



OFFICE OF HUMAN RESOURCES

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**ACKNOWLEDGEMENT OF RECEIPT AND ATTENDANCE**

I, (print name) \_\_\_\_\_, employed in the Department of \_\_\_\_\_, attended training conducted by the Office of Human Resources. Please initial that the website locations were identified, and documents were distributed and explained:

**Safety & Risk Management** (<http://gsunet/safety>)

- |   |   |
|---|---|
| <input type="checkbox"/> Safety & Risk Management Brochure        | <input type="checkbox"/> Bloodborne Pathogens Safety Course ( <a href="http://gsunet/safety/#">http://gsunet/safety/#</a> ) |
| <input type="checkbox"/> General Safety Manual & Policy Statement | <input type="checkbox"/> Violence in the Workplace Policy (#53042)  |
| <input type="checkbox"/> Safety Rules & Responsibilities          | <input type="checkbox"/> Transitional Return to Work Policy (#53038)  |
| <input type="checkbox"/> Bloodborne Pathogens Presentation        |   |
| <input type="checkbox"/> Bloodborne Pathogens Quiz                |   |
| <input type="checkbox"/> Bloodborne Pathogens Exposure Plan       |   |

**Sexual Harassment**

- |   |  |
|---|--|
| <input type="checkbox"/> Sexual Harassment Presentation                                     | <input type="checkbox"/> Preventing Sexual Harassment (Brochure) |
| <input type="checkbox"/> Sexual Harassment Quiz   | <input type="checkbox"/> Stop Sexual Harassment (Flyer)          |
| <input type="checkbox"/> Sexual Harassment Policy (#53034) & Complaint Procedures (7 pages) |  |

**Drug-Free Workplace**

- |  |  |
|--|--|
| <input type="checkbox"/> Drug-Free Workplace Presentation  | <input type="checkbox"/> Drug Free Workplace Act of 1988 (Policy# 53014) |
| <input type="checkbox"/> Drug-Free Policy (#53011)   | <input type="checkbox"/> Drug-Free Workplace Certification & Declaration |
| <input type="checkbox"/> Drug Screening Policy (#53015)  | <input type="checkbox"/> State of LA Employee Substance Abuse Policy     |
| <input type="checkbox"/> EAP Program Information ( <a href="http://fas.lsua.edu/docs/HRM/eaprogramflyer.pdf">http://fas.lsua.edu/docs/HRM/eaprogramflyer.pdf</a> ) |  |
| <input type="checkbox"/> Reasonable Accommodation (Policy #53004)  |  |

- Louisiana Employee On-Line Training Program** <https://leo.doa.louisiana.gov>
- Louisiana Ethics Administration Program** (<https://eap.ethics.la.gov/EthicsTraining/login.aspx>)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**A copy of this form will be kept in your personnel file.**