

Harris County Housing Authority

Safety Standard Operating Procedures

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I. OBJECTIVE

The Safety Policy of *Harris County Housing Authority* (HCHA) is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926 and 1910 are available for all employees' use and reference. These Standards shall be available in the home office at all times and will be sent to any jobsite(s) on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the *HCHA Safety Team* consisting of Kristen Domeracki, Hannah Bannis, Marcus Williams, Debra McCray, Beverly Burroughs and Katherine Escamilla.

II. POLICY

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

III. APPLICABILITY

These procedures apply to all employees of *Harris County Housing Authority*, regardless of their position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

IV. IMPLEMENTATION

HCHA supports four fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Regular tool box safety meetings at all jobsites.
- C. Effective job safety training for all categories of employees.
- D. Audio and/or visual safety presentations given at jobsites.

The *HCHA Safety Team* will meet at least twice a year to evaluate all areas of safety and make recommendations to the CEO and/or Board of Commissioners.

V. ADMINISTRATION

Workplace safety procedures will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by members of the HCHA Safety Team as requested. Each supervisor will be responsible for meeting all of safety requirements, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to the **CEO, General Counsel, and Director of Administration** on the same day of the occurrence.

VI. REPORTING OF INJURIES

All employees will be held accountable for notifying their supervisor and the **Director of Administration** immediately after an injury occurs, even if medical treatment is not required. Notice must be made at or near the time of the injury and on the same day of the injury. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy.

If you witness or receive information that a client, vendor, or other non-HCHA employee has been injured on HCHA property, please contact a member of the HCHA Safety Team and the security officer immediately.

VII. NOTIFICATIONS

- A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the supervisor shall notify the **CEO, General Counsel, and Director of Administration** as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. A member of the HCHA Safety Team will be assisted by the Director of Administration to assist in the investigation. The completed accident report will sent to the **CEO, General Counsel, and Director of Administration**.

B. In Case of Inspection by OSHA Inspector

The supervisor must immediately notify the *CEO, General Counsel, and Director of Administration* that an OSHA Inspector is on the jobsite. The Director of Administration or a member of the HCHA Safety Team shall endeavor to accompany the OSHA Inspector when possible. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

VIII. BASIC SAFETY RULES

- A. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the *Director of Administration* (copy the General Counsel and CEO) immediately. An employee who fails to notify their supervisor and the *Director of Administration* immediately can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way may be required to submit to drug testing.
- C. Employees must report all unsafe conditions and near accidents to the *Director of Administration* so corrective action can be taken.
- D. Cellular telephones and other electronic devices may not be used while driving or at times when such use might be distracting to the user or otherwise cause a dangerous situation. Drivers on company business should obey all traffic laws including the use of seat belts when the vehicle is in motion. Any motor vehicle accidents must be immediately reported to a supervisor.
- E. Employees lifting heavy files or objects should follow proper procedures to prevent injury. These procedures may include: moving closer to the object, bending the knees to lift the object, carrying fewer objects at a time, asking for help, using a ladder or table to reduce the need for awkward stretching/lifting, and/or using a device such as a dolly or cart.
- F. To avoid repetitive motion strains, employees should maintain a good working position while sitting at their desks and rest occasionally to stretch their arms and legs. In a good working position, the hands, forearms, wrists, thighs and hips should be straight and roughly parallel to the floor, the shoulders should be relaxed, the feet should be flat on the floor or on a footrest, and the back should be supported.

- G. Hard hats will be worn by all employees on construction sites at all times. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner are prohibited.
- H. Safety glasses will be worn as the minimum-required eye protection at all times when the work being performed involves operations in which foreign objects/materials may impact the an employee's eyes.
- I. Fall Protection Requirements
 - 1. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - 2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 2-inch diameter wire rope. Vertical lifelines shall be 3/4 inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
 - 3. Man lifts and ladders must be used properly.
- E. Clothing must provide adequate protection to the body. On construction and/or inspection sites, shirts must have at least a tee sleeve and employees must wear long pants at all times. No shorts are to be worn on projects. All employees must tuck shirt tails inside trousers. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted.
- F. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
- G. Unlicensed firearms, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
- H. Housekeeping shall be an integral part of every job. Supervisors\foremen\leadmen and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- I. All equipment whether company or personal, must be in good working condition. Defective equipment will not be used.
- J. All extension cords, drop cords, and electrical equipment shall be checked, properly grounded with ground fault interrupters (GFI=s). This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.

- K. "Horseplay" in the workplace is strictly prohibited. Running in the workplace is allowed only in extreme emergencies.
- L. The speed limit is 10 MPH in the workplace parking lot(s). No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- M. Adequate precautions must be taken to protect employees and equipment at all times. Fire extinguishing equipment shall operable and stationed in accordance with applicable codes in all work places. Used fire extinguishers must be returned to the Director of Administration to be recharged immediately.
- N. All work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
- O. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
- P. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.

IX. ENFORCEMENT OF SAFETY PROCEDURES

Safety violation notice(s) shall be issued to any employee, subcontractor, or anyone in the workplace violating the safety rules or regulations by the Director of Administration or their designee. Any violation of safety rules can result in suspension or immediate termination.

