



Department of County Facilities



Safety Progress Report 2011

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Executive Summary

This Safety Progress Report summarizes the safety activity and accomplishments for calendar year 2011.

Safety Program Vision Statement

The Hamilton County Department of Facilities (HCDF) is committed to promoting a culture where safety is valued and considered an essential part of how we conduct the business of serving our county customers. Our staff believes the goal of “Zero Injuries” can be achieved through safety awareness, safe standard operating procedures, employee involvement, and training to develop safe behaviors.

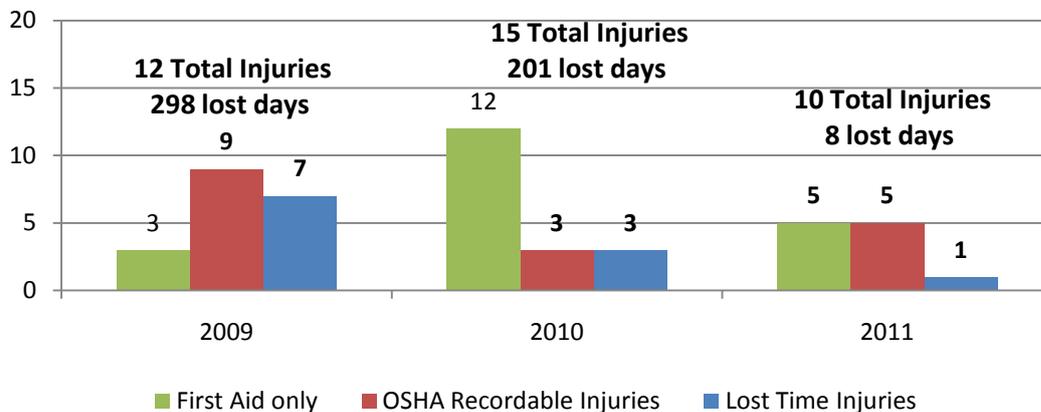
Our commitment to health and safety as an integral part of HCDF operations seeks the protection of our employees, County property, and the safety of the public. Safety must be a team effort and considered everyone’s responsibility. Important stakeholders include our management team; trades and maintenance personnel; contractors; and service vendors. Each employee of the HCDF must work in compliance with the law, BOCC polices, County Risk Manual, and the safe work practices and procedures established by HCDF.

The protection of our employees from injury or occupational disease is a continuing objective:

- HCDF recognizes our obligation to provide a safe and healthy work environment in compliance with Ohio Revised Code (ORC) 4101 *Safety in the Workplace*; ORC 4167 *Public Employee Risk Reduction Program (PERRP)*; and OSHA *General Industry & Construction Industry Standards* adopted by BOCC Policy 6.13 *Safety*.
- HCDF is actively involved in the health and safety of its employees.
- Prevention of injury or occupational disease is our continued objective.
- HCDF requires and encourages everyone to be dedicated to our goal of “zero injuries.”
- HCDF seeks to provide and maintain a working environment in compliance with the law, BOCC policies, and with safe work practices and procedures established by the Department.
- HCDF actively promotes and enforces safe work in and around HCDF managed facilities through both our written employee and contractor safety programs.
- HCDF is committed to being proactive and innovative towards our safety program, and to seeking continuous improvement within our safety culture.

2011 Safety Performance

The 2011 injury data compiled for County Facilities showed a decrease in total injuries and lost time injuries from 2010. Total injuries decreased from 15 to 10 total injuries. Lost time injuries decreased from 3 to 1. This resulted in a corresponding decrease in lost workdays from 201 days to 8 days – a 96% decrease.



- Injury Statistics

Sprains and strains (stretching or tearing of ligaments, muscles, or tendons) accounted for 46% of all injuries - mostly to the knee and lower back. 43% of those injuries occurred within the Maintenance classifications (Facilities Maintenance Worker; Maintenance Repair Worker), followed by 19% within the Carpenter classification; 14% within the Plumber classification; 8% within the Custodial classification; 8% within the Electrician classification; 5% within the Manager classification; 3% within the Plasterer classification; and none in the HVAC Tech classification.

- PERRP/OSHA Compliance Inspections

Third-party safety inspections were performed by the State of Ohio *Public Employee Risk Reduction Program (PERRP)* and a safety consultant from Compliance Management, Inc. The inspections encompassed 11 total facilities including the downtown main campus buildings and selected outlying facilities. A total of 168 safety violations were identified. Of these 168 violations, 142 have been corrected. The remaining 26 are in progress of being completed or may require engineering services and/or capital expenditure(s).

