



# TDCJ Risk Management's Training Circular

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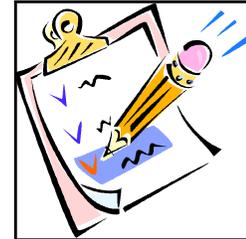
Risk Management Issues

February 2013



# February

## Workplace Inspections Hazard Identification



The TDCJ shall maintain its facilities in good operating order and safe repair.

Every employee bears the responsibility to identify and report facility deficiencies, especially hazards which pose a threat to the safety, security and well being of TDCJ staff, offenders, or visitors.

### A hazard is:

an **unsafe condition** - Any physical state which deviates from that which is acceptable, normal, or correct in terms of its past production or potential future production of personal injury and/or damage to property, any physical state which results in a reduction in the degree of safety normally present.

Or

an **unsafe act** - Behavioral departure from an accepted, normal, or correct procedure or practice which, in the past,

has produced injury or property damage or which has the potential for doing so in the future, conduct that reduces the degree of safety normally present in an activity that could cause injury or illness to an employee.

Hazards can be categorized into four categories. These include materials, equipment, environment, and people.

such as paints, fuels, and solvents. OSHA currently regulates exposure to approximately 400 substances.



### Equipment

Any equipment in its normal operation that has the potential to cause bodily harm can be hazardous.

Proper engineering controls such as machine guarding are required to prevent injury. In the event the hazard cannot be controlled by engineered measures, administrative controls, such as restricting access to the equipment would be needed.

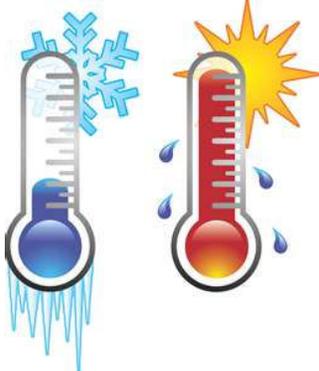


### Materials

Hazardous and toxic substances are defined as those chemicals present in the workplace which are capable of causing harm.

In this definition, the term chemicals include dusts, mixtures, and common materials

Equipment that is defective is a hazard and should not be used, and procedures to control potentially hazardous energy (Lockout/Tagout) should be followed.



### Environment

Numerous acts of nature form the category of natural hazards. Such natural acts may be catastrophic in nature such as floods, severe weather and windstorms (cyclone, hurricane, tornado), earthquakes, and droughts.

These acts are obvious catastrophic acts of nature. However, natural hazards also include acts that typically are not thought of as hazardous.

Some examples of these are: dust, erosion, fungi, rot, rust, static electricity, and insects. Like catastrophic acts of nature, these more passive acts can also inflict losses upon an organization.

### People

Many hazards are created by people's actions. It is basic human nature to look for some other cause when things go wrong. However, any attempt at identification of hazards must include human acts.

As with acts of nature, many human hazards are obvious such as robbery and theft, arson, vandalism, and extortion.

However, many other human acts are more subtle in nature and not as easily recognizable as hazards.



Some examples are: discrimination, strikes, environmental degradation from pollution, vibration from man-made equipment, and human error resulting in damage or harm.

These human hazards likewise can inflict huge losses unless risks are controlled.

Employee commitment to a safe work environment is a key element to workplace safety. People must be proactive in identifying hazards within their workplace.



### TDCJ Safety Policy

The TDCJ shall emphasize a safe environment for all employees and offenders. The TDCJ is committed to compliance with all applicable safety rules and regulations.

Employees shall follow all safety policies and procedures and report unsafe conditions, hazards, or acts as described in AD-10.20, "Identifying and Reporting Facility Maintenance Requirements" and the TDCJ *Risk Management Program Manual*.

The Deputy Executive Director shall ensure the Agency provides a progressive safety program. The TDCJ Risk Manager is responsible for the development, implementation, and monitoring of the TDCJ Risk Management program.

### Responsibilities

Department heads and supervisors have the specific responsibility to ensure that scheduled, periodic inspections of workplaces are conducted to identify, evaluate, and correct workplace hazards, sanitation deficiencies, security concerns, and unsafe work practices. Findings shall

be documented and corrective action outlined for all deficiencies.

