

Risk Management & Safety Policy



CUMBERLAND HOUSING

GROUP

Revised March 16, 2022

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Safety Policy Statement

At its meeting on March 16, 2022, the Board of Commissioners adopted the revised Safety Policy Statement which was previously revised on September 19, 2018 :

“The agencies which comprise the Cumberland Housing Group consider the safety of all persons (residents, visitors, employees, contractors and other members of the public) who come in contact with its facilities and services to be of the utmost importance. It is also important for the Cumberland Housing Group to safeguard its physical assets.

The Cumberland Housing Group will not tolerate unsafe acts or conditions created by those that come in contact with our property and commits to make every effort to comply with all local, state and federal safety and health regulation which governs health and safety on our premises. The Cumberland Housing Group residents, visitors, employees, contractors, etc. are expected to adhere to the safety rules and procedures relevant to their employment or residency responsibilities and to report any and all unsafe conditions promptly to the attention of the Cumberland Housing Group management.

Through the administration of the Risk Management and Safety Policy and the cooperation and support of those involved, the Cumberland Housing Group will make risk control a priority. Risk Management procedures, techniques, and methods will be employed where feasible to prevent and control losses which may threaten the health and well being of those individuals interacting with the Cumberland Housing Group.

Each Cumberland Housing Group employee is to make safety a primary concern while performing their duties. The fulfillment of safety responsibilities will be considered in the performance evaluation of each Cumberland Housing Group employee. By observing the safety rules and promptly reporting safety risks, we can minimize the possibility of injury to our residents, our fellow employees, and ourselves.”

CHAPTER 1

EMPLOYEE RESPONSIBILITIES

Each Cumberland Housing Group employee will be fully responsible for implementing the provisions of this program as they pertain to operations under his/her control.

A. Board of Commissioners/Directors and President/Chief Executive Officer

The Cumberland Housing Group has a firm commitment to the health and safety of its Employees. This commitment exists at all levels of the Agency's operation. The Cumberland Housing Group participates in the Housing Authority Insurance and Safety Program and follows its Emergency Action Plan, which provide expertise, guidelines, information and support for the Agency's safety efforts. The Board of Commissioners/Directors has formally established its commitment through passage of a board resolution endorsing Agency safety programs. In addition, the Agency's top management has implemented a broad range of safety policies and the Chief Executive Officer has issued a Safety Policy Statement in conjunction with the Board Resolution.

B. Department Directors

Each Department Director or Supervisor has full authority and total responsibility for maintaining adequate and safe working conditions within his/her department. This encompasses personnel in the field, shop and office. Each Department Director will make every effort to:

1. To ensure that the policies and procedures set forth in this program are complied with by all personnel under his/her control.
2. To provide the leadership and direction required to maintain effective safety policies and practices.
3. To review departmental losses and Risk Management & Safety Committee recommendations.
4. To ensure the timely and accurate submission of all safety reports.
5. To ensure Employees attend safety functions as scheduled.

C. Supervisory Personnel

The supervisor shall:

1. Have full authority to enforce the provisions of this manual.
2. Ensure that employees are instructed and understand the use and need for protective equipment for specific tasks.
3. Ensure that all safety policies are fully implemented and explained in detail to each employee.
4. Take immediate corrective actions wherever hazards are identified and unsafe acts are observed.
5. Ensure corrective actions are taken when deficiencies are noted on safety inspections or reported by Employees.
6. Investigate thoroughly, record, and immediately report all accidents within 24 hours.
7. Ensure that each employee is fully trained for the job he/she is assigned and that he/she understands the associated safety practices.
8. Devote a portion of staff meetings to safety issues.
9. Ensure that employees do not operate any Cumberland Housing Group vehicle unless they have a valid State issued driver's license.
10. Ensure the timely and accurate submission of all safety reports.
11. Ensure employees attend safety functions as scheduled.

D. Employees

Employees are required to:

1. Exercise due care in the course of their work to prevent injuries to themselves and to their co-workers.
2. Report all unsafe conditions to their supervisor.
3. Keep work areas clean and orderly at all times.
4. Report all accidents immediately to their supervisor.
5. Comply with all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, they shall stop and get instructions from their supervisor before continuing work.
6. Use the safety equipment designated for each job.

E. Risk Management/Safety Committee (RMSC)

It is the mission of the Risk Management and Safety Committee (RMSC) to provide an umbrella for all employee safety programs at the Cumberland Housing Group. The goals and objectives of the safety program are:

1. Identify and eliminate safety hazards for employees.
2. Prevent employees from being exposed to hazards.
3. Schedule safety inspections.
4. Investigate accidents and make recommendations.
5. Establish a safe working environment.
6. Make certain all operations comply with the Occupational Safety and Health Administration (OSHA) requirements.
7. Set safety equipment standards and recommendations.
8. Carry out ongoing safety education for all employees.
9. Emphasize the importance of safety awareness to avoid accidents.

