

# “OJT NEWS”

## DOTD Secretary Shawn Wilson Announces Additions To Executive Team.....

Louisiana Department of Transportation and Development Secretary Shawn Wilson, Ph.D. announced today the addition of four members to his executive staff. Myles Brumfield was named Confidential Assistant to the Secretary, Chance McNeely was named the Assistant to the Secretary for Policy, Brigadier General Barry Keeling was named Undersecretary and Joshua Hollins was named Legislative Liaison.

Brumfield joins DOTD after serving as Special Assistant to Governor John Bel Edwards during the runoff election and throughout the transition to the Governor's Office. A native of Slidell, he graduated from Louisiana State University with a degree in mass communication.

McNeely began his career as a congressional staffer in Washington, D.C., where he developed an expertise in transportation, agriculture, environmental issues and energy policy. He later served as a policy advisor in the Governor's Office where he was the liaison to DOTD and several other state agencies. He most recently served as an assistant secretary at the Louisiana Department of Environmental Quality.

Keeling comes to DOTD after serving as the Director of the Joint Staff for the Louisiana National Guard since 2011. He was responsible for directing, supervising, training, and coordinating the Joint Staff and assisting the adjutant general in the deployment and coordination of programs, policies, and plans affecting more than 11,000 citizen soldiers and airmen.

Hollins served as the Community and Legislative Liaison at the Office of the Louisiana Attorney General since 2013. He brings an expertise in working with state and local government and public outreach experience to DOTD. In addition, he worked for the Louisiana House of Representatives from 2009 to 2013.

“We have a lot to accomplish as we work to improve the Louisiana’s infrastructure,” Wilson said. “Each member of the team brings unique experiences and talents. Myles, Chance, Barry and Joshua are well-suited for their roles and will be valuable assets to our team as we address our state's transportation needs.”



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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](mailto: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 select-ed 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.

## HIGHWAY OR BRIDGE CARPENTER *DOT NO. 860.381-030*

Approximate training time: 26 Weeks or 1,040 Hours

### ***JOB DESCRIPTION***

Lays out work from plans or sketch. Builds wooden structures, such as: concrete form, false work, pouring chute, scaffold, etc. Builds in place to line and grade, or prefabricates in units to be erected later, forms for bridge, drainage structure, wall, etc. May perform 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.

### **I. Orientation an to Highway Construction Company**

A. Power and Hand Tools	20 Hours
B. Materials Sections	20 Hours
C. Plan Reading and Form Design	100 Hours

### **II. Applied Techniques**

A. Safety Procedures	25 Hours
B. Bridge Framework	630 Hours
C. Box Culverts, Inlets, and Headway Carpentry	150 Hours
D. Stripping and Salvage of Forms for Re-Use	95 Hours

**TOTAL** **1,040 Hours**

## Medical and First Aid.....

It is a requirement of OSHA that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. Therefore, employers are required to provide medical and first aid personnel and supplies commensurate with the hazards of the workplace. The OSHA First Aid Standard (29 CFR 1910.151) requires trained first aid providers at all workplaces of any size. If there is no infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.

### **What is First Aid?**

First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; draining blisters; removing debris from the eyes; massage; and drinking fluids to relieve heat stress.

### **Employers Responsibilities**

#### **Provide First Aid Supplies and Equipment**

In order to administer effective first aid, it is important to maintain adequate supplies in each first aid kit. It is advisable for the employer to give a specific person the responsibility for choosing the types and amounts of first aid supplies and for maintaining these supplies. The supplies must be adequate, should reflect the kinds of injuries that occur, and must be stored in an area where they are readily available for emergency access. An automated external defibrillator (AED) should be considered when selecting first-aid supplies and equipment. First aid kits can be purchased commercially already stocked with the necessary supplies, or one can be made by including the following items:

- Adhesive bandages: available in a large range of sizes for minor cuts, abrasions and puncture wounds
- Butterfly closures: these hold wound edges firmly together.
- Rolled gauze: these allow freedom of movement and are recommended for securing the dressing and/or pads. These are especially good for hard-to-bandage wounds.
- Nonstick Sterile Pads: these are soft, super absorbent pads that provide a good environment for wound healing. These are recommended for bleeding and draining wounds, burns, infections.
- First Aid Tapes: Various types of tapes should be included in each kit. These include adhesive, which is waterproof and extra strong for times when rigid strapping is needed; clear, which stretches with the body's movement, good for visible wounds; cloth, recommended for most first aid taping needs, including taping heavy dressings (less irritating than adhesive); and paper, which is recommended for sensitive skin and is used for light and frequently changed dressings.
- Items that also can be included in each kit are tweezers, first aid cream, thermometer, an analgesic or equivalent, and an ice pack.

