safety coordinator does not chair the safety committee meetings.</p>	<p>We recommend General Services amend the member roster for the safety committee, designating the safety coordinator as chair. We also recommend General Services, upon approval from DFS, designate an alternate chair to fill in when the chair is unable to attend a committee meeting.</p>	<p><b>Response as of June 26, 2015:</b> The member roster has been amended to reflect Martha Asbury as the department’s Safety Coordinator/ Chair. Should Ms. Asbury become unavailable, she has delegated her authority to Greg Davis. The Safety Alternate Coordinator/ Co-Chair has been designated to Kimberly Sadler. Should Ms. Sadler become unavailable, she has delegated her authority to Charles Lambert.</p> <p><b>Response as of December 24, 2015:</b> Charles Lambert has left the department.</p> <p>The Safety Alternate Coordinator/ Co-Chair have been designated to Kimberly Sadler. Should Ms. Sadler become unavailable, she has delegated her authority to Brigitte Kornbroke.</p>	<p>Completed</p>	<p>Completed 6/19/2015 Kim Sadler 245-9989; Greg Davis 245-9175</p>