



**Texas Stress
Safety & Health Management System**

**Managers & Supervisors Guide
to Safety**

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Foreword Material

Introduction

We are counting on all of our employees to take a safety first attitude and your role as part of the Texas Stress management team is vitally important, and therefore, expected. We simply cannot achieve our goals of safety unless safety is given the ultimate priority.

Employee health and safety has a financial impact. For every work-related cut, strain, or any other injury, both the injured person and everyone at the site is affected. Insurance costs create additional costs that directly effect profits.



MANAGERS GUIDE TO SAFETY

It is your responsibility to follow the policies and procedures contained in this manual. By doing so, you can take pride in knowing that your efforts will contribute to the overall success of our company and achieve our health and safety objectives.

Each Texas Stress manager shall receive a copy of the Managers & Supervisors Guide and complete the documentation of training.

How to Make Best Use of this Guide

Use this guide to:

- Be in compliance with safety and health laws as well as Texas Stress policies and procedures.
- Know your duties and responsibilities as a Texas Stress manager or supervisor related to safety and health.
- Control losses that will affect the profitability of our operations.

This guide has been developed to provide you with a quick reference to the tools needed to be in compliance with our health and safety requirements. Specific and measurable manager and supervisor duties are enclosed in an orange box for each major section. The Safety Manager or designated person for your area will work closely with you as a source of information, guidance and support.

Documentation of Manager's & Supervisor's Guide Training

At the end of the Manager's & Supervisor's Guide is a brief written exam that needs to be completed and submitted to your Safety Manager or designee as soon as possible. The Manager's & Supervisor's Guide is the only source document you will need to complete the written exam.

Health and Safety Policy

The objective of the Texas Stress Health & Safety Policy is to state its commitments to provide safe and healthy working conditions. It outlines the steps that are taken to meet these commitments and provides support for the Texas Stress Health & Safety Management System.

Texas Stress Health & Safety Policy

Management is committed to providing its employees with the safest and healthiest work environment possible. The purpose and goal of the health and safety program is to provide a positive working environment and an injury free workplace for all employees.

- ensuring hazards are identified and appropriately controlled,
- creating an environment that promotes active employee participation in health and safety-related activities, and
- ensuring that health and safety-related initiatives are adequately resourced.

Employees are responsible for:

- working safely,
- ensuring their co-workers are protected and work safely,
- assisting in the identification of health and safety issues and concerns, and
- participating in activities or programs initiated by the municipality that enhance health and safety.



Contractors are responsible for:

- working safely,
- complying with all municipal policies regarding contract instructors,
- assisting in the identification of health and safety issues and concerns, and
- participating in activities or programs initiated by the municipality that enhance health and safety.

President

Safety and Health Responsibilities

President

Ultimate authority and responsibility for the SHMS lies with the President. The President ensures that adequate resources are available to accomplish the goals of the Texas Stress SHMS and that the system is incorporated in the day-to-day conduct of business.

Safety Manager

The Safety Manager is responsible for ensuring development, implementation and maintenance of the safety and health management system. This position reports to the President. Responsibilities include, but are not limited to:

- Setting an example for employees to follow by incorporating safe work practices in all aspects of their activities and following all Texas Stress and client safety policies and procedures;
- Conducting incident analysis to identify incident trends;
- Ensuring that investigations are conducted and conducting site safety inspections;
- Acting as a liaison between management and outside agencies;
- Assuring training programs are established and tracked for employees and supervisors;
- Developing technical guidance and programs to identify worksite hazards;
- Ensuring corporate compliance with legal and other requirements.
- Ensuring monthly safety meetings are conducted and documented;
- Assuring that safety devices and PPE are available and properly utilized;
- Promptly addressing safety concerns and issues brought to their attention by employees;
- Assuring that injuries/illnesses are treated promptly and management being notified immediately;
- Assisting in investigating all incidents and near misses;
- Assuring that no unsafe condition exists in their area of responsibility;
- Assuring that employees are properly oriented and trained for hazards and equipment at their location;
- Performing safety orientations and documenting the orientation before allowing any employee to begin work at their location.

