



# TDCJ Risk Management's Training Circular

Volume 15 Issue 2

Risk Management Issues

February 2015



# 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.

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.



### A hazard is:

an **unsafe condition** - Any physical state which deviates from that which is acceptable, normal, or correct in terms of past production or potential future production of personal injury and/or damage to property, or 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 has pro-



### Materials

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

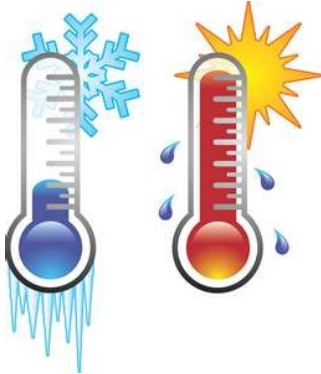
In this definition, the term chemicals include dusts, mixtures, and common materials

### Equipment

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 may be needed.

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



## Environment

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

These 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 other causes when things go wrong. However, identification of hazards must include human acts.

As with acts of nature, many human hazards are obvious such as robbery, 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 have the potential to inflict huge losses unless risks are controlled.

Employee commitment to maintaining a safe work environment is a key element to workplace safety. People must be pro-active 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 that 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 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 highlight 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 are 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, 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, 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, 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 exempt 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, 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 of 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 ad-

herence 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*

Training Circular  
 TDCJ Risk Management Department  
 Volume 15 Issue 2  
 February 2015

Paul Morales  
 Director, Administrative Review and Risk Management

Carol Monroe  
 Deputy Director, Administrative Review and Risk Management Division

Kaury McConahay  
 Safety Officer III  
 Risk Management

The *Training Circular*, a publication of the Texas Department of Criminal Justice Risk Management Department, is published monthly in an effort to promote and enhance risk management awareness on issues relating to TDCJ employees. Design and layout of the *Training Circular* is performed by Kaury McConahay, Risk Management. Comments, suggestions and safety related items are welcome. Send Suggestions to:

Kaury McConahay  
 Risk Management Department  
 1060 Hwy 190 East  
 Huntsville, Texas 77340  
 or,  
 Kaury.mcconahay@tdej.texas.gov

All items received become property of the Risk Management Department unless otherwise agreed and are subject to be rewritten for length and clarity. Permission is hereby granted to reprint articles, provided source is cited.