

“OJT NEWS”

LA DOTD On The Job Training Newsletter

FEBRUARY 2016

DOTD Secretary Shawn Wilson announces additional executive staff members

Louisiana Department of Transportation and Development Secretary Shawn Wilson, Ph.D. announced four more members of his executive staff. Three members have been part of the executive staff and will remain in leadership roles: Eric Kalivoda, Ph.D. as Deputy Secretary, Cheryl Duvieilh as Executive Counsel and Kirk Gallien as Assistant Secretary of Operations. Rhea Victorian was named Executive Secretary.

Kalivoda has served as Deputy Secretary for the past six years. He has been with DOTD for 24 years and has served in several roles. He previously worked as the Department’s Assistant Secretary of Planning for four years. He has also held several engineering management positions. A native of Baton Rouge, Kalivoda earned his bachelor’s degree in civil engineering from LSU and his master’s degree from the University of Arizona. He earned his Ph.D. from North Carolina State University.

Duvieilh has served as Executive Counsel for the past six years and has been with DOTD for 19 years. She previously served as a construction attorney, which required her to be the direct advisor to the chief engineer. Before coming to DOTD, Duvieilh served as a tax attorney for the Department of Revenue. A native of Baton Rouge, she received her bachelor’s degree from LSU and her juris doctorate from the Southern University Law Center.

Gallien has served as the Deputy Assistant Secretary of Operations for the past two years and has been with DOTD for 25 years. He previously worked as the District Traffic Operations Engineer and Assistant District Administrator of Operations for the Monroe district. A native of West Monroe, he has a bachelor’s degree in civil engineering from Louisiana Tech University.

Victorian has served the State of Louisiana for more than 30 years and has been with DOTD for 10 of those years. She previously worked as Administrative Assistant to the Undersecretary. Before coming to DOTD, she worked for the Department of Revenue, Division of Administration and the Office of Group Benefits. A native of Baton Rouge, Victorian graduated from LSU with a bachelor’s degree in general studies with a minor in business administration.

“I have worked with these highly qualified individuals as they joined the executive team at DOTD. They have a wealth of knowledge and experience that I value,” Wilson said. “The citizens of this state deserve a first class transportation system, and these leaders will help us reach our goals.”



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LA DOTD ON THE JOB TRAINING SURVEY

QUESTIONS: PLEASE WRITE IN ANSWER OR FILL IN CIRCLE AS APPROPRIATE.

We thank you in advance for completing the questionnaire. We ask that you please elaborate in the comment sections so we can further assist you.

When you have finished, please fax back to Mr. Kenyatta Sparks at 225-769-3596 or email to: Kenyatta.Sparks@sjbgroup.com. Thank you.

1. Has your company ever participated in the DOTD OJT Program? Yes No

2. If yes, was the program beneficial to your company? Yes No

Comments: _____

3. Would your company be interested in participating in the DOTD's OJT Program on Federally aided highway construction projects that support OJT Goals? Yes No

Comments: _____

4. What barriers would prevent your company from participating in the OJT Program?

Comments: _____

5. What suggestions would your company make to assist the DOTD in making the OJT Program more efficient and user friendly to achieve the OJT Program Goals?

Comments: _____

6. Does your firm participate in any training and or apprentice programs? Yes No

7. If yes, your program might qualify and meet the federal standards required for the OJT Program. Is there someone in your office that we can contact to get more information on your program?

Comments: _____

In 2008, the Louisiana Department of Transportation and Development, LA Associated General Contractors, Louisiana Division Office, Federal Highway Administration and contractors partnered to create the On-The-Job Training program to be utilized on LADOTD's highway construction projects. The OJT Program was developed in conformity with FHWA requirements. The LADOTD seeks to achieve the goal to provide training to individuals, including minorities, women, disadvantaged individuals and protected veterans. Please note that there are now OJT goals on selected projects. If you have any questions, please call Ms. Stephanie Ducote, DOTD Compliance Programs Director or Mr. Gene McArdle, DOTD Labor/OJT Compliance Manager at 225-379-1382.

BACKHOE OPERATOR *DOT NO. 850.683-030*

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Operates Backhoe to perform excavation and related work. Machine may be either rubber-tired or track type. Equipment may be used for other miscellaneous tasks. May oil, grease, or otherwise service machine. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation

A. Safety Procedures	5 Hours
B. Observation of Machine in Operation	50 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments	45 Hours

II. Care and Maintenance

A. Safety Procedures	5 Hours
B. Routine Fueling, Lubricating and Servicing	195 Hours

III. Actual Operation of Equipment

A. Safe Operating Procedures	5 Hours
B. Trenching Operations (For Pipelaying, etc.)	300 Hours
C. Excavation (For Structures, Footings, etc.)	300 Hours
D. Special Applications and Functions	135 Hours

TOTAL **1,040 Hours**

Prevention of Musculoskeletal Disorders in the Workplace

[Musculoskeletal disorders \(MSDs\)](#) affect the muscles, nerves and tendons. Work related MSDs (including those of the neck, upper extremities and low back) are one of the leading causes of lost workday injury and illness. Workers in many different industries and occupations can be exposed to risk factors at work, such as lifting heavy items, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures and performing the same or similar tasks repetitively. Exposure to these known risk factors for MSDs increases a worker's risk of injury.

