



# Safe Practices in the Workplace

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PRESENTED BY RISK MANAGEMENT



# Presenters

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Grace Kilgore

Safety Advisor, BA, COS, COSM  
Risk Management Division



# NEW EMPLOYEE ORIENTATION

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**2020**



# Human Resources Department Risk Management Division

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## Class Agenda

- City of Houston - Safety Commitment to Employees
- HR Risk Management Web Site
- HR Safety Staff Introductions
- Policy AP 2-2 – Motor Vehicle Assignment and Use
- 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





# New Employee Orientation City Commitment

- 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 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





# Human Resources – Risk Management Safety Page

## 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.



# Human Resources – Risk Management Safety Page

## Important Safety Forms And Information

- TDH HazCom notice to employees - [English \(pdf\)](#)
- TDH HazCom notice to employees - [Spanish \(pdf\)](#)
- Safety and Worker's Compensation Hotline Flyer [English/Spanish \(pdf\)](#)

### Safety and health policies, procedures, and guidelines

[A.P. No. 2-2: motor vehicle assignment and use](#)

[A.P. No. 2-21: employee safety and health](#)

[A.P. No. 2-14: purchase, use, storage or disposal of hazardous materials or waste](#)

[HazCom due dates](#)

[TWCC general duty clause, chapter 411](#)

**ZIP ZERO IS POSSIBLE**

City of Houston Safety Program

**ZERO Accidents**      **ZERO Injuries**

**ZERO Compromises**

**Safety and Workers' Compensation Hotline**

**832-393-SAFE**  
**832-393-7233**

Call us to:

- ☎ Report work related incidents / injuries (option 1)
- ☎ Ask safety question / report safety hazards (option 2)
  - Report vehicle incidents and crashes
  - Report incidents with potential media attention
  - Report other occupational safety concerns
- ☎ Ask Workers' Compensation questions (option 3)

**24 hours a day / 7 days a week**  
<https://houtx.sharepoint.com/sites/hr/risk/hotline>



# Human Resources Department Risk Management Division Safety Staff

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**Chas Smith**

**HR Risk Management  
Assistant Director**



**Stefan Malhotra**

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

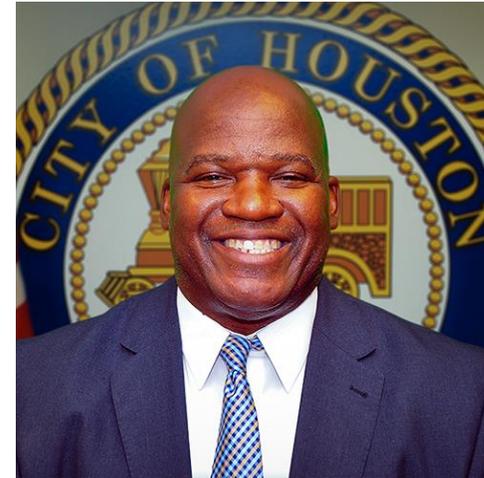


# Human Resources Department Risk Management Division Safety Staff

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**Bobby Hawkins**  
Safety Administrator  
BA, SSH  
(832) 393-4303  
Solid Waste  
Parks and Recreation



**Reno Wilkins**  
Safety Advisor  
BS, ARM  
(832) 393-7929  
Fleet Management Department  
Planning and Development Department



# Human Resources Department Risk Management Division Safety Staff

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**Jeanette Jackson**

**Safety Advisor**

**BS, SSH**

**(832) 394-7027**

**Houston Fire Department  
Houston Emergency Center**



**James Garza**

**Safety Advisor**

**BS, SHEP**

**(713) 308-9208**

**Houston Police Department  
Hazardous Communications**



# Human Resources Department Risk Management Division Safety Staff

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**Everett Hays**  
Safety Advisor  
MBA, MPA, SSH, CSHO, SHEP  
(832) 393-8002  
General Services Department



**Grace Kilgore**  
Safety Advisor  
BA, COSS, COSM  
(832) 393-6161  
Safety Training  
Houston Public Library  
Human Resources Department  
Housing and Community Development



# Human Resources Department Risk Management Division Safety Staff

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**Lester Woodfork, Jr.**  
Safety Advisor  
MA, COSS  
(832) 393-6158  
Department of Neighborhoods



**Cory Worden, PhD (ABD)**  
Safety Advisor  
MS, CSHM, CSP, CHSP, ARM, REM, CESCO  
Houston Health Department



# Human Resources Department Risk Management Division Safety Staff

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**Val Creswell**  
Safety Advisor  
BS, CHMM  
(832) 986-2285  
Houston Airport System  
Houston Information Technology Services  
Finance Department  
Office of Business Opportunity



**Floyd P. Smith**  
Safety Supervisor  
MBA  
Houston Public Works



# Human Resources Department

## Risk Management Division Safety Staff – HPW Safety Supervisors

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**Ronilla Ernest**  
Safety Supervisor  
MPH-IH  
713-817-7855  
Houston Public Works



**Arnita Pitts**  
Safety Supervisor  
CPM, COSS, Dual CSHO and SHEPal  
832-444-0475  
Houston Public Works



**Yolandia Peters**  
Safety Supervisor  
BS, CSHOs (Dual)  
832-395-5336  
Training  
Houston Public Works



# Administrative Procedure 2-2 "Motor Vehicle Assignment and Use"

COH Fleet consists of more than 11,000 vehicles





# Administrative Procedure 2-2

## “Motor Vehicle Assignment and Use”

“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





# Administrative Procedure 2-2

## “Motor Vehicle Assignment and Use”

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### 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 the 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](http://houstontx.gov)