The scope of the activities of the Risk Management and Safety Committee includes the following:

1. Review of vehicle accidents.
2. Review of on-the-job injuries.
3. Prepare and implement annual safety training program and schedule.
4. Update and implement the Cumberland Housing Group's safety manual.
5. Complete year-end reports.
6. Monitor, evaluate and revise safety policies and procedures.
7. Implement Insurance and safety policies and requirements.
8. Implement and monitor the safety inspection program for work locations.
9. Monitor Hepatitis B inoculation program.

Training includes required topics such as the Bloodborne Pathogens Plan and Cumberland Housing Group's Right to Know Policy, as well as fire prevention, back injury prevention, lock-out/tag-out, safety awareness and many other topics.

The Risk Management and Safety Committee also reviews, revises and implements safety policies and procedures, evaluates each individual vehicle accident as to preventability, seeks input from maintenance staff regarding safety issues, inspects worksites and observes employees' work practices to encourage safety awareness.

F. Risk Management/Safety Coordinator

The Risk Management and Safety Coordinator is responsible for the administration of the Cumberland Housing Group's employee safety program and acts as Chairperson of the Risk Management and Safety Committee. The specific duties include the following:

1. Develop and revise the Cumberland Housing Group's safety policy.
2. Administer on-the-job injury policy, worker's compensation cases and job accident reviews.
3. Develop and implement safety training for the Cumberland Housing Group employees.
4. Implement safety inspections for employee work areas.
5. Oversee processing of vehicle accident reports and determines preventability.
6. Oversee implementation of Insurance and safety Division policies and requirements, including Bloodborne Plan, Hepatitis B Inoculation Program, Cumberland Housing Group Right to Know Policy.
7. Seeks input from maintenance staff regarding safety issues.

CHAPTER 2

MOTOR VEHICLES

The Cumberland Housing Group provides vehicles for employees to use during their course of work. Employees often use their own vehicles for business use. This chapter is designed to provide safety provisions in both circumstances.

A. Motor Vehicle Use

1. Each employee shall operate a motor vehicle in a safe, responsible, and lawful manner.
2. Only those employees specifically authorized and who possess a valid State issued Driver's License or permit for the equipment being used shall operate a Cumberland Housing Group vehicle or personally owned vehicle on Agency business. **Temporary Employees are not permitted to drive Cumberland Housing Group vehicles.**
3. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
4. The driver shall drive at safe speeds no greater than permitted by law. Traffic, road and weather conditions shall be given consideration in determining the safe speed with the legal limit at which the vehicle shall be operated.
5. Headlights shall be used when windshield wipers are used and/or visibility is reduced.
6. All Cumberland Housing Group vehicles shall be equipped with seat belts and each driver and passenger shall use the seat belts provided.
7. A driver shall not permit unauthorized persons to drive, operate, or ride in or on a Cumberland Housing Group vehicle.
8. When using lawn equipment no one shall be permitted to ride on the running boards, fenders or any part of the vehicle except the seat.
9. Employees shall not ride on or in trailers.
10. Employees shall not jump on or off vehicles in motion.
11. The number of occupants in a vehicle will be limited to the number of seat belted positions available. There must be one seat belt available for each occupant.

12. Vehicles shall not be left unattended with motor running.
13. Any time the vehicle is parked, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, keys removed, the vehicle placed in the lowest gear or park position and the parking brake set. The front wheels shall be cut into the curb if there is a curb and all vehicles 1 ton and over are to have the rear tires chocked (blocked) on the downhill side.
14. When vehicles must be parked on the roadway, they shall park on the right-hand side in the direction of traffic flow whenever possible.
15. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing.
16. When more than one occupant is in a vehicle and the vehicle is being backed, regardless of whether the rear view is obstructed, the driver shall have at least one employee guiding him/her. When backing a vehicle alone, employee is to get out of vehicle and ensure area is clear for safe backing. Seek further help when conditions require.
17. Extreme caution shall be exercised when backing a vehicle to avoid injury to person or prevent property damage.
18. Never drive or place a vehicle anywhere on the housing grounds not designed for driving or parking unless absolutely necessary. There shall be a person walking with the vehicle anytime it is required to go on the grounds if a second employee is present.
19. No vehicle is to be repaired while on jacks without first being blocked by jack stands to prevent vehicle from falling.
20. When charging batteries, follow instructions on battery or charger.
21. Gasoline or other strong liquids which give off vapors and are flammable shall not be used to clean parts.
22. Each employee who drives a Cumberland Housing Group vehicle on a regular basis (daily, weekly, or monthly) will be required to take periodic Driving Courses. Within the first year of employment the employee will take an initial course. Periodically thereafter, for the duration of their employment, the employee will be required to take a refresher course. These classes will be scheduled by the Safety Coordinator when appropriate.