- PERRP/OSHA Compliance Progress

Significant progress has been made regarding compliance with OSHA regulations. Key programs such as Hazard Communication, Lockout/Tagout, Confined Space, Respiratory Protection, Bloodborne Pathogens, and Personal Protective Equipment have been successfully implemented. In

addition, HCDF implemented a critical new Electrical Safety Program in August 2011 for shock and arc flash hazard protection for our building managers, maintenance, electrician, and HVAC personnel. Further, OSHA-required safety training continued to be provided to reinforce safe work practices and drive safe behaviors. This training is provided initially upon hire as part of new employee orientation, and thereafter on a monthly basis as part of our monthly safety training program. Training is also conducted as needed such as in the case of an accident, new materials or equipment, or job transfer.

2011 Safety Highlights

- **Evacuation Plans Implemented:**
 - 230 E. 9th Street - William Howard Taft Law Center
- **Fire Drills Conducted:**
 - 138 East Court Street - County Administration Building
 - 230 E. 9th Street - William Howard Taft Law Center
 - 222 East Central Parkway - Alms & Doepke Building
- **Programs Implemented:** Contractor Safety; and Electrical Safety
- **Procedures Implemented:** Energized Electrical Work Permit; Hot Work Permit Procedure; Equipment-specific Lockout-Tagout for 2020 Youth Detention, Hillcrest Training School, and Alms & Doepke
- **In-House and CMI Training:** Pesticides; Hand/Power Tools; Basic Electricity; LOTO; Confined Space; Bloodborne Pathogens; Emergency Egress; Respirators; Fire Extinguishers; Electrical Safety/ Arc Flash Safety; Electrical Safety Field Training; Multi-meters; Hot Work Permits
- **Outside Certified Training - 2011**
 - NTT Industrial Training Solutions --- Electrical Meter Training
 - Jeff Jones, Electrical Certification, Inc. --- Electrical Safe Work Practices
- **Emergency Action Planning & Drills**

An emphasis on updating and/or developing emergency plans with the County Risk Manager, which began in 2010, continued in 2011. HCDF developed an Emergency Action Plan for the 230 William Howard Taft Law Center which was adopted by the Court Security Committee in August 2011. This plan will be used as the master template for the remaining downtown campus buildings managed by County Facilities as well as the plan type to be submitted to the Cincinnati Fire Department for each of our buildings. Also, fire drills were conducted at the Administration, Alms & Doepke, and the William Howard Taft Law Center buildings.

A Look Ahead: KEY Safety Issues for 2012

Fall protection will be a key focus in 2012, along with ergonomics awareness and a focus on knee and back injury prevention (the leading injury types for HCDF). Also, critical safety programs implemented in 2004-2007 such as Lockout-Tagout, Personal Protective Equipment, and Hazard Communication will be reviewed and updated. Implementation and review will continue regarding contractor safety and electrical safety programs, and emergency sheltering and evacuation planning will continue to be a priority. Finally, we will continue to work toward a stronger safety culture through management accountability, employee involvement, performance measurements, and a mentality of continuous improvement.

Accident Prevention Programs & Procedures Development

Key safety issues necessary for OSHA compliance and part of the safety agenda for 2012 include:

- **Fall Protection Program:** A fall protection assessment and subsequent program will be developed for all HCDF work to ensure the availability and the best type of protection against falls from heights. Falls are one of the top 5 causes of workplace deaths in the US. Consequently, OSHA is scheduled to issue final rules in October 2012 to update its Walking-Working Surfaces and Personal Protective Equipment Standards with the intent to reduce fall-related deaths and injuries and to incorporate new fall protection technology. In anticipation of this legislation, we are seeking to incorporate those key provisions of the proposed changes into our fall protection procedures.
- **Ergonomics Awareness:** Provide ergonomics awareness training and strategic interventions to reduce overexertion injuries. Overexertion injuries that result in sprains and strains of the knee and lower back account for the greatest percentage of injuries and lost workdays in HCDF. Understanding ergonomic risk factors and practicing basic ergonomic principles is the first defence against sprain and strain injuries that result in lost work days.
- **Contractor Safety Program:** Contractor safety management procedures and specifications will continue to be integrated into HCDF-managed projects to ensure that project safety is addressed, hazards are managed, and the corresponding risks reduced to prevent injuries, fatalities, property loss, or unfavorable publicity to the County. Contractor Safety Specifications for the management of the safety process will continue to be made a part of all construction bid documents prepared by HCDF and its design partners in 2012.

