Safe Practices in the Workplace

PRESENTED BY RISK MANAGEMENT

Presenter



Lester Woodfork
Safety Advisor
MA, COSS
(832) 722-1365
Fleet Management Department

New Employee Orientation

ZERO IS POSSIBLE

City of Houston

RISK MANAGEMENT

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division: Class Agenda

- City of Houston - Safety Commitment to Employees
- HR Risk Management Web Site
- HR Safety Staff Introductions
- Zero Is Possible
- Policy AP 2-2 – Motor Vehicle Use
- Executive Order: 1-12 Amended Controlled Substance and Alcohol Abuse



- TIER Designations during Emergency Operations
- Policy AP 2-21 – Employee Safety and Health
- Hazards in the Workplace
  - Slips, Trips & Falls / Ergonomics / Lifting / Heat Illness
- Hazardous Communications
- Fire Safety
- Worker's Compensation Overview

Safety Hotline: (832)393-SAFE, Option 2

ZERO IS POSSIBLE

New Employee Orientation
City Commitment

City of Houston HR



- The City of Houston currently employs approximately *21,154* people
- We work in 26 different Departments with many individual Divisions
- Mayor Turner has stated he is committed to establishing and maintaining a safe and healthful workplace for all employees

Safety Hotline: (832)393-SAFE, Option 2

ZERO IS POSSIBLE

City of Houston



Safety commitments

working here means working safely

1. Our work is never so urgent or important that we cannot take time to do it safely.
2. All injuries are preventable.
3. Everyone is obligated to refuse unsafe work.
4. Everyone is obligated to raise concerns about the hazards seen.
5. All levels of supervision are accountable for safety performance.
6. Employee and contractor commitment is essential to safety performance.
7. Excellence in safety leads to excellence in business.
8. Safety attitude off the job is as important as on the job.

Safety Hotline: (832)393-SAFE, Option 2

Human Resources – Risk Management Safety Page

ZERO IS POSSIBLE

HUMAN RESOURCES DEPARTMENT

Risk Management



The Risk Management division provides services across 25 city departments and is comprised of workers' compensation, safety and drug testing. The combined efforts of these teams help identify, analyze, administer, manage and control the city's adverse exposure to financial, operational, and occupational safety risks and losses.

The division's main objective is to predict and reduce uncertain exposure to such risks and ensure they do not deflect endeavors from identified business goals. By recognizing, evaluating and controlling risks and hazards, risk management can help prevent harm to people, property, and the environment.

HUMAN RESOURCES DEPARTMENT

Safety



Vision

HR Safety will be a recognized leader by customers, regulators, and peers in establishing an effective safety culture which holds employees at all levels accountable for safety performance.

Mission

HR Safety will partner with all City of Houston departments in meeting the shared responsibility of providing a safe work environment for all city employees.

Guiding Principles

Collaborative: Create and sustain broad and sincere relationships among individuals and organizations to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.
Comprehensive: Consider and take into account all hazards, Departments and all impacts relevant to workplace safety.
Coordinated: Synchronize the activities of all Departments to achieve a common purpose.
Flexible: Use creative and innovative approaches to reach the safety goals of the City.
Integrated: Ensure unity of effort among all levels of management and employees of the City of Houston.
Productive: Generate results, benefits, and products to protect the reputation and integrity of the City.
Progressive: Anticipate future risks and vulnerability, and take preventive and preparatory measures to build a proactively safe work environment.
Risk and Data Driven: Use sound risk management principles (hazard identification, risk analysis, and impact analysis) and data in assigning priorities and resources.

