

SAFETY RULES FOR ON-SITE, CENTRAL OFFICE & REGIONAL PERSONNEL

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. Reporting such will not result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration. Management will give top priority for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of these safety rules, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety rules.

All employees will be instructed by their supervisors that compliance with the safety rules described is required.

All employees will be re-trained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety rules.

Individual employees will be re-trained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

An accident investigation will be performed by the supervisor at the location where the accident occurred.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

Minor First Aid Treatment

First aid kits are kept in the maintenance shop of each property. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. It is a policy that if seeking medical treatment for a work-place injury that a drug and alcohol test be performed at the medial facility. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident report.

Emergency Medical Treatment

It is a policy that if seeking medical treatment for a work-place injury that a drug and alcohol test be performed at the medial facility. If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident report.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, carts, or get assistance from a co-worker especially when lifting furniture or appliances.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker's.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse order.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

General Office Safety

1. Do not stand on furniture to reach high places.
2. Do not kick objects out of your pathway; pick them up or push them out of the way.
3. Do not throw matches, cigarettes or other smoking materials into trash baskets.
4. Do not tilt the chair you are sitting in on its back two legs.
5. Use the ladder or step stool to retrieve or store items that are located above your head.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Items

1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Electrical

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

Fans

1. Do not use fans that have excessive vibration, frayed cords or missing guards.
2. Do not place floor type fans in walkways, aisles or doorways.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways or walkways.
3. Do not run on stairs or take more than one step at a time.

General Maintenance Procedures

1. Use only metal receptacles labeled "Oily Rags Only" for disposal of oily shop rags.
2. Store liquid containers labeled "Flammable" only in cabinets, rooms or buildings designed and labeled for "Flammable Storage".
3. Wear safety goggles, face shields or safety glasses when striking, cutting, grinding or drilling.
4. Do not place material such as boxes or trash in walkways and passageways.
5. Do not store or leave items on stairways.
6. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
7. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
8. When lifting heavy objects in confined spaces, such as replacing toilets, if needed seek assistance from a co-worker.
9. Always use precautions, such as wearing protective gloves and eye wear, when taking apart pipe traps in kitchens and bathrooms. The pipe trap may contain caustic drain cleaner.
10. Remove protruding nails or bend them down into the lumber by using a claw hammer.
11. Wear rubber gloves when handling caustic drain cleaners.
12. When using a power snake for sewer clean outs make sure a minimum amount of snake is exposed to prevent injury from it twisting around itself.
13. Always wear rubber gloves when performing repairs on plumbing equipment that might expose you to raw sewage.

Electrical Safety

1. Always de-energize electrical equipment, circuit breaker panels, switch boxes, etc. before inspecting or making repairs. The current should be turned off at the main power source, and the switch padlocked in the off position.
2. When performing electrical repairs be certain at all times that other employees are not exposed to danger. Use safety signs or tags to warn them of electrical hazards.
3. Make sure covers are in place on electric meters, service disconnects, and main breakers. Live electrical parts must not be exposed.

Ladders and Step Ladders

1. Read and follow the manufacturer's instruction label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use a ladder that wobbles or leans.
3. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage. Dispose of damaged ladders to prevent accidental use.
4. Keep ladder rungs clean and free of grease. Remove buildup of material such as mud or dirt.
5. Do not use a metal ladder on roof-tops or within 50 feet of electrical power lines.

6. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway which you are blocking and post the sign "Detour".
7. Allow only one person on the ladder at a time.
8. Face the ladder when climbing up or down.
9. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
10. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
11. Do not climb on the top 2 rungs of a ladder.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of a roofline or working surface.
13. Secure an extension ladder in place by having another employee hold it or tie off the top of the ladder to the structure.
14. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
15. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not use a ladder as a horizontal platform.
18. Do not leave tools and materials on the top of step-ladders.

Electrical Powered Tools

1. Do not carry equipment or tools by the cord.
2. Disconnect the tool from the outlet by pulling on the plug, not the cord.
3. Use only electrical tools which are double insulated and plugged into Ground Fault Circuit Interrupter (GFCI) protected cords or circuits when working in wet locations.
4. Do not drive over, drag, step on or place objects on a cord.
5. Do not operate power hand tools or use electrical cords if the ground pin from the three pronged power plug is missing or has been removed.
6. Do not operate power tools or use electrical cords with a two-pronged adapter or a two-conductor extension cord.
7. Do not use power tools or equipment where manufacturer or employer provided guards have been removed or safety devices, such as interlocks, do not work.
8. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
9. Do not leave tools that are "On" unattended.
10. Do not use power equipment or tools on which you have not been trained.
11. Tag worn, damaged or defective tools "Out of Service" and do not use them.
12. Do not use cords that have splices, exposed wires or cracked or frayed ends.
13. Make sure that your hands are not wet when plugging and unplugging flexible cords and cord and plug connected equipment, if energized equipment is involved.