- **Electrical Safety Program:** Electrocutation is one of the top 5 causes of workplace deaths in the US. HCDF rolled out its new Electrical Safety Program in August 2011 following the completion of electric arc and shock hazard assessments in the downtown core buildings. Hazard warning labels derived from these assessments were also posted on electrical equipment. These labels outline the shock and arc flash hazards and corresponding personal protective equipment to be used when working on the equipment. Both classroom and work practice training was provided to affected personnel on electrical safety, personal protective equipment, and safe use of electrical test meters. HCDF will continue to implement this important program in 2012 by reviewing work practices, providing follow-up refresher training, and ensuring arc and shock flash hazard assessment data stays updated as changes are made to electrical systems.
- **Program Reviews & Updates:** Critical safety programs issued in 2004-2007 will be reviewed and updated to reflect changes in process, personnel, or industry and technology changes. We are also anticipating changes in the PPE and Hazard Communication standards in late 2012 and will incorporate those changes into our program updates.

Safety Inspections and Program Audits

Safety inspections and safety audits will again be scheduled for 2012. The time frame for the safety inspections is July-August for the State PERRP Inspector and October-November for the CMI Consultant.

Program effectiveness audits will need to be performed for the Electrical Safety, Confined Space, Lockout/Tagout, Respiratory Protection, Hazard Communication, Personal Protective Equipment, and Bloodborne Pathogens Programs.

Emergency Action Planning & Drills

Emergency planning will continue to be a top priority in 2012. The *Ohio Fire Code, Rule 4* (Ohio Administrative Code 1301:7-7-04) and *OSHA Code 29 CFR 1910.38 Emergency Action Plans*; require the development of emergency plans and emergency evacuation drills. Our requirements under these codes call for an emergency procedure (evacuation and shelter for fire, severe weather, etc.) to be prepared for each of our facilities and to conduct two (2) evacuation drills per year (1 announced; and 1 unannounced). It is important that each individual Department and area/floor know what to do when an emergency drill or an actual emergency event occurs. The complexity of the Hamilton County properties will require the full support of its various Departments and staff to successfully implement an overall Emergency Preparedness Program.

To that end, the Facilities Safety and Security Manager will be working with the County Risk Manager to:

- Develop or revise building-specific emergency action/evacuation plans for the County's 7 main campus buildings and conduct fire evacuation drills. **For 2012, the buildings of focus will be the 230 E. Ninth, Administration Building, 800 Broadway Building, and the Courthouse Buildings.**
- Provide building tenants with emergency plan information and assist them with training and education regarding their building's emergency plan.
- Develop and submit final building emergency plans for each facility to the Cincinnati Fire Department for approval and plan of record with the city.

Continued Positive Change to Our Safety Culture

Creating continual positive and proactive change to our safety culture will be a continuing focus in 2012. The culture of safety that we seek is one in which safety is part of the way we do business, being integral to all of our processes rather than a last minute add-on or afterthought. We believe a safety-first culture can be facilitated in the following ways:

- **Management and Employee Accountability:** Propose revising job descriptions to include safety goals and objectives as a job performance measure. Revise job performance reviews to include specific safety measures.
- **Management and Employee Involvement:** Promote the Safety Committee and ensure participation from both Managers and Employee Groups. Empower and guide this group to tackle real safety issues and to make significant safety proposals that impact and strengthen the safety process.
- **Standard Operating (safe) Procedures:** Standardizing our processes through standard procedures is the key to establishing an effective safety management system. Safe procedures outline and standardize the best (and safest) way to do the work. All training then follows the established safe procedures that have been developed based upon all known hazards and their elimination or reduction of risk.
- **Training and Certification:** Ensure that the Safety and Security Manager maintains his certification as a *Certified Safety Professional* and encourage him to continue to expand his knowledge in safety practices and prevention.

-End of Executive Summary-

Safety Progress Report - 2011

I. Purpose

This Safety Progress Report summarizes the safety activity and accomplishments for calendar year 2011. The Director and the management staff of the Hamilton County Department of Facilities (HCDF) is committed to promoting a culture where safety is valued and considered part of how we conduct the business of serving our county customers. We believe our goal of “Zero Injuries” can be achieved through safety awareness, training, safe standard procedures, developing safe behaviors, and of course compliance with OSHA standards adopted by the ORC *Public Employee Risk Reduction Program (PERRP)*.

This report summarizes:

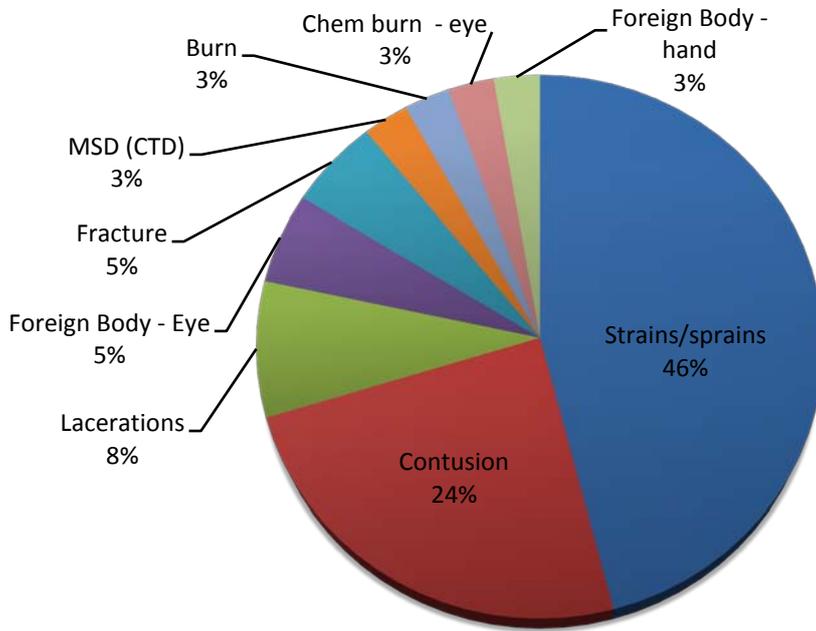
- I. Purpose & Our Goal of Zero Injuries
- II. Background: Accident Summary for the past 3 years
- III. OSHA (PERRP) Compliance Activities for 2011
 - A. Safety Inspections
 - B. Safety Programs
 - C. Safe Procedures
 - D. Safety Training
- IV. Emergency Action & Evacuation Planning

II. Background: 3-Year HCDF Accident Summary

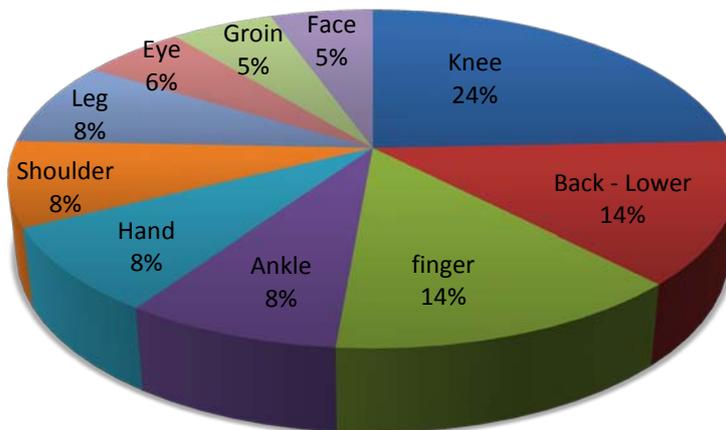
- A. **Injury Totals:** A total of 37 injuries occurred in calendar years 2009-2011. There were fewer total injuries from 2009 to 2011; fewer lost-time injuries from 2009 to 2011; and fewer lost days due to injury.



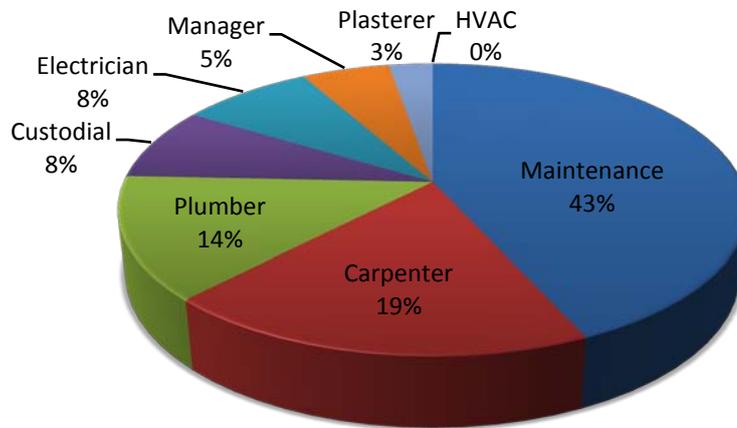
B. Injury Types: Strains and sprains accounted for 46% of the 37 injuries from 2009 through 2011.



C. Injuries by Body Location: Strains and sprains of the knee and lower back accounted for 38% of the 37 injuries.



D. Injuries by Job Classification: The Maintenance classification accounted for 43% of the 37 injuries.



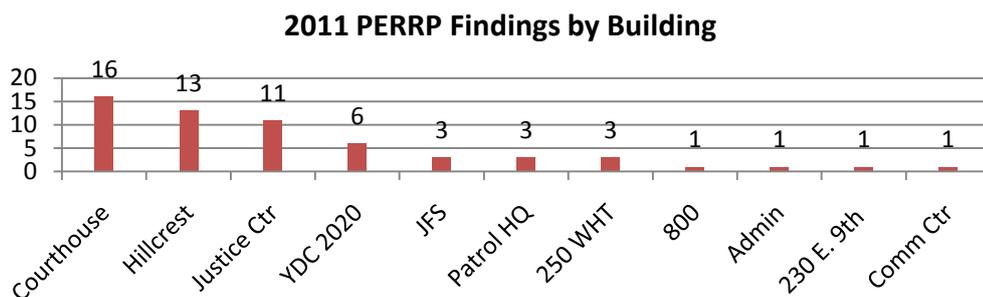
III. OSHA (PERRP) Compliance Activities 2011

A. SAFETY INSPECTIONS

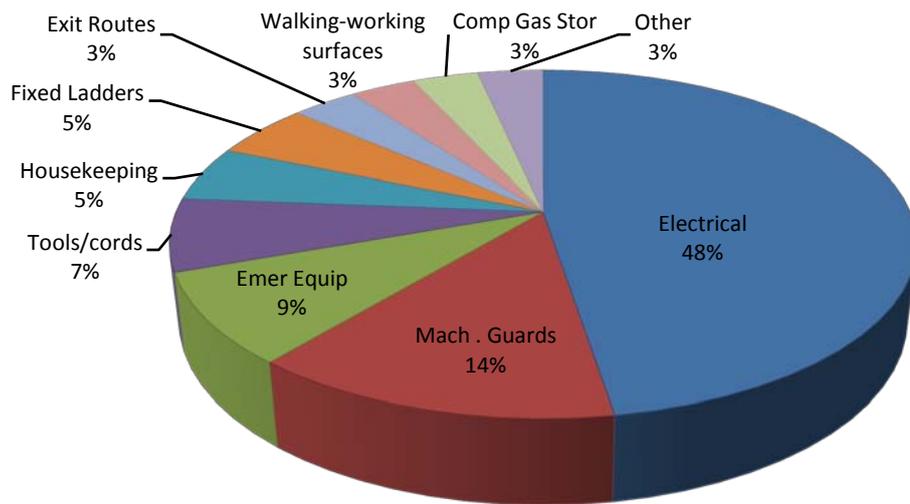
1. **PERRP Safety Inspections:** From July through September of 2011, a PERRP Compliance Officer completed inspections of the following facilities:

- Administration Building
- Courthouse
- 230 WHT Center
- Justice Center
- 800 Broadway Building
- 222 East Central Parkway
- 250 WHT Building
- Communications Center
- Patrol Headquarters
- Youth Detention Center
- Hillcrest Training School

a) **PERRP Findings by Building:** A total of fifty-nine (59) safety concerns were observed. Fifty-one (51) have been corrected, and six (6) are in progress. Two (2) open items will require professional engineering services and/or may require capital expenditure. See Attachment A, items 29 and 30. The chart below shows the number of safety concerns identified by building:



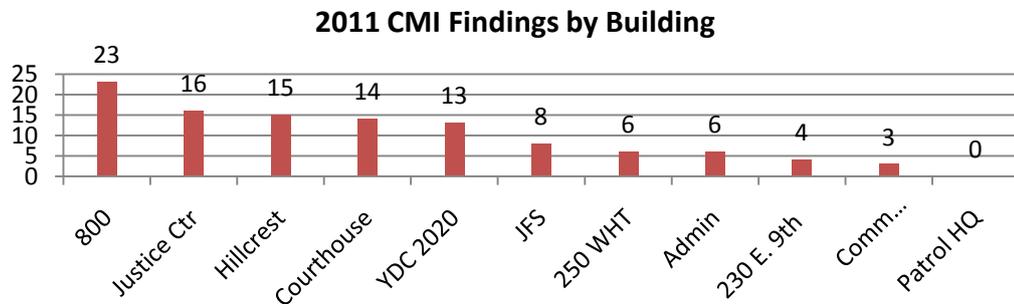
b) **PERRP Findings by Type:** The top three issues of the 59 safety concerns observed were: **1) Electrical** (damaged wiring or cords; exposed conductors in panels; improper use of temporary wiring; lack of equipment grounding); **2) Missing machine guards**; and **3) Emergency Equipment** (exit signs/lighting; fire extinguishers; eyewash station inspections).