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff

ZERO IS POSSIBLE



Chas Smith

HR Risk Management
Assistant Director
CPM



Stefan Malhotra

HR Risk Management
Deputy Assistant Director
CIH, CSP, CHMM, REM

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff



Bobby R. Hawkins
Safety Administrator
BA, SSH
(832) 393-4303

Currently in the Hiring Process

Safety Administrator
Houston Public Works

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff

ZERO IS POSSIBLE



Cory Worden, PhD*(ABD)

Safety Administrator

MS, CSHM, CSP, CHSP, ARM, REM, CESCO

832-374-3924

Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Hazards (city-wide) & Houston Health Department

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff

ZERO IS POSSIBLE



Antoinette Randle
Safety Advisor
BS, EHS
832-919-5245
Houston Airport Systems, Solid Waste Management, Administration and Regulatory Affairs

Currently in the Hiring Process for a new Safety Advisor:

Parks and Recreation Department, Housing and Community Development, Municipal Courts Department, Department Of Neighborhoods, Houston Information Technology Services

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff

ZIP
ZERO IS POSSIBLE

City of Houston HR



Crashendra Baylor
832-394-6658
Houston Fire Department
Houston Emergency Center



James Garza
Safety Advisor
BS, SHEP
(713) 308-9208
Houston Police Department

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff

ZERO IS POSSIBLE



Everett Hays

Safety Advisor

PhD (ABD),MBA, MPA, SSH, CSHO, SHEP

(832) 393-8002

General Services Division, Legal, Mayor's Office, City Secretary, City Council



Grace Kilgore

Safety Advisor

BA, COSS, COSM

(832) 393-6161

Safety Training

Houston Public Library

Human Resources Department

Controllers, Finance, Planning and Development, Office of Business Opportunity

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff

ZERO IS POSSIBLE



Lester B. Woodfork, Jr.
Safety Advisor
MA, COSS
(832) 722-1365
Fleet Management Department



Steven T. Guillory, Jr., MS
Safety Program Manager
Chemical Hazard Compliance Officer
CRM, REM, CSP, WSO-CSE, CSHM, IPMA-SCP, CPM
Zero Is Possible Safety Program
Hazardous Communications

Safety Hotline: (832)393-SAFE, Option 2

Human Resources Department
Risk Management Division Safety Staff –
HPW Safety Supervisors

ZERO IS POSSIBLE



Arnita Pitts
Safety Supervisor
CPM, COSS, Dual CSHO and SHEP
832-444-0457
Houston Public Works



Oscar Farinas
HR Safety Supervisor Houston Water
MCRM, MCSH, SHEP, CSHO, SSH
713-253-2900

Safety Hotline: (832)393-SAFE, Option 2



City of Houston Safety Program

- ZERO Accidents
- ZERO Injuries
- ZERO Compromises

Safety Hotline: (832)393-SAFE, Option 2

What is "ZIP"?



- Zero is Possible
- Standards based safety management system
- Primary goal – driving City's occupational safety awareness and mindset to:
  - ✓ Zero accidents
  - ✓ Zero injuries
  - ✓ Zero safety compromises

Safety Hotline: (832)393-SAFE, Option 2

ANSI Z-10
Management System Cycle

ZERO IS POSSIBLE

PLAN
Document the intended outcomes and path to achieve those outcomes.

DO
Implement the PLAN's path to achieve the intended outcomes.



ACT
Implement corrective actions.

CHECK
Evaluate the results and identify needed path corrections.

Safety Hotline: (832)393-SAFE, Option 2

ANSI Z-10
Continuous Improvement

REDUCE

Risk

Injuries and Illnesses

Goal Conflicts

Wasted Resources

Organizational Silos



IMPROVE

Organizational Learning

Protection of People

Use of Resources

Worker Engagement

Overall Performance

Safety Hotline: (832)393-SAFE, Option 2

Administrative Procedure 2-2
Motor Vehicle Use

ZERO IS POSSIBLE

City of Houston

COH Fleet consists of more than 11,000 vehicles













Safety Hotline: (832)393-SAFE, Option 2

Administrative Procedure 2-2
Motor Vehicle Use

ZERO IS POSSIBLE

"To provide uniform operating rules, compliance guidelines, and procedures in motor vehicle assignment and use to help ensure driver and passenger safety, protection of the public, disciplinary equity, and efficient use and maintenance of vehicles."