It is understood that Harris County Housing Authority is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

ATTACHMENT A

JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. Safety Rules

- _____ Hard hats and safety glasses worn.
- _____ Shirts with sleeves worn.
- _____ Work shoes worn.
- _____ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.
- _____ Work areas safe and clean.
- _____ Safety mono-goggles/face shields worn when circumstances warrant.
- _____ Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.
- _____ No use of alcoholic beverages or controlled substances.
- _____ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.
- _____ All scaffolds built to specifications as established by OSHA.
- _____ Excavation/trenches sloped or shored as established by OSHA.
- _____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

- _____ OSHA poster "Safety and Health Protection on the Job" posted.
- _____ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only.
- _____ Hard hat sign posted in a conspicuous manner.
- _____ Safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

C. Housekeeping and Sanitation

- _____ General neatness.
- _____ Regular disposal of trash.
- _____ Passageways, driveways, and walkways clear.
- _____ Adequate lighting.
- _____ Oil and grease removed.
- _____ Waste containers provided and used.

- _____ Adequate supply of drinking water.
- _____ Sanitary facilities adequate and clean.
- _____ Adequate ventilation.

D. First Aid

- _____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.
- _____ Trained first aid personnel.
- _____ Injuries promptly and properly reported.

E. Personal Protective Equipment

- _____ Hard hats.
- _____ Hearing protection.
- _____ Eye and face protection.
- _____ Respiratory protection.
- _____ Fall protection.

F. Fire Protection

- _____ Fire extinguishers charged and identified.
- _____ No Smoking signs posted.
- _____ Flammable and combustible material storage area.
- _____ Fuel containers labeled.

G. Hand and Power Tools

- _____ Tools inspected.
- _____ Power tools properly guarded.
- _____ Safety guards in place.

H. Welding & Cutting

- _____ Compressed gas cylinders secured in vertical position.
- _____ Hoses inspected.
- _____ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
- _____ Caps on cylinders in storage in place.
- _____ Flash back arresters in place.
- _____ Welding screens in place.
- _____ Fuel and oxygen cylinders separated in storage.

I. Electrical

- _____ All portable tools and cords properly grounded [Ground Fault Interrupters (GFI=s) properly installed].
- _____ Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.
- _____ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:
 1. Prior to first use.
 2. Prior to return to service after repairs.
 3. Prior to return to service after incident that may have caused damage to cord or equipment.
- _____ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

J. Ladders

- _____ Inspected at regular intervals.
- _____ No broken or missing rungs or steps.
- _____ No broken or split side rail.
- _____ Extend at least 36 inches above landing and be secured.
- _____ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

K. Scaffolding

- _____ Inspected at regular intervals.
- _____ Footings are a sound ridge and capable of carrying maximum intended load.
- _____ Tied into building vertically and horizontally at 14 foot intervals.
- _____ Properly cross-braced.
- _____ Proper guardrails and toe boards.
- _____ Scaffold planks capable of supporting at least four (4) times the maximum intended load.
- _____ No unstable objects such as concrete blocks, boxes, etc., used as scaffold foundations.
- _____ Use of OSHA Scaffold Tagging Program.

L. Guardrails, Handrails and Covers

- _____ Guardrails, handrails and covers installed wherever there is danger of employees or materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.
- _____ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.

- _____ Top rail 42 inches above the floor and of 1 x 4 stock.
- _____ Intermediate rail 21 inches above the floor and of 1 x 4 stock.
- _____ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than 1/4 inch clearance above the floor level, when there are employees below or when conditions dictate.
- _____ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

M. Material Hoists

- _____ Inspected at regular intervals.
- _____ Operating rules posted at operators station.
- _____ "No Rider" signs prominently posted at all stations.
- _____ All entrances properly protected.
- _____ All entrance bars and gates painted with diagonal contrasting stripes.
- _____ Experienced operators.
- _____ Current crane certification inspection sticker and papers on the rig.

N. Motor Vehicles

- _____ Lights, brakes, tires, horn, etc., inspected at regular intervals.
- _____ No overloaded vehicles.
- _____ Trash trucks have covers.
- _____ No riding on the edge of pickup truck beds.
- _____ No riding on concrete trucks, loaders, backhoes, etc.
- _____ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- _____ Fire extinguishers installed and readily available.
- _____ Seat belts worn at all times.

O. Material Storage and Handling

- _____ Material at least two (2) feet from edge of excavation site.
- _____ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.
- _____ Inventory maintained and inspected frequently.
- _____ Proper protective gear worn when handling chemicals.

P. Concrete, Concrete Forms and Shoring

- _____ Full body harnesses as positioning devices for employees tying rebar greater than six (6) feet above adjacent working surface have
- _____ Automatic shut-off switches on trowel machines.

- _____ No riding on concrete buckets or flying forms.
- _____ All forms properly shored.
- _____ Single post shores braced horizontally.

Q. Use of Cranes and Derricks

- _____ Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

ATTACHMENT B

SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from a member of the HCHA Safety Team at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- _____ Safety goggles, shields, and glasses.
- _____ Hearing protection.
- _____ Respirators.
- _____ Hard hats.
- _____ Fire extinguishers (properly charged).
- _____ First aid kit (check list inside kit).
- _____ Stretcher or stroke litter (tool room).
- _____ Welding masks and goggles.
- _____ Storage racks for compressed gases.
- _____ Guards on all power tools.
- _____ Trash barrels.
- _____ OSHA forms posted.
- _____ Company "Safety Guidelines" packet posted.
- _____ Company "Hazardous Communication Program" packet posted.
- _____ Emergency vehicle (vehicle designated to carry injured to hospital).

ATTACHMENT D

EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the **Harris County Housing Authority** safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE