

# Port of Houston Authority

## Health, Safety, Security, and Environment

### Policy Document



<b>Document Control #</b>	HSSE-SAF-101-P	<b>Revision Date</b>	02/05/2014
<b>Document Title</b>	Health and Safety Policy	<b>Authored by</b>	R. Galle
<b>Document Level</b>	Level 1-Policy	<b>Reviewed by</b>	M. Woodring
<b>Document Owner</b>	Executive Safety Leadership Team	<b>Approved by</b>	R. Guenther

#### 1. Purpose

- 1.1. The purpose of this document is to establish the Port of Houston Authority (PHA) Health and Safety Policy.

#### 2. Scope

- 2.1. The scope of this document is applicable to all PHA operations.

#### 3. References

- 3.1. OHSAS 18001:2007 Section 4.2 Policy

#### 4. Roles and Responsibilities

- 4.1. **PHA Employees** – Know, understand, and apply the Safety and Health Policy.
- 4.2. **Management** – Communicate and implement the Safety and Health Policy to their organization.
- 4.3. **Executive Director (ED)** – Periodically review, sign, and communicate the Safety and Health Policy.

#### 5. Compliance Methodology

##### 5.1. Policy Statement

- 5.1.1. PHA safely and efficiently conducts operations in a timely and cost effective manner by consistently complying with applicable rules, regulations, and requirements to which the organization subscribes. PHA is committed to continual improvement of its operations and the prevention of injury and illness by focusing on employee health, safety, quality, productivity, cost effectiveness and environmental improvement. This commitment is tracked through the setting and reviewing of relevant objectives and targets for our respective operations.

##### 5.2. Policy General

- 5.2.1. PHA recognizes and accepts its duties as an employer to ensure, in so far as is reasonably practicable, the health, safety and welfare at work of all its employees.
- 5.2.2. PHA will ensure that all reasonably practicable efforts are made to safeguard its visitors, contractors and members of the public, who may be affected by its activities.
- 5.2.3. PHA will observe all relevant statutes, regulations and codes of practice and will take appropriate steps within its authority for the:
  - 5.2.3.1. Provision and maintenance of plant and equipment that is safe and without risks to health
  - 5.2.3.2. Arrangements for ensuring safety and absence of risks to health in relation to the use, handling, storage and transportation of articles and substances
  - 5.2.3.3. Provision of sufficient information, instruction, training and supervision as is necessary, to ensure the health and safety of its employees at work
  - 5.2.3.4. Maintenance of a safe place of work and provision and maintenance of a safe means of access to it and egress from it
- 5.2.4. To realize these objectives the organization shall make available adequate resources to promote and maintain best practice in Health and Safety Management. PHA will endeavor to prevent any incident that may result in injury, ill-health or damage to property.
- 5.2.5. PHA recognizes the need for Health and Safety training to ensure that our employees are competent to perform their work without risks to themselves or others. Such training will be provided at induction and periodically during the course of employment.

### 5.3. Management Responsibility

- 5.3.1. PHA firmly believes that Health and Safety is an aspect of leadership and management of equal importance to any other management function.
- 5.3.2. The organization expects all Managers and Supervisors to consider Health and Safety as part of their normal duties and responsibilities, in order to prevent injury and illness. Their performance with regard to Health and Safety will be monitored and will be taken into account as part of their overall performance appraisal.

### 5.4. Employee Responsibility

- 5.4.1. All employees have STOP WORK AUTHORITY to prevent injuries and illnesses.
- 5.4.2. Employees are responsible for immediately reporting any unsafe act, condition, or incident immediately to management.
- 5.4.3. PHA requires all its employees to co-operate with the management of the company in order to achieve legal compliance and meet our own safety standards.
- 5.4.4. Employees are reminded not to take risks which could affect their own or other person's Health and Safety.
- 5.4.5. Any breaches of the safety rules may result in disciplinary action.
- 5.4.6. All employees will receive training on their duties and responsibilities initially and periodically during the course of employment.

### 5.5. Health and Safety Assistance

- 5.5.1. Safety Representatives shall be appointed to monitor and improve safety in the workplace. The HSE Managing Director and the Safety Director are ultimately responsible to the Executive Director for development, implementation, monitoring, and review of PHA Health and Safety Policies.

### 5.6. Job Safety Analysis

- 5.6.1. Job safety analysis will be conducted by employees for all operational tasks performed by this organization to identify the appropriate preventative and protective measures necessary to ensure the Health and Safety of our employees.

### 5.7. Communications

- 5.7.1. Meetings will be held at each work location to communicate safety requirements and expectations for organizations and team members.
- 5.7.2. Copies of this policy shall be made available to all employees and displayed at all main locations. It shall be brought to the attention of all contractors, customers and visitors and be made available to any other interested party.

### 5.8. Reporting and Investigation of Incidents

- 5.8.1. Supervisors, managers, and leadership team members and/or their representative(s) are responsible for investigating and reporting the circumstances and causes of all incidents. An appropriate report form must be completed for all work related incidents.

### 5.9. Review of Policy

- 5.9.1. PHA's Health and Safety Policy and performance will be continually improved in light of any legislative changes and/or needs of the organization. Changes will be communicated as necessary.

## 6. Revision History

REV	Date	Author	Approval	Description of Changes
Initial	08/2013	R. Galle	L. Waterworth	Initial document.
A	02/2014	R. Galle	R. Guenther	Annual update. Executive Director change.

\*Note the [Safety SharePoint](#) will electronically keep and maintain all changes, revisions, and versions of this document. The last three will be listed in the revision history of this document for reference only.

## PORT OF HOUSTON AUTHORITY HEALTH AND SAFETY POLICY

### POLICY STATEMENT

PHA safely and efficiently conducts operations in a timely and cost effective manner by consistently complying with applicable rules, regulations, and requirements to which the organization subscribes. PHA is committed to continual improvement of its operations and the prevention of injury and illness by focusing on employee health, safety, quality, productivity, cost effectiveness and environmental improvement. This commitment is tracked through the setting and reviewing of relevant objectives and targets for our respective operations.

### MANAGEMENT RESPONSIBILITY

PHA firmly believes that Health and Safety is an aspect of leadership and management of equal importance to any other management function. The organization expects all Managers and Supervisors to consider Health and Safety as part of their normal duties and responsibilities, in order to prevent injury and illness. Their performance with regard to Health and Safety will be monitored and will be taken into account as part of their overall performance appraisal.

### EMPLOYEE RESPONSIBILITY

All employees have STOP WORK AUTHORITY to prevent injuries and illnesses. Employees are responsible for immediately reporting any unsafe act, condition, or incident immediately to management. PHA requires all its employees to co-operate with the management of the company in order to achieve legal compliance and meet our own safety standards. Employees are reminded not to take risks which could affect their own or other person's Health and Safety. Any breaches of the safety rules may result in disciplinary action. All employees will receive training on their duties and responsibilities initially and periodically during the course of employment.

### HEALTH AND SAFETY ASSISTANCE

Safety Representatives shall be appointed to monitor and improve safety in the workplace. The HSSE Managing Director and the Safety Director are ultimately responsible to the Executive Director for development, implementation, monitoring, and review of PHA Health and Safety Policies.

### JOB SAFETY ANALYSIS

Job safety analysis will be conducted by employees for all operational tasks performed by this organization to identify the appropriate preventative and protective measures necessary to ensure the Health and Safety of our employees.

### COMMUNICATIONS

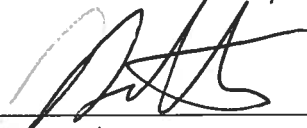
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### REPORTING AND INVESTIGATION OF INCIDENTS

Supervisors, managers, and leadership team members and/or their representative(s) are responsible for investigating and reporting the circumstances and causes of all incidents. An appropriate report form must be completed for all work related incidents.

### REVIEW OF POLICY

PHA's Health and Safety Policy and performance will be continually improved in light of any legislative changes and/or needs of the organization. Changes will be communicated as necessary.



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Roger Guenther  
Executive Director Port of Houston Authority  
02/05/2014