Hand Tools

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.

2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Do not use impact tools such as hammers, chisels or punches that have "mushroomed" heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. When using knives, shears or other cutting tools, cut in a direction away from your body.
6. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
7. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
8. Carry all sharp tools in a sheath or holster.
9. Do not strike nails or other objects with the cheek of the hammer.
10. Use only a sledge type hammer on a striking face wrench.
11. Use pliers with an insulated handle for electrical work.
12. Do not perform "make-shift" repairs to tools.
13. Keep the blade of all cutting tools sharp.
14. Return tools to their storage places after use.

Painting Safety

1. Always wash your hands with soap and water after using paints. Do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove paint from your skin.
2. Store rags that have oil or paint on them in closed metal containers labeled "oily rags".
3. Do not store rollers or brushes that have oil or paint on them.
4. Do not store food or eat where spray painting is being performed.
5. Close the lids of containers of paint and thinner tightly after each use or when not being used.

Digging Operations

1. Locate all underground utilities prior to digging.

General Maintenance

1. Do not perform roof maintenance. Discuss with your supervisor and coordinate with contractor.
2. Always wear puncture resistant gloves when changing glass in windows.
3. Always wear gloves and safety shoes when changing or removing metal access panels.
4. Before performing repairs under or around buildings or reaching into in-ground water shut-off valves, use a flashlight to inspect dark areas for snakes, spiders, bee or wasp nests, and small animals.

General Housekeeping Procedures

1. Do not compact trash using your hands or feet.
2. Wear puncture resistant gloves when handling trash which may contain broken glass syringes or other sharp items.
3. When using chemical cleaning supplies always read the labels and use as directed. Do not mix with other chemicals. All chemical supplies should have a MSDS sheet printed and

placed in the MSDS binder in the maintenance shop. These sheets provide information about the chemical, it's usages, clean up methods, accidental inhalation or exposure procedures, etc.

4. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
5. Do not use gasoline for cleaning purposes.

Infection Control

1. Do not use gloves which are torn, cut or punctured.
2. Clean up any broken glass using a dust-pan and broom. Do not pick up broken glass, syringes or other sharp items with your bare hands.

Gasoline Powered Lawn Maintenance Tools

1. Do not operate powered equipment on which you have not been trained.
2. Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged.
3. Read and follow the manufacturer's routine and preventive maintenance schedule.
4. Tag damaged tools "Out of Service" to prevent accidental start up or use.
5. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
6. Do not alter or by-pass any safety device provided by the manufacturer.
7. Do not pour fuel into the tank of a running engine.
8. Do not smoke while servicing, using or refueling a gasoline powered tool.
9. Keep body parts and clothing away from the running engine and the cutting blade.
10. Do not run a gasoline engine inside enclosed storage areas.
11. Turn off the engine when you are not cutting or trimming.
12. Allow the engine to cool before performing maintenance or refueling.
13. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
14. Allow the engine to cool before covering or storing it in the storage area.
15. Always wear protective equipment such as safety shoes and safety glasses or goggles.

Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, or pipes.
2. Never by-pass the kill switch on the mower handle.
3. Only the operator is permitted to ride on a riding mower.
4. Put the mower into neutral before starting or shutting off a riding power mower.
5. Do not place hands or feet under the mower deck.
6. Do not direct the grass discharge towards bystanders.
7. Empty the grass catcher to avoid clogging the mower.
8. Turn off the mower before dumping the grass catcher or removing clogged grass from the chute.
9. When using a riding mower, mow up and down the slope. Do not mow across a slope.
10. To mow across a slope, use an upright mower.
11. Keep the mower in gear when going down slopes.

Edging

1. Do not start an edger with the blade touching the ground.
2. Do not allow anyone to stand in front of or on the unguarded side of the blade while the edger is in operation.
3. Operate the edger at full blade speed.
4. When edging along roads, stay as close to the curb as possible.

Chainsaws

1. Never let the moving chain contact any object at the tip of the guide bar to reduce the chance of kickback.
2. Keep the chain sharp and properly adjusted according to the manufacturers instruction.
3. Do not remove safety devices such as handguards.
4. Cut away from your body and below your shoulder level when you are using a chainsaw.
5. You should always handle or operate a chainsaw with care and be mentally alert. Never operate a chainsaw if you have taken alcohol or medication.

We are always:

**Managing with Pride and
Setting the Standard in Housing**

Exemplifying a Positive and Helpful Attitude

And Thinking Safety First

Safety Rules Receipt & Education Acknowledgement

I do hereby acknowledge, agree and accept the Safety Rules as part of my employment:

Printed Name

Signature

Date

Supervisor's Signature

Date