

Port of Houston Authority

Port Health and Safety Standards Document

Document Control #	PSEO-SAF-101-P	Revision Date	2/3/2025
Document Title	Health and Safety Standards	Authored by	M. Chapman
Document Level	Level 1 - Standards	Reviewed by	A. Seymour
Document Owner	Executive Safety Leadership Team	Approved by	C. Jenkins

1. Purpose

1.1. The purpose of this document is to establish the Port of Houston Authority ("PHA") Health and Safety Standards (these "Standards"). Attachment A attached hereto is intended to be a summary of these Standards for various uses.

2. Scope

2.1. The scope of this document, including Attachment A, is applicable to all PHA operations.

3. References

3.1. ISO 45001:2024 Section 5.2 Policy

4. Roles and Responsibilities

4.1. **PHA Employees** – Know, understand, and apply these Standards.

4.2. **Management** – Communicate and implement these Standards to the organization.

4.3. **Chief Executive Officer (CEO)** – Periodically review, approve, and communicate these Standards.

5. Compliance Methodology

5.1. Standards 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. While embracing a holistic approach that extends safety considerations to all individuals within its premises, 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. PHA emphasizes the prevention of injuries, illnesses, and fostering a culture that prioritizes employee health, safety, environmental well-being, quality, productivity, and cost-effectiveness. This commitment is tracked through the establishment, monitoring, and refinement of relevant objectives and targets across PHA's operations.

5.2. Standards General

5.2.1. PHA recognizes and accepts its duties as an employer to provide for the health, safety and welfare at work of all its employees, as far as reasonably practicable.

5.2.2. PHA will take reasonably practicable efforts to safeguard its customers, contractors, tenants, visitors, and other stakeholders 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:

5.2.3.1. Provision and maintenance of plant and equipment that is safe and without risks to health,

5.2.3.2. Arrangements to provide for safety and minimization of risks to health in its 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 provide for the health and safety of its employees at work, and

5.2.3.4. Provision and maintenance of a safe work facilities and safe means of access to and egress from these.

- 5.2.4. To realize these objectives, PHA shall make available adequate resources to promote and maintain best practices in health and safety management, and 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 support its employees' ability to perform their work with less risk to themselves or others. Such training will be provided as soon as reasonably practicable following hiring and periodically during the course of employment.

5.3. Management Responsibility

- 5.3.1. PHA firmly believes in and integrates health and safety as an essential facet of leadership and management, on par with other critical managerial functions.
- 5.3.2. The organization expects all employees, including managers and supervisors, to proactively integrate health and safety into their regular duties and responsibilities, to preemptively mitigate injury and illness risks. Their performance in upholding these Standards may be assessed and factored into their overall performance evaluations.

5.4. Employee Responsibility

- 5.4.1. All employees have STOP WORK AUTHORITY to prevent harm, injuries, and illnesses.
- 5.4.2. Employees are responsible for reporting any unsafe act, condition, or incident immediately to management.
- 5.4.3. PHA requires all its employees to cooperate with the management in order to comply with relevant statutes, regulations and codes of practice, and meet these 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 breach of these Standards or other health and safety relevant statutes, regulations or codes of practice may result in disciplinary action.
- 5.4.6. All employees will receive training on their duties and responsibilities as soon as reasonably practicable following hiring and periodically during the course of employment.

5.5. Health and Safety Coordination

- 5.5.1. PHA will appoint safety representatives to monitor and improve safety in the workplace. The Chief PSEO Officer and the Safety Director have ultimate responsibility, reporting to the Chief Executive Officer, for the formulation, implementation, monitoring and evaluation of PHA's health and safety policies, standards, and programs, including, but not limited to, these Standards.

5.6. Job Safety Analysis

- 5.6.1. Job safety analysis should be conducted by employees for operational tasks to identify necessary preventative and protective measures, supporting the health and safety of all individuals involved in those tasks.

5.7. Effective Communications

- 5.7.1. Periodic health and safety communication meetings should take place at each work location to share health and safety requirements and expectations of employees.
- 5.7.2. Copies of these Standards shall be accessible to all employees and prominently displayed at all main PHA locations, and should be brought to the attention of all customers, contractors, tenants, and visitors, and made available to other interested parties.

