

“OJT NEWS”

LA DOTD On The Job Training Newsletter

NOVEMBER 2015



In 2008, the Louisiana Department of Transportation and Development (LADOTD), Louisiana Associated General Contractors (LAGC), Federal Highway Administration (FHWA), and contractors partnered to create the On-The-Job training (OJT) program to be utilized on LADOTD’s construction projects. A goal to provide training to a minimum of 15 individuals was established for the OJT program. Unfortunately, we have not always reached our goal. With that said, we have been afforded the opportunity to try one more time, to reach our goal and not have mandated goals imposed on jobs. LADOTD has hired SJB Group, LLC as their consultant to reach out to Prime Contractors and assist them in participating in the program. SJB will also work with you in determining if your training programs qualify for OJT credits, and if not, offer suggestions and modifications that would make them acceptable.

Without your help in meeting these goals, LADOTD will be forced by Federal Highway to set mandatory OJT goals. And as we have discussed in the past, we do not want this to happen.

Please make any and all arrangements to communicate any training programs you may have that might qualify for OJT credits. A member of SJB will be contacting your office to discuss the OJT program. We hope you will be available to meet with them and help us in achieving our goals. You can reach SJB Group at 225-769-3400 and speak with Mr. Kenyatta Sparks or Ms. Jackie des Bordes.

Sincerely,

Stephanie Ducote
 DOTD Program Director
 Compliance Programs Office
 Telephone 225-379-1363

FRIENDLY REMINDER—We still need responses to the OJT Program Surveys. Your feedback will allow us to properly assist you with your areas of concerns. Please take a moment to complete and send back to us.



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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.

TRAFFIC CONTROL TECHNICIAN/SUPERVISOR COURSE

DECEMBER 1-3, 2015

To register, visit www.lagc.org/supervisor. Contact Michael Demouy at michaeld@lagc.org for more information. The technician course will be held on the first day and the supervisor course will be held on days 2 and 3. Passing the TCT is a prerequisite for taking the TCS course.

Location: New Orleans Regional Transportation Management Center
10 Veterans Memorial Blvd. New Orleans, LA 70124

Organizer: Michael Demouy: michaeld@lagc.org

FUTURE LEADERS FORUM

DECEMBER 17, 2015

LAGC will host a Future Leaders Council for those who plan on becoming entrepreneurs and/or future business owners within the construction/contractor industry. It will be held at LSU Business Education Complex in the auditorium on Thursday, Dec. 17 from 1:00-5:00P.M. For further information or questions, contact Nikki-Dean Ragusa at 225-344-0432 or nikkir@lagc.org

To register, visit <http://www.lagc.org/futureleadersforum/>

Location: LSU Business Education Complex
Nicholson Drive Extension

Organizer: Nikki-Dean Ragusa: nikkir@lagc.org

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 **1040 Hours**

Violence In The Workplace

What is workplace violence? Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers, visitors, and the public. Homicide is currently the fourth-leading cause of fatal occupational injuries in the United States in 2010, 505 were workplace homicides. Homicide is the leading cause of death for women in the workplace. However it manifests itself, workplace violence is a major concern for employers and employees nationwide.

Who is at risk of workplace violence? Nearly 2 million American workers report having been victims of workplace violence each year. Unfortunately many of these cases go unreported. The truth is, workplace violence can strike anywhere, anytime, and no one is immune. Research has identified factors that may increase the risk of violence for some workers at certain worksites. Such factors include exchanging money with the public and working with volatile, unstable people. Working alone or in isolated areas may also impact the likelihood of violence. Additionally, time of day and location of work, such as working late at night or in areas with high crime rates, are also risk factors that should be considered when addressing issues of workplace violence.

How can workplace violence hazards be reduced? In most workplaces where risk factors can be identified, the risk of assault can be prevented or minimized if employers take appropriate precautions. One of the best protection employers can offer their workers is to establish a zero-tolerance policy toward workplace violence. This policy should cover all workers, patients, clients, visitors, contractors, and anyone else who may come in contact with company personnel.

This can be a separate workplace violence prevention program or can be incorporated into an injury and illness prevention program, employee handbook, or manual of standard operating procedures. It is critical to ensure that all workers know the policy and understand that all claims of workplace violence will be investigated and remedied promptly. In addition, the Occupational and Safety Health Administration (OSHA) encourages employers to develop additional methods as necessary to protect employees in high risk industries.

Where can I get information on worker's rights and employers' responsibilities? This information can help you properly prepare to eliminate or reduce the likelihood of violence at your workplace. For other valuable protection information, such as Workers' Rights, Employer Responsibilities and other services OSHA offers, please visit www.osha.gov.

The information cited in this article was taken from the OSHA website. We encourage you to share this valuable information with your employees.





Letting of 12/9/2015 LA DOTD Headquarters

[Proposal: H.000517.6](#) US 165 BRIDGES NEAR FENTON

DBE Goal: 10%

OJT Goal: 2 Trainees

Description of work: clearing and grubbing, grading, drainage structures, cold planing asphaltic concrete, class ii base course, superpave asphaltic concrete pavement, steel sheet pile wall, precast concrete piles, precast concrete slab span bridges, precast prestressed concrete girder spans bridge, and related work.

Parish(es): Jefferson Davis

Route(s): US 165

Federal Number: H000517

Estimated Construction Cost: \$10,000,000 to \$15,000,000

[Proposal: H.000687.6](#) I-12 @ US-11 INTERCHANGE LIGHTING

DBE Goal: 2%

OJT Goal: 1 Trainees

Description of work: grading, drilled shaft foundations, roadway lighting, and related work.

Parish(es): St. Tammany

Route(s): I-12

Federal Number: H000687

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

[Proposal: H.007085.6-R1](#) SHED ROAD IMPROVEMENTS BENTON ROAD TO AIRLINE DRIVE

DBE Goal: 10%

OJT Goal: 3 Trainees

Description of work: clearing and grubbing, grading, drainage structures, pavement patching, class ii base course, lime treatment, portland cement concrete pavement, concrete walks, drilled shaft foundations, water distribution system, traffic signalization, additive alternate no. 1: 12" water main; and related work.

Parish(es): Bossier

Federal Number: H007085

Estimated Construction Cost: \$10,000,000 to \$15,000,000

[Proposal: H.011570.6](#) LA 559: 5 MI. N. PARISH LINE - LA 4

DBE Goal: 5%

OJT Goal: 1 Trainees

Description of work: clearing and grubbing, drainage structures, cold planing asphaltic concrete, pavement patching, superpave asphaltic concrete pavement, and related work.

Parish(es): Caldwell

Route(s): LA 559

Federal Number: H011570

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

[Proposal: H.011612.6](#) LA 347: 0.70 MI N LA 96 - 0.15 MI N LA 350

DBE Goal: 4%

OJT Goal: 3 Trainees

Description of work: drainage structures, cold planing asphaltic concrete, pavement patching, class ii base course, asphaltic surface treatment, lime treatment, in-place cement stabilized base course, superpave asphaltic concrete pavement, and related work.

Parish(es): St. Martin

Route(s): LA 347

Federal Number: H011612

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

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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