**Procedure for Safety and Risk Management**

**General**

The purpose of safety and risk management activities is to protect residents and staff and, secondarily, to minimize the cost of General Liability and Workers Compensation insurance and liability lawsuits.

**Procedures**

1. PHA administrators place a high priority on eliminating safety hazards at their properties and in the workplace.
2. All staff shall be instructed to inform their supervisors of any safety hazards observed on PHA property or any unsafe practices engaged in by PHA tenants, staff or contractors.
3. The biggest safety hazard in public housing nationwide is “slip and fall” incidents. Accordingly, staff shall be diligent about dry-mopping and keeping PHA’s public spaces (office buildings, community rooms, lobbies, etc.) dry during inclement weather. Tenants are responsible for slippery conditions inside their units.
4. Maintenance staff shall keep public sidewalks and parking areas plowed and de-iced during or immediately after the admittedly rare cases of snow, freezing rain and sleet. This will occasionally warrant staff overtime work. The fact that these conditions are rare in this community means residents will not necessary realize how dangerous they are.
5. Public housing managers and PBV leasing agents are required to walk their properties daily. One reason for this requirement is to observe potentially dangerous conditions such as heaved sidewalks creating tripping hazards (perhaps from tree roots), broken glass in common areas, open manholes, and other conditions that could be dangerous to tenants or staff.
6. During all unit inspections, staff shall be vigilant for all potential safety hazards (most of the following items are also REAC scoring deficiencies)
7. Broken glass
8. Cracked, broken or missing electrical cover plates
9. Loose handrails on stairs
10. Exposed electrical wires
11. Grease build-up below burners on the stove or in the oven
12. Storing highly flammable materials in units (gasoline)
13. Blocking air vents to the HVAC system
14. Holes in the floor (tripping hazard)
15. Evidence of tub overflows damaging the structural integrity of bathroom floors
16. Water heaters set high enough to scald
17. Evidence of tampering with the circuit breaker box
18. Refrigerator incapable of maintaining food at proper temperatures
19. Water leaks on or near electrical equipment
20. Water leaks anywhere else in the unit
21. Blocked egress (furniture in front of only window in a bedroom)
22. Expired fire extinguishers
23. Inoperative or missing smoke/carbon monoxide detectors
24. Window locks missing or non-functional
25. Mold or mildew in the unit (check bathrooms and kitchens)
26. Cracked or peeling paint

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1. Most injuries to PHA staff occur to maintenance staff. Staff are encouraged to report unsafe conditions and practices. Injuries can occur because of
2. Unsafe or deteriorated equipment (some PHA trucks are unsafe sitting still)
3. Inadequate staff training on the use of tools and equipment
4. Cutting corners to save time or supervisory pressure to complete jobs too quickly
5. Carelessness
6. Using ladders when an exterior job actually requires a scaffold
7. Failure to use safety equipment (especially respirators)
8. When accidents to tenants or staff occur they should be reported immediately to the individual who is responsible for handling PHA’s insurance. Staff who first learn of the accident should photograph the scene if possible (do not run into a burning building to take photos) and should fill out a “serious incident report”.
9. Any accident that causes an injury to a tenant or staff member should be investigated and all witnesses should provide statements of exactly what occurred. The insurance company is going to need this information.