# Administrative Procedure 2-2 "Motor Vehicle Assignment and Use"

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## *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

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



# Safety Awareness in the Workplace

## Emergency Response Procedures

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**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 Departments 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*
- Ask for & know your Department/Division/Branch/Sections/Emergency Response Plans and phone numbers



# Administrative Procedure 2-21

## “Employee Safety and Health”

### 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.



# Administrative Procedure 2-21

## “Employee Safety and Health

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### OBJECTIVE

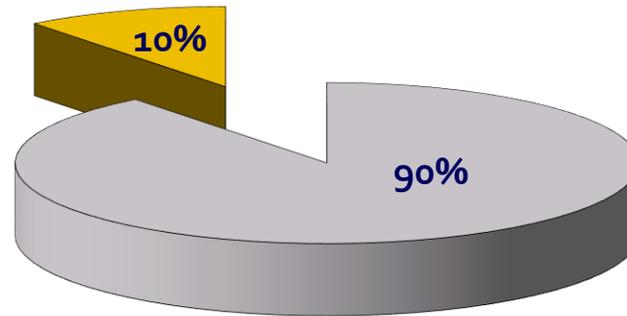
- The objective of this Administrative Procedure (AP) is **zero tolerance of unsafe acts and unsafe conditions** through the development of effective departmental Accident Prevention Plans (as defined below) and their associated safety management programs.
- These programs should remove and reduce workplace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



# Causes of Accidents and Injuries



**UNSAFE CONDITIONS = 10%**



**UNSAFE ACTIONS = 90%**





# THE INCIDENT UMBRELLA

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## 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.

# Hazards that Cause Accidents and Injuries





# Safety Awareness in the Workplace

## Practice Prevention

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





# Hazard Communication Policy

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## 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.



The **GHS**  
**Globally Harmonized System**  
of Classification and Labeling of Chemicals



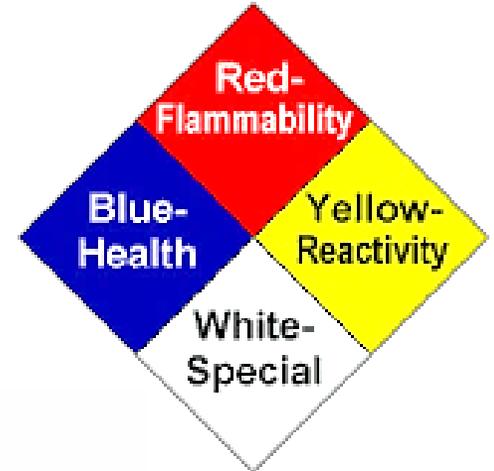
# Hazard Communication Policy

**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 have an understanding of 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.





# Hazard Communication Policy

### GHS Pictograms

FLAMMABLE	CORROSIVE	EXPLOSIVE
COMPRESSED GAS	OXIDIZING	TOXIC
HEALTH HAZARD	HARMFUL/ IRRITANT	DANGEROUS FOR THE ENVIRONMENT

### HMIS | NFPA

0		Minimal Hazard
1		Slight Hazard
2		Moderate Hazard
3		Serious Hazard
4		Severe Hazard



### NEW GHS

1		Severe Hazard
2		Serious Hazard
3		Moderate Hazard
4		Slight Hazard
5		Minimal Hazard



# Safety Awareness in the Workplace

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## Fire Safety

- 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!**



# Workers' Compensation Overview



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

**ZIP ZERO IS POSSIBLE**  
City of Houston Safety Program

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**Safety and Workers' Compensation Hotline**  
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**832-393-7233**

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- ☎ Ask safety question / report safety hazards (option 2)
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  - Report other occupational safety concerns
- ☎ Ask Workers' Compensation questions (option 3)

**24 hours a day / 7 days a week**  
<https://houston.sharepoint.com/sites/hr/risk/hotline>



# Workers' Compensation Overview

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## Workers' Compensation Contacts:

To report an injury claim: 832-393-7233 -  
Press Option #1

To report Safety concerns: 832-393-7233 -  
Press Option #2

Workers Compensation questions: 832-393-  
7233 - Press Option #3

Third Party Administrator: **TRISTAR**

Tristar Risk Management

P.O. Box 2085

Clinton, Iowa 52733-2805

Office number: 832-710-4444

Fax number: 832-710-4440

Send us an email:

[HR.RISKMANAGEMENT@HOUSTONTX.GOV](mailto:HR.RISKMANAGEMENT@HOUSTONTX.GOV)





# Workers' Compensation Overview

## When reporting an accident:

Follow the Claim Reporting Process as outlined on the **Workers' Compensation** web site

- Complete all forms
- Complete drug testing if applicable
- WC employees will assist you with:
  - Follow up medical treatment
  - Manage your disability
  - Ask about any Lost time
  - Ask about Transitional Duty jobs
  - knowing your Rights & Responsibilities
  - Assist with Dispute Resolution
  - Assist with Long Term Options





# SAFETY SUMMARY

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## Personal Responsibility for Safety

- No safety program can prevent accidents.
- Safety is an individual responsibility.
- Safety rules 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!





*Questions are the path to learning*