

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

Finding	Recommendation(s)	Management Response as of June 26, 2015	Management Response as of December 24, 2015	Anticipated Completion Date & Contact
Department policy has not been updated.	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.	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 & ADA Committee will be meeting on June 24, 2015, to review the new standards and to recommend modifications to existing policies and procedures.	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 & ADA Committee meeting was conducted on June 24, 2015, to review the new standards and provide recommendations relative to existing policies.	12/31/2015 Kim Sadler 245-9989; Brigette Kornbroke 245-9479
The department did not conduct required safety and loss prevention training.	We recommend the department provide the required training to all employees in accordance with DFS standards.	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.	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.	12/31/2015 Kim Sadler 245-9989; Brigette Kornbroke 245-9479

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<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>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 & ADA Committee meeting for review.</p>	<p>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 & ADA Committee meetings.</p>	<p>Completed 9/30/2015 Kim Sadler 245-9989; Brigitte Kornbroke 245-9479 Lori Lunkley 245-0526</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>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>Charles Lambert has left the department.</p> <p>The Safety Alternate Coordinator/ Co-Chair has been designated to Kimberly Sadler. Should Ms. Sadler become unavailable, she has delegated her authority to Brigitte Kornbroke.</p>	<p>Completed 6/19/2015 Kim Sadler 245-9989; Brigitte Kornbroke 245-9479</p>