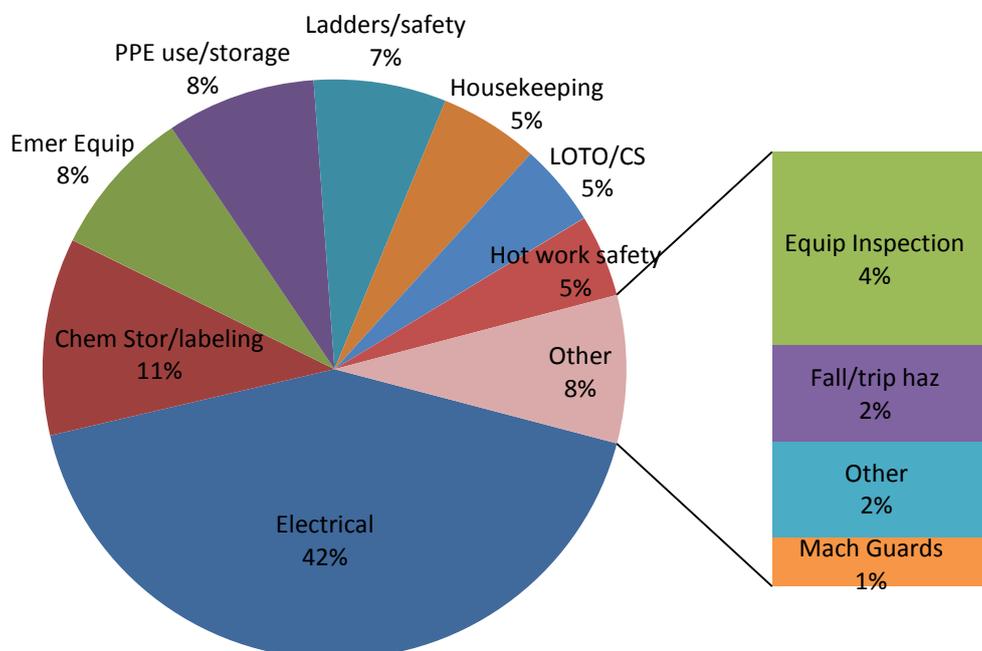
2. **CMI Safety Inspections:** From October through December 2011, a safety consultant from Compliance Management, Inc. (CMI) conducted safety audits in the following facilities:

- Administration Building
- Courthouse
- 230 WHT Center
- Justice Center
- 800 Broadway Building
- 222 East Central Parkway
- 250 WHT Building
- Communications Center
- Patrol Headquarters
- Youth Detention Center
- Hillcrest Training School

- a) **CMI Findings by Building:** A total of 109 safety concerns were observed. Of these, 91 have been corrected. The remaining 18 items are in progress. The chart below shows the number of safety concerns identified by building:



- b) **CMI Findings by Type:** The top 3 issues of the 109 safety concerns observed were: **1) Electrical** (damaged wiring or cords; exposed conductors in panels; improper use of temporary wiring); **2) Chemical Storage & Improper Labeling** (improper storage of flammables/combustibles, missing container labels); and **3) emergency equipment** (fire extinguisher inspections, eyewash station inspections, emergency lighting not working, exit signs not present or illuminated, etc.).



B. SAFETY PROGRAMS: Development and Current Status

The following safety programs are in place, being developed, or were audited for effectiveness in 2011:

Program	Code	Status	Audited?
Hazard Communication	29 CFR 1910.1200	In Effect	Yes
Lockout/Tagout	29 CFR 1910.147	In Effect	Yes – required by code
Confined Space	29 CFR 1910.146	In Effect	No – required by code
Respiratory Protection	29 CFR 1910.134	In Effect	Yes
Bloodborne Pathogens	29 CFR 1910.1030	In Effect	Yes
Fork Truck	29 CFR 1910.178	In Effect	Yes
Personal Protective Equipment	29 CFR 1910.132	In Effect	No
Electrical Safety Program Energized Electrical Work Permit	29 CFR 1910.332	New Electrical Safety Program implemented including arc flash safety and NFPA 70e	Yes
Hot Work Program	<i>29 CFR Subparts E, H, L, M, N, Q, R, S, Z</i>	In Effect	Yes

C. SAFETY PROCEDURES: Developed and Implemented in 2011

- Hot Work Procedure (update)
- Emergency Evacuation Plan for 230 E. 9th Street
- Contractor Safety Specification
- Equipment Holdout Procedure
- Equipment Shutdown/Lockout Procedures for JFS, Hillcrest, 2020 Youth Detention Center
- Energized Electrical Work Permit
- Pesticide Usage – Hillcrest School

Following procedures have been developed and will be implemented in 2012:

- Fire/Smoke Damper Inspections
- Qualified Electrical Person
- Fire Door Inspections

D. SAFETY TRAINING 2011

Safety training was delivered to all maintenance and trades groups between February and December of 2011 on the following topics:

MONTH	TOPIC	CODE
February	Pesticide Safety Training	Ohio Pesticide Law
March	Hand & Power Tool Safety Basic Electrical safety	29 CFR 1910.242 29 CFR 1910.332
April	Lockout-Tagout Confined Space – including use of meters	29 CFR 1910.147 29 CFR 1910.146
May	Fire Prevention / Hot Work Means of Egress	29 CFR Subparts E, H, L, M, N, Q, R, S, Z 29 CFR 1910.36; 37
June	Respiratory Protection	29 CFR 1910.134
July	Electrical Safety – Qualified Persons	1910.331-335 NFPA 70E
August	Electrical Qualified Person – NFPA 70E	1910.331-335 NFPA 70E
September	Electrical Safety Field Skills Training and Assessment	1910.331-335 NFPA 70E
October	Fire Extinguisher Training including Hands-on	29 CFR 1910.157
November	Bloodborne Pathogens	29 CFR 1910.1030
December	Electrical Meter Training	29 CFR 1910.332(b)

IV. Emergency Action Planning & Drills

An emphasis on updating and/or developing emergency plans continued in 2011. Fire drills were held at the Administration Building (138 East Court Street); Alms & Doepke Building (222 East Central Parkway); and the William Howard Taft Law Center (WHTLC - 230 East Ninth Street). An Emergency Action Plan was developed for the WHTLC, 230 East Ninth Street facility which was adopted by the building’s Court Security Committee on August 25, 2011. This plan will be used as the master template for the remaining downtown campus buildings managed by County Facilities as well as the plan type to be submitted to the Cincinnati Fire Department for each of our buildings.

2011 EMERGENCY PLANNING & DRILL EXECUTION

Building	Evacuation/ Shelter Plans Updated?	Floor/ Dept. Plans Prepared	Building Emergency Plan Developed/updated and Submitted to Cincinnati FD?	2011 Fire Drill Status ¹
Administration	Yes	Yes	General plan on record; Preparing specific bldg plan for submittal	Unannounced – 6/30/11
WHTLC 230 E. Ninth St.	Yes	Yes	Yes	Announced – 9/29/11
Courthouse	Reviewing			
Alm & Doepke	Reviewing	Yes	Plan on record needs updating	Unannounced - 8/30/11
250 WHT	Reviewing			
800 Broadway	Reviewing	In progress		
Justice Center	Reviewing			

1. Hamilton County Risk Management Policy calls for two (2) drills per year – one to be unannounced (Section 6.600 and 6.601).

-End of Report-

Attachment A – Safety Project Requests & Safety Risk Assessment

The following is an overview of safety-related issues identified through third-party inspections or in-house investigations. These items have been submitted for projects requiring engineering design and/or capital expenditure. Those highlighted in **yellow** are funded and scheduled to be completed in 2012