## Inspections

A well-planned inspection program helps to detect unsafe conditions, practices, and potential hazards before an accident occurs.



When properly utilized, inspections are an effective method of eliminating occupational hazards and serve as an educational opportunity to staff and offenders. Inspection documentation serves as a systematic record of existing and potential hazards.

Subsequent regular inspections are necessary to ensure that changes in conditions and activities do not create new hazards and that hazard control measures remain effective.

The primary purpose of an inspection is to spotlight unsafe working conditions and equipment, unsafe behavior, and reveal any need for new safeguards and procedures. It also fosters safety awareness and

involves employees and offenders in the risk management program.

The frequency of inspections is determined on a case-by-case basis, dependent on the nature and severity of hazards that could be present, and on the relative stability and complexity of worksite operations.

## How to conduct a Safety Inspection

- It should be completed by a person who is familiar with the job/tasks/equipment involved.
- Allow enough time to complete a thorough inspection.
- Use a checklist.
- Document findings.

## AD-10.20 Procedures

### **Unit Procedures**

The AD-10.20 Representative shall identify deficiencies such as burned-out light bulbs, clogged toilets, drains and sinks, damaged or malfunctioning cell doors, leaking pipes and showerheads, inoperative equipment, safety and health hazards, facility and perimeter structural concerns and any other similar deficiencies.

The AD-10.20 Representative for each area of responsibility shall conduct one (1) inspection each workday to record

deficiencies or safety and health hazards.



The Department Supervisor shall conduct a weekly inspection of their area as a follow-up to the daily inspections to ensure action has been taken to identify and correct deficiencies.

### **Non-Unit Procedures**

The AD-10.20 Representative shall identify safety and health hazards and deficiencies such as burned-out light bulbs, clogged toilets, drains and sinks, damaged or malfunctioning doors or inoperative equipment.

Deficiencies shall be reported to the Maintenance Department on the Inspection Log and the Yearly Work Order Log. For leased facilities refer to the TDCJ Office of Space Management (OSM) *Tenant Manual for Leased Administrative Office Space (to include Warehouses)* or contact your lease representative listed in the manual for reporting requirements.

Administrative leased properties are exempted from self-help requirements contained

as a part of the lease agreement. The AD-10.20 Representative for each area of responsibility shall conduct a weekly inspection to record deficiencies or safety and health hazards.

The Department Supervisor shall conduct a monthly inspection of the department as a follow-up to the weekly inspections to ensure action has been taken to identify and correct deficiencies.

### Leased Office Spaces

*Critical or emergency* maintenance may be considered to be the type issues that present immediate danger or major long-term damage to the leased space, the people occupying the space or visitors to the office.

ALL critical or emergency maintenance issues must be reported to the lessor or the management company, your chain of command and OSM **IMMEDIATELY** by either phone or email.

If any equipment or property becomes damaged, it needs to be documented and chain of command and OSM notified as well.

Basic housekeeping is a necessary component of a safe and healthy work environment.

Each TDCJ employee whose office is in leased property is

responsible for protecting the lessor's property through adherence to basic housekeeping guidelines.

### Housekeeping

It has often been said that safety and housekeeping go hand in hand. This is extremely true, especially when addressing office safety.

If your facility's housekeeping habits are poor, the result may well be employee injuries, ever increasing insurance costs, and regulatory citations.



If an organization's facilities are noticeably clean and well organized, it is a good indication that its overall safety program is effective as well.

In addition to safety, disorderly work environments can negatively impact the morale of employees who must function in a job site that is dirty, hazardous, and poorly managed.

### References:

- ACA 4-4212, 4-4329, 4-4333, 4-4455  
 AD-10.20 *Identifying and Reporting Facility Maintenance Requirements*  
 ED-10.61 *TDCJ Safety Policy*  
 OSM *Tenant Manual*  
 RM-10 *Responsibilities of TDCJ Supervisors*  
 RM-24 *Inspections, Audits and Reviews*

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