If you drive on "City Business"….

- Smoking in city vehicles is prohibited
- Reading or sending text is prohibited
- ANY Moving Civil Infraction must be reported to your supervisor or manager
- An MVR is check conducted annually on each driver of City vehicles

Safety Hotline: (832)393-SAFE, Option 2

Administrative Procedure 2-2
Motor Vehicle Use

ZERO IS POSSIBLE

City of Houston

IF…you are involved in an accident while driving on City Business

- Ensure employees and/or citizens are safe
- Contact your supervisor ASAP
- Contact law enforcement ASAP
- Complete P781/782 within 72 hours
- Complete Supervisors Accident Packet
- Drug testing conducted, if applicable
- Always report On/Off duty motor vehicle crashes
- HR Safety runs a yearly MVR check on each employee who has City vehicle driving privileges



**** You can read the entire AP 2-2 at houstontx.gov***

Safety Hotline: (832)393-SAFE, Option 2

Administrative Procedure 2-2
Motor Vehicle Use

ZERO IS POSSIBLE



ALL PERSONAL MOVING VIOLATIONS (ON AND OFF DUTY) SHOULD BE REPORTED TO YOUR SUPERVISOR

What is a "moving violation"?

A moving violation occurs whenever a traffic law is violated by a vehicle in motion.

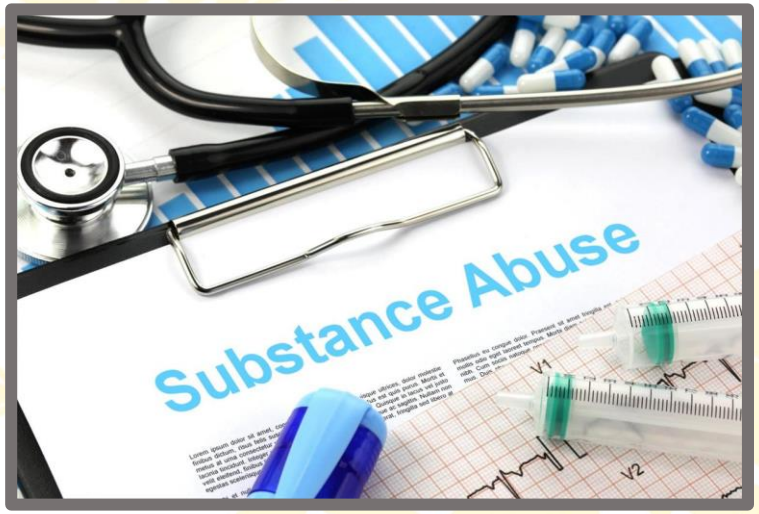
Some examples of moving violations are:

- speeding
- running a stop sign or red light
- drunk driving

Safety Hotline: (832)393-SAFE, Option 2

Executive Order: 1- 12

Amended Controlled Substance and Alcohol Abuse



Objective

To provide an understanding of and the consequences for abuse of controlled substance(s) and/or alcohol for applicants and employees.

Policy

The City of Houston strictly prohibits employees' use or possession of controlled substances, including, but not limited to amphetamines, cocaine, opiates, phencyclidines, and marijuana. Possession and use include having the metabolites of a controlled substance in the employee's system resulting in a positive test. Except as provided in this policy, the City prohibits the on-duty use of alcohol or possession of alcohol in an open container. The City also encourages its employees to seek assistance for a substance abuse problem before it affects their job performance.

Safety Hotline: (832)393-SAFE, Option 2

Executive Order: 1- 12
Amended Controlled Substance and Alcohol Abuse

ZERO IS POSSIBLE

City of Houston

Basis For Testing

- Before hiring, applicants for employment or reemployment who have been made a conditional offer of employment must successfully pass a controlled substance test.
- Applicants for HFD and HPD Academies
- Reasonable -Suspicion Testing as determined by supervisor (abnormal behavior, reliable source, direct observation and violent threatening behavior)
- Post Accident Testing (all employees are subject to controlled substance and alcohol testing after any type of accident on the job)
- Random Testing (municipal employees in safety impact positions and all classified personnel under Chapter 143 of the Texas Local Government Code are subject to random testing.



Safety Hotline: (832)393-SAFE, Option 2

Executive Order: 1- 12

Amended Controlled Substance and Alcohol Abuse

Consequences of Prohibited Conduct

- An employee who violates this policy shall be immediately removed from their position and placed on "administrative relief of duty with pay" pending an administrative investigation and disposition of their employment status.
- Employees who violate this policy are subject to termination/indefinite suspension.
- A supervisor who violates this policy as it relates to supervision of employees subject to this policy and the implementation of this policy may be subject to discipline up to and including indefinite suspension/termination.

Prohibited Conduct

Administrative Policy No. 2-3

Severe weather and other emergency conditions

ALL City of Houston employees:
ASK your manager…What is your TIER designation?

- ***TIER 1*** *employees* – On call 24/7, must report to work during a City emergency
- ***TIER 2*** *employees* – Call your department's voicemail recording to check if you are on a delayed work status
- ***TIER 3*** *employees* – You may be asked to stay home or work from a safe location



This Photo by Unknown author is licensed under CC BY-SA.

Ask for and know your Department/Division/Branch/Sections Emergency Response Plans and phone numbers

Safety Hotline: (832)393-SAFE, Option 2

Administrative Procedure 2-21
Employee Safety and Health

ZERO IS POSSIBLE

PURPOSE

"To establish and maintain a safe and healthful workplace for City of Houston (City) employees in accordance with Texas statutes. These laws include the general duty clause from the Texas Labor Code, Title 5. Texas Workers' Compensation Act, Chapter 411.103, "Duty of Employer to Provide Safe Workplace," which states,"



Each employer shall:

- Provide and maintain a place of employment that is safe and healthful for employees;
- Install, maintain, and use methods, processes, devices and safeguards, including methods of sanitation and hygiene, that are necessary to protect the life, health, and safety of the employer's employees; and
- Take all other actions necessary to make the employment and place of employment safe.

Safety Hotline: (832)393-SAFE, Option 2

Administrative Procedure 2-21

Employee Safety and Health

ZERO IS POSSIBLE

City of Houston

OBJECTIVE

- The objective of this Administrative Procedure (AP) is **zero tolerance of unsafe acts and unsafe conditions** through the development of effective departmental Accident Prevention Plans (as defined below) and their associated safety management programs.

- These programs should remove and reduce workplace risks and hazards by continuously improving the facilities and work processes, especially through the identification of critical safe behaviors, observations of workers and workplaces followed by corrective feedback and corrective action tracking, and removal of systemic barriers to safe behaviors.



Safety Hotline: (832)393-SAFE, Option 2

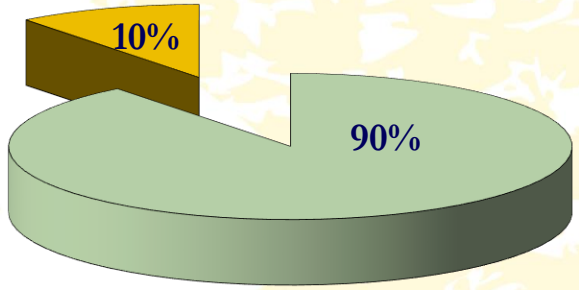
Causes of Accidents and Injuries

ZERO IS POSSIBLE





UNSAFE CONDITIONS = 10%



UNSAFE ACTIONS = 90%





Safety Hotline: (832)393-SAFE, Option 2

The Incident Umbrella



Accident

Any event that **generates a medical or indemnity cost** regardless of the compensability of the claim to include Motor Vehicle Crash. **Property damage** may also be considered as a result of an accident.

Incident

Any event that occurs that **results** in an injury, exposure or illness, regardless of the severity, or damage to property or equipment.

Near Miss

Any unplanned event that **did not result** in injury, illness, or damage, **but had the potential to do so** given a different set of circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless, very near.

Safety Hotline: (832)393-SAFE, Option 2

Hazards that Cause Accidents and Injuries



Safety Hotline: (832)393-SAFE, Option 2

Safety Awareness in the Workplace

Practice Prevention

ZERO IS POSSIBLE

City of Houston

Here are the top causes of injury to the City of Houston workforce:

- Slips, Trips, and Falls
- Strains and Overexertion
- Lifting from a Seated Position
- Struck by or Striking Objects
- Caught in or Between Objects
- Back Safety Issues
- Exposure/Inhalation



Safety Hotline: (832)393-SAFE, Option 2

Hazard Communication Policy

Chemical Labeling

- As part of OSHA's effort to align the Federal Haz-Com standard with the elements of the Globally Harmonized System (GHS).
- There are now nine pictograms to convey the health, physical and environmental hazards.
- If you transport hazardous chemicals, additional Department of Transportation pictograms may apply.



Safety Hotline: (832)393-SAFE, Option 2

Hazard Communication Policy

ZERO IS POSSIBLE

City of Houston

- **Haz-Com** is about informing you of chemicals in the workplace
- Basic Haz-Com Training is available through the Talent Management System (TMS) as web-based training
- All employees who have contact with chemicals in the workplace should take this training to understand the new GHS system.
- Department managers, will assign in writing, an employee to serve as the **Haz-Com Compliance Officer (HCO)** to ensure compliance with the **City of Houston Haz-Com program**.





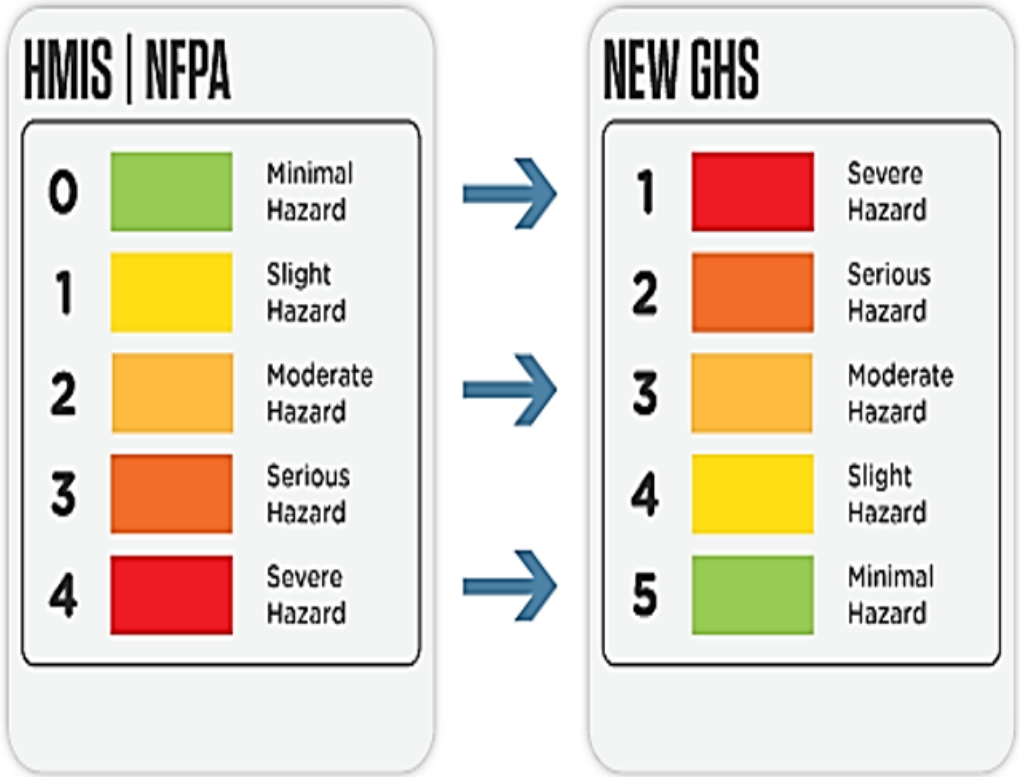
Safety Hotline: (832)393-SAFE, Option 2

Hazard Communication Policy

ZERO IS POSSIBLE

City of Houston





Safety Hotline: (832)393-SAFE, Option 2

Safety Awareness in the Workplace:
Fire Safety

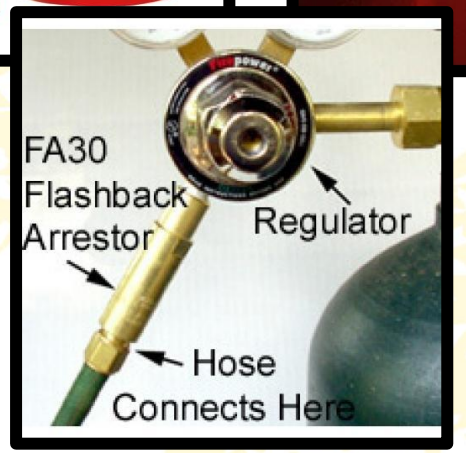
ZIP ZERO IS POSSIBLE

City of Houston HR

- Everyone should know how to use fire extinguishers and where they are located.
- Find the one closest to your workstation
- PASS is a keyword to help you remember the proper procedure for extinguishing a fire:
  - **P** = pull the pin
  - **A** = aim the nozzle
  - **S** = squeeze the handle
  - **S** = sweep from side to side
- Flammable liquids must be stored in a metal container that has a spring-loaded top and flame arrestor.







Know your exits and escape routes!

Safety Hotline: (832)393-SAFE, Option 2

Workers' Compensation Overview

ZERO IS POSSIBLE

City of Houston



If you are injured on the job:

Call 832-393-7233

Choose Option #1 to report an injury claim to

TRISTAR

Immediately communicate with your:

- Supervisor
- WC Designated Department Representative
- HR Administrative Coordinator
- WC Adjuster



Safety Hotline: (832)393-SAFE, Option 2

Workers' Compensation Overview

ZERO IS POSSIBLE

Workers' Compensation Contacts:

- To report an injury claim: 832-393-7233 – Press Option #1
- To report Safety concerns: 832-393-7233 – Press Option #2
- Worker's Compensation questions: 832-393-7233 – Press Option #3



- Third Party Administrator: ***TRISTAR***
- Tristar Risk Management
- PO Box 2085
- Clinton, Iowa 52733-2805
- Office number: 832-710-4444
- Fax number: 832-71-4440
- Send us an email: HR.RISKMANAGEMENT@HOUSTONTX.GOV

Safety Hotline: (832)393-SAFE, Option 2

Workers' Compensation Overview

When reporting an accident:

Follow the Claim Reporting Process as outlined on the Workers' Compensation website.



- ✓Complete all forms
- ✓Complete drug testing, if applicable
- ✓WC employees will assist you with:
  - Follow up Medical Treatment
  - Manage your disability
  - Ask about your lost time
  - Ask about Transitional Duty jobs
  - Knowing your rights & responsibilities
  - Assist with Dispute Resolution
  - Assist with Long Term options



Safety Hotline: (832)393-SAFE, Option 2

Safety Summary

Personal Responsibility for Safety

- No safety program can prevent accidents
- Safety is an individual responsibility.
- Safety rule and guidelines should be followed
- Proper training and knowing the company's safety policy and procedures should be followed.
- Safety is a job requirement; it is also a moral obligation to yourself and your family!

