



# Grambling State University

Workers Compensation, Transitional Return to Work,  
Blood Borne Pathogens, Defensive Driving and Drug  
Free Workplace

# Accident or Incident Occurs

- Employee must notify his/her supervisor within twenty-four (24) hours
- Complete State Employee Incident/Accident Form (DA 2000) and Employer Report of Injury/Illness E1 (DA1973)
- **Witness Statements should be promptly written and signed**
- Send the originals to the Office of Human Resources and keep a copy for the employee's departmental file  
<https://www.gram.edu/offices/infotech/teleworking/>

# Accidents in Louisiana State Vehicle

- Must be reported to the Louisiana Office of Risk Management within forty-eight (48) hours
- On the Accident report Louisiana State Drivers Safety Program Form (DA 2041)
- Note: Employees on approved University Travel, must report accidents on the (DA 2041)

# Transitional Return to Work Policy

## PURPOSE/OBJECTIVE

To ensure the safe and expedient return of Grambling State University employees with job related injuries and illnesses to transitional or regular employment, and to comply with R. S. 39:1547, which requires creation of a return to work program.

<http://www.gram.edu/faculty/policies/docs/53038-Transitional%20Return%20to%20Work%20Policy.pdf>

# Transitional Return to Work Policy

The Transitional Duty Program has been established to ensure that the university makes a concerted effort to return employees to productive and meaningful assignments. This program allows an employee to be assigned to light/restricted duty for a temporary period (One year or until the employee reaches MAXIMUM MEDICAL IMPROVEMENT, whichever is less).



## Contact Information

Cheryl Ivory

Human Resources Specialist

E-Mail: [ivorycc@gram.edu](mailto:ivorycc@gram.edu)

Phone: 318/274-3829

Fax: 318-274-3829

# Safety and Risk Management

<https://www.gram.edu/offices/safety/>

- Blood Borne Pathogens
- Defensive Driving
- Drug Free Workplace

# Blood Borne Pathogens

- Policy to protect employees from anticipated exposures to bloodborne pathogens.
  - Training on the GSU Bloodborne Pathogens Exposure Control Plan is required for all employees upon employment and every three (3) years afterwards. Annual training is required for those employees who may be reasonably anticipated to come into contact with blood or other potentially infectious material. This group includes nurses, athletic trainers, police officers, custodians, facility repairman, plumbers, laborers, and laboratory assistants/technicians



# Drug Free Workplace

## **PURPOSE/OBJECTIVE**

To create an environment that promotes and reinforces healthy, responsible living within the context of its educational mission.

<http://www.gram.edu/faculty/policies/docs/53011%20-%20Drug%20Free%20Workplace.pdf>

# Defensive Driving

## Instructions to become an Authorized Driver:

- Complete the Defensive Driver's Course online found at GSU.Net, located under Resources and Support.
- Email [safety@gram.edu](mailto:safety@gram.edu) the Certificate of Completion, copy of driver's license, and the State of LA Driver Authorization Form.
- If the employee has out of state driver's license, they will need to request a Certified Copy of their driving record from the state of issuance before becoming an Authorized Driver.