Issue / Project	Consequence	Likelihood	Risk	Estimated Cost
1) Fall Protection: Administration Roof fall protection around cooling tower	Catastrophic	Possible	High	\$25,693
2) Fall Protection: Alms & Doepke Building Roof	Catastrophic	Possible	High	\$44,926
3) Fall Protection: Alms & Doepke Chiller Room AHU-B1 overhead access	Major	Likely	High	\$32,988
4) Fall Protection: 800 Broadway Cupola Roof	Catastrophic	Possible	High	\$35,004
5) Fall Protection: Courthouse Pipe Chases	Catastrophic	Possible	High	\$323,033
6) Fall Protection: Courthouse Boiler Room Work Platform	Major	Possible	Medium	\$36,959
7) Fall Protection: Justice Center Roof	Catastrophic	Possible	High	\$81,560
8) Electrical Arc Flash Assessment: Engineer's Garages	Catastrophic	Possible	High	\$16,969
9) Electrical Arc Flash Assessment: Hillcrest School	Catastrophic	Possible	High	\$15,040
10) Electrical Arc Flash Assessment: Sheriff Heliport	Catastrophic	Possible	High	\$7,865
11) Electrical Arc Flash Assessment: Parkhaus Garage	Catastrophic	Possible	High	\$8,202
12) Electrical Arc Flash Assessment: Youth Detention Center	Catastrophic	Possible	High	\$20,388
13) Electrical Arc Flash Assessment: Coroner's Office	Catastrophic	Possible	High	\$11,797
14) Electrical Arc Flash Assessment: Records Center	Catastrophic	Possible	High	\$8,202

Issue / Project	Consequence	Likelihood	Risk	Estimated Cost
15) Asbestos Study: Administration Building	Code Violation	CHRONIC	Code violation	\$21,994
16) Asbestos Study: Alms & Doepke	Code Violation	CHRONIC	Code violation	\$19,938
17) Asbestos Study: 230 E. Ninth Street	Code Violation	CHRONIC	Code violation	\$20,854
18) Asbestos Study: Hillcrest School	Code Violation	CHRONIC	Code violation	\$24,091
19) Asbestos Study: 250 William Howard Taft	Code Violation	CHRONIC	Code violation	\$12,666
20) Asbestos Study: 800 Broadway	Code Violation	CHRONIC	Code violation	\$26,450
21) Asbestos Study: Courthouse	Code Violation	CHRONIC	Code violation	\$39,613
22) Asbestos Study: Patrol HQ	Code Violation	CHRONIC	Code violation	\$17,020
23) Asbestos Study: Justice Center	Code Violation	CHRONIC	Code violation	\$19,196
24) Asbestos Study: Memorial Hall	Code Violation	CHRONIC	Code violation	\$14,947
25) Asbestos Study: Juvenile Detention Center	Code Violation	CHRONIC	Code violation	\$17,054
26) Asbestos Study: Comm Center	Code Violation	CHRONIC	Code violation	\$12,822
27) Asbestos Study: Coroner's Office	Code Violation	CHRONIC	Code violation	\$17,538
28) Asbestos Study: Records Center	Code Violation	CHRONIC	Code violation	\$14,014
29) Overhead Storage Floor Load Capacity Rating: 800 Broadway Boiler Rm	Medium	Possible	Medium	Submitted for Est.
30) Stair Landing Railing: 800 Building Southeast Stairwell	Catastrophic	Unlikely	Medium	Submitted for Est.

Issue / Project	Consequence	Likelihood	Risk	Estimated Cost
31) Electrical Arc Flash Assessment: Communications Center	Catastrophic	Possible	High	\$12,550
32) Electrical Arc Flash Assessment: Memorial Hall	Catastrophic	Possible	High	\$9,234
33) Electrical Arc Flash Assessment: Public Works Garages	Catastrophic	Possible	High	\$10,999
34) Fall Protection: Coroner Roof	Catastrophic	Possible	High	\$93,664

System Used to Determine Risk

<p>Step 1 – Consider the Consequences What are the consequences of this incident occurring? CONSEQUENCE</p>		<p>Step 2 – Consider the Likelihood What is the likelihood of the consequence identified in step 1 happening? LIKELIHOOD</p>		<p>Step 3 - The calculated risk score is where the two ratings cross on the matrix below.</p>					
<p>Consequence</p>		<p>Likelihood</p>		<p>LIKELIHOOD</p>					
<p>Personal Damage</p>		<p>Description</p>		<p>Unlikely Possibly Likely Almost Certain</p>					
Catastrophic	Extensive injury or death	Unlikely	The event may occur, but probably never will.	<p>CONSEQUENCE</p>	Catastrophic	MEDIUM	HIGH	EXTRM	EXTRM
Major	Medical treatment	Possible	The event could occur, but only rarely		Major	MED	MEDIUM	HIGH	EXTRM
Medium	First aid treatment	Likely	The event could occur at some time		Medium	LOW	MEDIUM	MEDIUM	HIGH
Minor	No treatment	Almost Certain	The event is expected to occur in most circumstances		Minor	LOW	LOW	MEDIUM	MEDIUM