

Divisions of Water, Cleveland Public Power, and Water Pollution Control

Request for Legislation

An ordinance to authorize the Director of Public Utilities to employ one or more professional consultants to provide the production of a Safety & Security Orientation Video and web-based e-learning training module designed to provide new hires and existing employees with an overview of anticipated workplace hazards and safety & security requirements, for the Divisions of Water, Cleveland Public Power, and Water Pollution Control, Department of Public Utilities.

Background/Purpose:

PERRP/OSHA requires that all employees are provided health and safety training by their employers prior to being exposed to known workplace hazards. The City of Cleveland currently requires that all City of Cleveland Employees are trained on the City of Cleveland's Employees Safety & Health Handbook and receive Health & Safety training at least annually thereafter. Upon initial hire and on an ongoing basis, DPU employees will require Health & Safety training on known and potential workplace hazards, and DPU Security requirements. In order to address these initial and ongoing employee training needs, DPU is proposing developing a Safety & Security Orientation video with a complementing e-learning training module.

The ability to have a professionally produced Safety & Security Orientation film along with a complimenting E-Learning training module fits in DPU's strategic plan to consistently deliver a quality behavior-based safety training that will have a positive impact on leadership, regulatory compliance, new employee development, reduced workplace injuries, security incidents, property damage, cyber security incidents, and provide ongoing technology integration.

Scope of Work/Commodities/Services:

The Department of Public Utilities (DPU) intends to seek proposals for the production of a Safety & Security Orientation Video and web-based e-learning training module designed to provide new hires and existing employees with an overview of anticipated workplace hazards and safety & security requirements. The professionally produced video and E-Learning training module will meet OSHA/PERRP regulatory and DPU Policy/Programs requirements.

This project fits within DPU's strategic plan to consistently deliver a quality behavior-based safety training that will have a positive impact on leadership, regulatory compliance, new employee development, reduced workplace injuries, security incidents, cyber security issues, property damage and provide ongoing technology integration.

DPU seeks video production partner(s) to collaborate with its DPU Risk Management, DPU divisions operations, communications, graphic designers and information technology group in the production of approximately one Safety & Security Orientation Video and one E-Learning training module, lasting about 60-90 minutes each, which will provide:

New hires and existing DPU employees with a consistent initial and periodic safety training on topics such as City of Cleveland Safety & Health Handbook, DPU's Security and Access Control Program, Cyber Security Procedures, PPE requirements, Hazard Communication, Silica Exposure Control Training, Emergency Action

Plans, Active Shooter, fall protection requirements, confined spaces, motorized and mechanized equipment, electrical safety, control of hazardous energy, traffic safety, accident and injury reporting procedures, unsafe condition reporting and accountability.

- Extensive video footage demonstrating correct safety & security procedures at the Department of Public Utilities divisions.
- Commentary on anticipated hazards of DPU fieldwork locations, plants, electrical substations, and occupied office building locations.
- Video footage featuring employees at work in office buildings, plants, and in the field at worksite locations performing construction activities. Short employee interviews that promote working safely.
- Pauses in the video and online training module that allows interaction with the student to make correct choices in presented safety scenarios.
- Opportunities for student engagement and assessment of acquired learning throughout the video and online e-learning training module.
- The video modules will be housed on an existing online platform, along with downloadable resources, assessments, and other features.

Justification/Urgency:

PERRP/OSHA requires that all employees are provided health and safety training by their employers prior to being exposed to known workplace hazards. The City of Cleveland currently requires that all City of Cleveland Employees are trained on the City of Cleveland's Employees Safety & Health Handbook and receive Health & Safety training at least annually thereafter. Upon initial hire and on an ongoing basis, DPU employees will require Health & Safety training on known and potential workplace hazards, and DPU Security requirements. In order to address these initial and ongoing employee training needs, DPU is proposing developing a Safety & Security Orientation video with a complementing e-learning training module.

DPU Risk Management Group would like to complete the filming and development of the e-learning module in 2020, with anticipated completion date of the 4th quarter of 2020.

Anticipated Costs and funding source:

Estimated cost - \$100,000.00

Fund 50, Sub fund 001

Schedule or Term of Contract:

N/A

Current Contract(s):

N/A

Previous Contract(s):

N/A