

REPORT OF GENERAL MANAGER

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Training is considered one of the most important elements of any IIPP or safety program. By law, the Department must provide safety training to maintain the certification of employees to operate certain equipment such as forklifts, cranes, and aerial lifts. In addition, certain work assignments require advance safety training to ensure they are performed without compromising employee safety. Examples of such safety training include hearing protection, confined space, fall protection, trenching/shoring, respiratory protection, and scaffolding training. Finally, the Department must provide safety training to implement its IIPP as well as to effectively manage its risk exposure (e.g., hazard communication, accident investigation, defensive driving, fire extinguisher/fire safety, traffic control, and blood borne pathogen training).

The Department's safety training needs are irregular. Further, in many instances, safety training must be provided by certified trainers using equipment and special training sites not available to the Department. Staff investigated the possibility of having other City departments provide safety training to our employees. The Department of Water and Power and the General Services Department both advised staff that they do not have the resources to meet our needs; therefore, staff developed an RFP to address the matter. Upon approval by the Board, an RFP will be released soliciting proposals for the provision of as-needed safety training. The RFP will be advertised in local periodicals, on the Los Angeles Business Assistance Virtual Network (BAVN), and on the Department's website. The general qualifications will include:

- Experience and qualifications (weighted approximately 40%);
- Demonstrated ability to perform the training services to be provided (weighted approximately 30%); and

Proposed Cost of Services to the Department (weighted approximately 30%).

An Evaluation Committee consisting of the Department Safety Engineer, other Department representatives, and others from outside the Department with relevant expertise will review all proposals and report back to the Board with its findings and recommendations.

FISCAL IMPACT STATEMENT:

Releasing this RFP and reviewing any responses to it is not expected to have any fiscal impact on the Department.

Report prepared by Harold Fujita, Director, Human Resources Division