But work-related MSDs can be prevented. Ergonomics --- fitting a job to a person --- helps lessen muscle fatigue, increases productivity and reduces the number and severity of work-related MSDs.

Impact of MSDs in the Workplace

Work related MSDs are among the most frequently reported causes of lost or restricted work time.

- In 2011, the Bureau of Labor Statistics (BLS) reported that industries with the highest MSD* rates include health care, transportation and warehousing, retail and wholesale trade and construction.
- According to BLS, the 387,820 MSD cases accounted for 33% of all worker injury and illness cases in 2011.

A Process for Protecting Workers

Employers are responsible for providing a safe and healthful workplace for their workers. In the workplace, the number and severity of MSDs resulting from physical overexertion, as well as their associated costs, can be substantially reduced by applying ergonomic principals.

Implementing an ergonomic process has been shown to be effective in reducing the risk of developing MSDs in industries as diverse as construction, food processing, office jobs, healthcare, beverage delivery and warehousing. The following are important elements of an ergonomic process:

- **Provide Management Support** - A strong commitment by management is critical to the overall success of an ergonomic process. Management should define clear goals and objectives for the ergonomic process, discuss them with their workers, assign responsibilities to designated staff members, and communicate clearly with the workforce.
- **Involve Workers** - A participatory ergonomic approach, where workers are directly involved in worksite assessments, solution development and implementation is the essence of a successful ergonomic process. Workers can:

Prevention of Musculoskeletal Disorders in the Workplace

- ◇ Identify and provide important information about hazards in their workplaces.
- ◇ Assist in the ergonomic process by voicing their concerns and suggestions for reducing exposure to risk factors and by evaluating the changes made as a result of an ergonomic assessment.
- **Provide Training** - Training is an important element in the ergonomic process. It ensures that workers are aware of ergonomics and its benefits, become informed about ergonomics related concerns in the workplace, and understand the importance of reporting early symptoms of MSDs.
- **Identify Problems** - An important step in the ergonomic process is to identify and assess ergonomic problems in the workplace before they result in MSDs.
- **Encourage Early Reporting of MSD Symptoms** - Early reporting can accelerate the job assessment and improvement process, helping to prevent or reduce the progression of symptoms, the development of serious injuries, and subsequent lost-time claims.
- **Implement Solutions to Control Hazards** - There are many possible solutions that can be implemented to reduce, control or eliminate workplace MSDs.
- **Evaluate Progress** - Established evaluation and corrective action procedures need to be in place to periodically assess the effectiveness of the ergonomic process and to ensure its continuous improvement and long-term success. As an ergonomic process is first developing, assessments should include determining whether goals set for the ergonomic process have been met and determining the success of the implemented ergonomic solutions.

Note: An ergonomic process uses the principles of an [Injury and Illness Prevention Program](#) to address MSD hazards. Such a process should be viewed as an ongoing function that is incorporated into the daily operations, rather than as an individual project.





Letting of 3/9/2016 LA DOTD Headquarters

Proposal: H.009588.6 LA 125: LA 3259 - ALPS ROAD

DBE Goal: 4%

OJT Goal: 1 Trainees

Description of work: clearing and grubbing, grading, drainage structures, cold planing asphaltic concrete, pavement patching, class ii base course, asphaltic surface treatment, superpave asphaltic concrete overlay, and related work.

Parish(es): LaSalle

Route(s): LA 124; LA 125

Federal Number: H009588

Estimated Construction Cost: \$1,000,000 to \$2,500,000

Proposal: H.010068.6 BUSH ROAD AND ERNEST ROAD BRIDGES

DBE Goal: 9%

OJT Goal: 1 Trainees

Description of work: site 1: clearing and grubbing, bridge removal, drainage structures, class ii base course, superpave asphaltic concrete pavement, precast concrete piles, precast prestressed concrete quad beam girder class p (hpc) span bridge and related work. site 2: clearing and grubbing, drainage structures, precast concrete piles, precast prestressed concrete quad beam girder class p (hpc) span bridge and related work.

Parish(es): Franklin

Federal Number: H010068

Estimated Construction Cost: \$1,000,000 to \$2,500,000

What can SJB Group do for You?

SJB Group, LLC can provide **free assistance** to Prime Contractors in the following areas:

By acting as a liaison between the Prime Contractor and LADOTD for project information, and in problems occurring on the jobsite.

By informing of upcoming LADOT lettings, and project information for other agencies throughout the state.

By assisting you in developing an approved OJT Program.

By assisting you in the enrollment and recordkeeping of your participants.



Contact Us

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