Managers and Supervisors Responsibilities

- Ensure employees are trained prior to beginning work or a task they are not familiar with.
- All employees are required to attend safety meetings.
- Enforce safety rules consistently.



All Employees

Working safely is a condition of employment. Each employee has personal responsibility and accountability for safety on the job. All employees are responsible for:

- Following all Texas Stress and client safety policies and procedures and to perform assigned work duties in a safe manner and reporting all injuries, damage to any property or environmental concern.
- Stopping work immediately if they consider conditions or work methods to be unsafe and notifying their supervisor of the problem;

Site Specific HSE Plan

Each work location will have a site specific HSE plan (SSHP). Each employee reporting to a location shall receive an orientation that includes the SSHP for that site and the employee will complete a Site Specific HSE Orientation Form regarding its contents.

The SSHP contains the Texas Stress Safety and Health Policy, specific safety responsibilities and accountabilities, incident reporting procedures, safety observation process, safe work practices, bloodborne pathogens information, PPE requirements, an Emergency Response Plan as well as the PPE matrix and worksite hazard assessment for that location.

Incidents and Investigations

The following must be reported to the employee's supervisor immediately. If that person is not available then the Texas Stress Safety Manager shall be immediately notified for:

- Near miss incidents with the potential to harm people, the environment or assets;
- Work related injuries or illnesses;
- Property damage including vehicle incidents;
- Hazardous chemical spillage, loss of containment and contamination;

<p>Managers and Supervisors Responsibilities</p> <ul style="list-style-type: none">• All employees need a safety orientation before beginning work.• Employees are required to report unsafe conditions or acts.• Notify the COMPANY Safety Manager of any injury immediately.• Employees knowingly violating safety rules or procedures must be held accountable for their behavior.

All injuries must be reported to the Texas Stress Safety Manager. In the case of a major injury or incident the scene of the event should be closed off and kept "as is" at the time of the incident. This is vital for effective incident investigation.

Disciplinary System

It is the responsibility of each and every person employed by Texas Stress to work in a safe and efficient manner. The safety system provides guidelines and procedures to help insure that safe work practices are observed. In the event that any employee violates provisions of the Texas Stress safety system or works in a manner that threatens his own health and safety or the health and safety of the employees around him, he will be subject to disciplinary action.



Non-Job Related Injury or Medical Notification

All employees are required to notify their immediate supervisor BEFORE reporting to work or prior to using transportation to get to work if they have been involved in an injury, surgery or other medical condition that would affect their ability to fully perform their normal job.

As well, each employee is required to notify their direct supervisor BEFORE reporting for work or prior to using transportation to get to work if they are taking any prescription or medication that would affect their ability to perform their job safely.

The supervisor shall immediately contact the Safety Manager to discuss the injury or medication.

Hazardous Chemicals

Hazardous chemicals present at sites are described in MSDSs available to employees as part of the Texas Stress HAZCOM Program. No hazardous chemical may be used without the proper MSDS being reviewed. Do not bring chemicals onto a client location without their prior permission.

Every six months the site Safety Supervisor shall submit to the Safety Manager a Texas Stress Hazardous Chemicals List. This form lists all hazardous chemicals and ensures a MSDS is on site for each listed item.

Safe Work Practices

Additional work practices are contained in the site specific HSE plans based on local operating requirements. Key safe work practices include:

- It is the responsibility of each employee to perform his or her job in accordance with the requirements of the Texas Stress Safety & Health Management System, the local Texas Stress Site Specific HSE Plan and client safety requirements.
- Fall protection must be used when employees are working with the potential to fall more than 6 feet. See Fall Protection Procedure for more details
- No equipment shall be operated unless the employee has received proper training by the supervisor.
- Tools and equipment damaged during use must be replaced or repaired only by a qualified person or company. See Hand and Power Tools Procedure for more details
- As tasks are completed, or at the end of each work shift time is allowed for cleanup of tools, debris, etc. to keep the site clean and free of accumulated debris.

Managers and Supervisors Responsibilities

- Make sure all chemicals are approved and there is a MSDS available.
- Fall protection must be used if employees work more than 6 feet above a lower working surface.
- Ensure employees report damaged tool and maintain safe housekeeping practices.

Driving Safety

Operators of Texas Stress or client vehicles shall be qualified by possession of a valid, current driver's license for the type of vehicle being driven.



MANAGERS GUIDE TO SAFETY

Employees driving requirements include:

- Obey all driving laws or regulations as well as requirements of clients;
- Immediately report any citation, warning, vehicle damage or near miss associated with company or client vehicle operation to the supervisor;
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Seat belts shall always be worn by all occupants during the operation of any vehicle;
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them;
- Avoid backing when possible by planning ahead. Always back up with the minimum amount of space needed. If backing, use a spotter or get out of the vehicle and ensure you have a clear path;
- When speaking with a passenger, always keep your eyes on the road;
- Drive for conditions, not just the speed limit;
- Alcohol or illegal drugs are not allowed to be in a company, client or leased vehicle at any time.

Managers and Supervisors Responsibilities

- Ensure vehicles are properly licensed and registered.
- Ensure all drivers have the appropriate driver's license and are valid.
- Ensure a first aid kit present for all vehicles other than a standard passenger car.

Emergency Preparedness

Each Texas Stress site must have an Emergency Response Plan (ERP) which advises of emergency procedures to protect life, minimize danger of exposure to personnel and to protect property at the facility. The ERP shall be used as a training tool for all Texas Stress personnel and be made available to all employees.

- Have a list of local emergency responders and services ready.
- Provide emergency assistance, as needed and qualified for;
- Secure the area as quickly as possible to retain area in the same condition at the time of the incident;
- Notify management by phone;
- Identify potential witnesses;
- Use investigation tools, as needed (camera, drawings, video, etc.);
- Tag out for evidence any equipment that was involved;
- Interview witnesses (including the effected employee) and obtain written, signed statements and fax to the Safety Manager and send hard copy immediately to the Safety Manager;
- Implement any immediate corrective actions needed;

Inspections

The Safety Manager or his designee conducts formal inspections (scheduled or unannounced) no less than once per quarter per location.



Personal Protective Equipment

Eye and Face Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors.

Head Protection

Employees must wear protective hard hats when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects.

Foot Protection

Employees must wear protective footwear when working in areas where there is a danger of foot injuries.

Hand Protection

Employees must wear the proper type of gloves based on the hazard – cotton gloves offer no protection against chemicals.

Fall Protection

Fall protection must be provided when employees are exposed to a vertical fall of six feet or more over a lower level.

Respiratory Protection

The use of respirators is not allowed unless approved by the Safety Manager who will insure all legally required respiratory protection procedures are completed. Product substitution is required to eliminate hazards protected by respirators.

Managers and Supervisors Responsibilities

- Ensure all employees have the proper PPE appropriate for the work they are performing.
- Anticipate PPE supplies and please don't run out as the employees shall not work without the appropriate PPE.



Documentation

I have read, understand and will comply with the requirements of the Texas Stress Manager & Supervisor Guide to the Texas Stress Safety & Health Management System. Upon completion please turn this page into your Safety Manager or designee. Incorrect answers will be corrected and discussed with you.

Printed Manager or Supervisor's Name: _____

Signature & Date _____

REFER TO THE GUIDE FOR ANSWERS

1. The objective of the Texas Stress Health & Safety Policy is to state its commitments to provide _____ and _____ working conditions.
2. Discuss the health and safety during employee orientation and _____ meetings.
3. Working safely is a condition of _____.
4. Ensure employees are _____ prior to beginning work or a task they are not familiar with.
5. Fall protection must be used when employees are working with the potential to fall more than _____ feet.
6. All employees are required to report _____ conditions or _____.
7. Employees knowingly violating safety rules or procedures must be held _____ for their behavior.
8. Ensure all injuries are reported _____ by supervisors.
9. Ensure all employees have the proper _____ appropriate for the work they are performing.
10. Ensure all employees are properly _____ to work with hazardous chemicals.

Feel free to add more content to the Guide and additional questions as you wish.

This page is to be placed in the employee's training file.