



Office of Risk
Management

Agency 5220 - Southeastern Louisiana Univ. - General Operations

| Audit Information | | Audit Results | |
|-------------------|---------------|---------------|-----------|
| Audit Type | Full Audit | Score | 99.54% |
| Site Visit Date | 10/26/2021 | Status | Compliant |
| LP Officer | Jack TravisII | No. of Recs | 1 |

| Location Information | |
|------------------------|---|
| Location Name | Southeastern Louisiana Univ. - General Operations |
| Location Code | 5220 1 |
| Mailing Address 1 | SLU 10452 |
| Mailing Address 2 | |
| City, State, Zip | Hammond, LA, 70402 |
| Safety Contact | Jeremy Brignac |
| Safety Contact Phone # | 985-549-2157 |
| Safety Contact Email | jeremy.brignac@southeastern.edu |
| Location Mgr | Jeremy Brignac |
| Location Mgr Phone # | 985-549-2157 |
| Location Mgr Email | jeremy.brignac@southeastern.edu |

1 General Safety

General Information

Answer

All inspections, observations, and recommendations by Sedgwick Claims Management Services, Inc. (hereinafter "Sedgwick") in this report are advisory only and intended solely for the purpose of assisting our clients in their decisions about whether to implement any such inspections, observations and recommendations in their loss control and safety

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|---|------|
| 2.2.1 Does the agency have any state-owned vehicles? | Yes |
| 2.2.1.1 How many potential vehicle inspections (# of vehicles X 12) were there in the most recently completed audit/Compliance Review period? | 864 |
| 2.2.1.2 How many documented vehicle inspections were conducted in the most recently completed audit/Compliance Review period? | 864 |
| 2.2.1.3 What percentage of your fleet was inspected? | 100% |
| 2.2.1.4 Is documented corrective action taken on deficiencies noted on the checklist to prevent further damage or accidents? | Yes |
| 2.2.1.5 Is preventive maintenance performed and documented? | Yes |

2.3 Training

| Question | Answer |
|--|--------|
| 2.3.1 Is documented defensive driving training provided for all agency employees authorized to drive on state business? | Yes |
| 2.3.2 Is initial training conducted within ninety (90) days of hire or entering the program via authorization on a DA2054 form? | Yes |
| 2.3.3 Is refresher training conducted once every three (3) years thereafter? | Yes |
| 2.3.4 Are all authorized employees who receive a conviction for a violation required to attend refresher training within ninety (90) days of conviction? | Yes |

2.4 Records and Forms

| Question | Answer |
|---|--------|
| 2.4.1 Is there a signed and dated list of approved or unapproved drivers verified by the Official Driving Record (ODR) forms? | Yes |
| 2.4.2 Are Driver Authorization forms (DA 2054 or other form), that have been signed and dated annually, available for review? | Yes |
| 2.4.3 Are Official Driving Records (ODR), which have been reviewed annually, available for review? | Yes |
| 2.4.4 Have there been any vehicular accidents during the most recent one (1) year audit period? | Yes |
| 2.4.4.1 Has a Driver Accident Report Form (DA 2041) been completed for each accident? | Yes |

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| 3.2.2 Have only authorized employees been assigned to duties covered under the program? | Yes |
| 3.2.3 Are employees receiving documented training in their job duties per the program? | Yes |

3.3 Security

| Question | Answer |
|--|--------|
| 3.3.1 Is there a comprehensive written security policy that includes but is not limited to procedures that address limited, controlled access for authorized individuals to buildings? | Yes |
| 3.3.2 Is there a comprehensive written security policy that includes, but is not limited to procedures that address monitoring/controlling visitor access? | Yes |
| 3.3.3 Is there a comprehensive written security policy that includes but is not limited to procedures that address securing all entrances and exits? | Yes |
| 3.3.4 Is there a comprehensive written security policy that includes but is not limited to procedures that address limiting access to data on personal computers? | Yes |

3.4 Key Control

| Question | Answer |
|---|--------|
| 3.4.1 Is there a key/access card control policy in place? | Yes |
| 3.4.1.1 Does key control policy include the following: A key/card log? | Yes |
| 3.4.1.2 Does key control policy include the following: Procedures to change locks/codes? | Yes |
| 3.4.1.3 Does key control policy include the following: Methods for issuing, returning, and accounting for lost/stolen keys/cards? | Yes |
| 3.4.1.4 Does key control policy include the following: Specifying employee responsibility/procedures for handling keys/cards? | Yes |

4 Equipment Management

| Question | Answer |
|---|--------|
| 4.1 Does the agency have any mechanical and/or electrical [i.e., systems/equipment that are integral to the operation of the building and/or are an affixed (i.e., hardwired and/or plumbed) part of buildings/structures] equipment? | Yes |

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| 4.1.2.2 Is Personal Protective Equipment required? | Yes |
| 4.1.2.3 Are there written procedures that address the: procurement, use, maintenance, and disposal of PPE? | Yes |

4.1.3 Work Order System

| Question | Answer |
|---|--------|
| 4.1.3.1 Are there written work order procedures for the following areas: Scheduled preventive maintenance | Yes |
| 4.1.3.2 Are there written work order procedures for the following areas: Reported problems | Yes |
| 4.1.3.3 Are all repairs documented? | Yes |
| 4.1.3.4 Are employees aware of the written procedures for reporting problems via the work order system? | Yes |

4.1.4 Lockout/Tagout (LO/TO)

| Question | Answer |
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| 5.1.1.1-F Is there a written program that includes ALL of the following components? Claims reporting | Yes |
| 5.1.1.1-G Is there a written program that includes ALL of the following components? Accident investigation | Yes |
| 5.1.1.2 Is someone assigned to monitor the program? | Yes |

5.1.2 Inspections and Repairs

| Question | Answer |
|--|--------|
| 5.1.2.1-A Were all required monthly vessel inspections performed? | Yes |
| 5.1.2.1-B Were any deficiencies found during the inspection? | No |
| 5.1.2.2 Are there any vessels that are twenty-six (26) feet or longer? | No |

5.1.2.3 Is periodic, preventive maintenance, per the manufacturer's recommendations, performed and

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