5.8. Investigation and Reporting of Safety 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 safety incidents, including near-miss incidents. An appropriate report form must be completed for all work-related incidents.

5.9. Standards Evolution

- 5.9.1. These Standards and performance thereof should be continually refined to align with any legislative and other legal changes and PHA's evolving needs. Any revisions will be communicated promptly and effectively to ensure awareness and adherence.

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.
B	01/2016	R. Galle	R. Guenther	Annual update. Title changes as appropriate.
C	04/2016	M. Chapman		Update for 45001
D	01/2018	M. Chapman	R. Guenther	Annual Update. Executive Director Sign.
E	08/2023	A. Seymour	R. Guenther	Full Review and Update with change in leadership adding holistic approach to health and safety. Executive Director Sign.
F	2/2025	M. Chapman	C. Jenkins	Minor update approved by E.Eriksson and new CEO signature needed.

*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 STANDARDS STATEMENT

STANDARDS STATEMENT

PHA safely and efficiently conducts operations in a timely and cost-effective manner by consistently complying with relevant statutes, regulations and codes of practice. While embracing a holistic approach that extends safety considerations to all individuals within its premises, PHA is committed to continual improvement. PHA emphasizes the prevention of injuries, illnesses, and fostering a culture that prioritizes employee health, safety, quality, productivity, cost-effectiveness and environmental improvement. This commitment is reflected through the establishment, monitoring, and refinement of relevant objectives and targets across PHA's operations.

MANAGEMENT RESPONSIBILITY

PHA firmly believes in and integrates health and safety as an essential facet of leadership and management, on par with other critical managerial functions. Managers and supervisors (as well as other employees), are expected to proactively integrate health and safety into their regular duties and responsibilities, to preemptively mitigate injury and illness risks. Their performance in upholding PHA's Health and Safety Standards may be assessed and factored into their overall performance evaluations.

EMPLOYEE RESPONSIBILITY

Every PHA employee, regardless of role, has STOP WORK AUTHORITY to prevent harm, injuries, and illnesses. Employees are responsible for immediately reporting unsafe acts, conditions, or incidents to PHA management. Full cooperation is expected from all employees for compliance with relevant statutes, regulations and codes of practice, and to meet PHA's Health and Safety Standards. Employees are reminded not to take risks which could affect their own or other person's health and safety. Any breach of PHA's Health and Safety Standards or other health and safety requirements may result in disciplinary action. Training on duties and responsibilities will be provided to PHA employees as soon as reasonably practicable following hiring and periodically during employment.

HOLISTIC HEALTH AND SAFETY APPROACH

PHA is committed to having a comprehensive approach to health and safety that encompasses every person within its premises. This approach extends beyond employees to include customers, contractors, tenants,

visitors, and other stakeholders. It is a shared responsibility to cultivate a safe environment and help prevent harm.

HEALTH AND SAFETY COORDINATION

PHA will appoint safety representatives to monitor and improve safety throughout PHA's facilities. The Chief PSEO Officer and the Safety Director have ultimate responsibility, reporting to the Chief Executive Officer, for the formulation, implementation, monitoring and evaluation of PHA's health and safety policies, standards, and programs.

JOB SAFETY ANALYSIS

Job safety analysis should be conducted by employees for operational tasks to identify necessary preventative and protective measures, supporting the health and safety of all individuals involved in those tasks.

EFFECTIVE COMMUNICATIONS

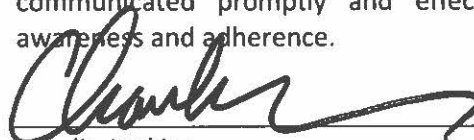
Periodic safety communication meetings should take place at each work location to share safety requirements and expectations of employees. Copies of PHA's Health and Safety Standards will be accessible to all employees and prominently displayed at all main PHA locations. The Health and Safety Standards should be brought to the attention of all customers, contractors, tenants, and visitors, and made available to other interested parties.

INVESTIGATION AND REPORTING OF SAFETY INCIDENTS

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

STANDARDS EVOLUTION

PHA's Health and Safety Standards should be continually refined to align with any legislative and other legal changes and PHA's evolving needs. Any revisions will be communicated promptly and effectively to ensure awareness and adherence.



Charlie Jenkins
Chief Executive Officer
2/03/2025