## Medical and First Aid .....

### **More Importantly Employers Should.....**

- Identify and assess the workplace risks that have potential to cause worker injury or illness.
- Design and implement a workplace first aid program.
- Assign and train first aid providers.
- Instruct all workers about the first aid program, including what workers should do if a coworker is injured or ill. Putting the policies and program in writing is recommended to implement this and other program elements.
- Provide for scheduled evaluation and changing of the first aid program to keep the program current and applicable to emerging risks in the workplace, including regular assessment of the adequacy of the first-aid training course.

### **Employees Should.....**

#### **GET MEDICAL ATTENTION FOR ALL INJURIES**

It is very important for you to get immediate treatment for every injury, regardless how small you may think it is. Many cases have been reported where a small unimportant injury, such as a splinter wound or a puncture wound, quickly led to an infection, threatening the health and limb of the employee. Even the smallest scratch is large enough for dangerous germs to enter, and in large bruises or deep cuts, germs come in by the millions. Immediate examination and treatment is necessary for every injury.

#### **REPORT ALL INJURIES TO YOUR SUPERVISOR**

As with getting medical attention for all injuries, it is equally important that you report all injuries to your supervisor. It is critical that the employer check into the causes of every job-related injury, regardless how minor, to find out exactly how it happened. There may be unsafe procedures or unsafe equipment that should be corrected.

This article was compiled from the OSHA website. Our intent is to provide general information that may be of assistance to employers in protecting their employees from injuries. For more information about this topic and other safety related topics, please visit [www.osha.gov](http://www.osha.gov).

First aid is important because it can help save lives. So, please share this information with your employees.





## Letting of 2/24/2016 LA DOTD Headquarters

**Proposal:** [H.007675.6](#) LA RIVER ROAD STEAMBOAT OVERLOOK INTERP. CT.

**Local Public Agency project**

**DBE Goal:** 5%

**OJT Goal:** 1 Trainees

**CONFERENCE NOTICE TO CONTRACTORS PRE-BID CONFERENCE (MANDATORY ATTENDANCE)** A mandatory pre-bid conference for this project for all prospective bidders will be held at Houmas House, 40136 Highway 942, Darrou, LA 70725, on Friday, January 22, 2016 beginning 10:00am and a site visit to follow. All prospective bidders are required to attend.

**Description of work:** clearing and grubbing, grading, class ii base course, drilled shaft foundations, treated timber piles, building construction, and related work.

**Parish(es):** Ascension

**Federal Number:** H007675

**Estimated Construction Cost:** \$5,000,000 to \$7,500,000

**Proposal:** [H.010061.6-R1](#) N. RIVER ROAD AND DURBIN ROAD BRIDGES

**DBE Goal:** 10%

**OJT Goal:** 1 Trainees

**Description of work:** clearing and grubbing, grading, drainage structures, class ii base course, superpave asphaltic concrete overlay, precast concrete piles, concrete slab span bridge, and related work.

**Parish(es):** Tangipahoa

**Federal Number:** H010061

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

**Proposal:** [H.011816.6](#) DISTRICT 58 ASPHALTIC SURFACE TREATMENTS

**DBE Goal:** 2%

**OJT Goal:** 3 Trainees

**Description of work:** pavement patching, asphaltic surface treatment, and related work.

**Parish(es):** Caldwell; Catahoula; Concordia; Franklin; LaSalle

**Route(s):** LA 127; LA 128; LA 133; LA 4; LA 459; LA 562; LA 568

**Federal Number:** H011816

**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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