B. Carbon Monoxide

1. Carbon monoxide, a deadly poisonous gas, is present in the exhaust of all automotive engines. This gas is odorless, tasteless, and colorless. Its presence cannot be detected by the senses.
2. When the engine must be run indoors, the automobile's exhaust shall be connected to the garage exhaust removing system. If this system is broken down or not present, the doors shall be raised to prevent possible accumulation of a dangerous amount of carbon monoxide gas.
3. All exhaust leaks shall be repaired immediately. When employee knows or suspects a leak, he shall open the windows sufficiently for ventilation until the condition is corrected.
4. For more information on carbon monoxide, refer to the Material Safety Data Sheet (MSDS) located at each office facility in a clearly marked binder.

C. Refueling Pumps

1. Engines of vehicles and equipment shall be switched to the off position before refueling.
2. No smoking shall be permitted within 20 feet of the pumps when gas or diesel fuel is being pumped into apparatus or any other container.
4. There shall be no open flame of any kind within 20 feet of gas or diesel fuel pumps.
5. All spills shall be cleaned immediately.

D. Vehicle Accident Policy

The Cumberland Housing Group takes every effort feasible to prevent accidents from occurring however some will still exist. In the event of an accident:

1. The Employee **is** to notify police and obtain a police report number anytime an accident occurs:
 - a. on a public street;
 - b. an injury occurred; or
 - c. damage to other property is involved.
2. It **is not** necessary to notify police if:
 - a. the accident is on the Cumberland Housing Group property and the only damage is to Cumberland Housing Group property; or
 - b. the accident occurs on private property.
3. **All** accidents must be reported immediately to the Department Director who will notify the Human Resource Office of the employee's name and the Cumberland Housing Group vehicle involved within 24 hours of the accident.

In the event an employee is injured in a traffic accident the Employer's First Report of Injury and Supervisor's Report must be completed by the Director of the Department and turned into the Human Resource Office within 24 hours of the accident (exception - weekends, holiday - then next work day). The employee must visit the Human Resource Office within 24 hours of the accident to fill out the appropriate forms. The Human Resource Office will obtain a copy of the Police Report. When an accident is found preventable, the Human Resource Office will obtain a Motor Vehicle Administration (MVA) Report on the driver if one has not already been provided.

4. Accident investigation is a mandatory step after each incident. The purpose of the accident investigation is identifying the causes that lead to the incident. The investigation should begin as soon as the Cumberland Housing Group learns of the incident. Investigation of the incident will be performed by the Department Director or their supervisor using the forms listed below as the standard for documentation of the incident.

Property Damage – Accord "Property Loss Notice"

Injury to Tenant, Guest or other Individual – Housing Authority Insurance (HAI) "Report of Claim/Incident"

Injury to Employee/Workers Compensation - If the accident or injury involves an employee(s), the investing employee will see that the following forms are completed and submitted to the Human Resource Department within 24 hours of the accident or injury:

- a. "Employee's Report of Injury" to be completed by each employee injured;

- b. "Accident Witness Statement" to be completed by any witness to the accident or injury; and
- c. "Supervisors Accident Investigation" is to be completed for all incidents.

All of these forms are available on the Cumberland Housing Group server under the selection of Employee Forms.

- 5. The employee should take photographs of the incident site. Visual evidence of an incident can be invaluable. Digital cameras are available at each office and cellular telephones can be used. Those pictures will be downloaded and electronically forwarded to the Chief Executive Officer and the Human Resource Department. If appropriate, complete a drawing or map of the accident site and include important points of interest including the accident location.
- 6. Employees should not be making statements accepting liability for the incident, apologizing for the incident or making promises of reimbursement for the incident. All official communications are to be directed to and made by the Chief Executive Officer and/or the Human Resource Director.
- 7. Witnesses to the incident are important to an investigation. The gathering of a witness's contact information may assist in reducing the amount of time a claims adjuster will spend investigating a claim. Only facts are to be recorded in witness testimony. Elements of the testimony that pertain biases and conjecture should not be recorded. In addition, the employee should not inject or record their own opinion, biases or assumption of the events, into the investigation.
- 8. Upon notification of the incident, and if necessary, a work order should be created for the immediate repair of whatever hazard led to the incident. A copy of this work order should be kept with the incident report to show that all means were taken to prevent the incident from occurring again.
- 9. The Maintenance and Inventory Coordinator will make immediate arrangements to have the vehicle involved in the accident repaired.
- 10. After gathering as much information as possible, the Human Resource Department who coordinates all claims, will report the incident/accident to the HAI Group Claims Management Department and/or the Workers Compensation carrier within 24 hours of the accident/incident occurrence or within 24 hours of the Cumberland Housing Group's notification of the incident. All completed forms and investigation materials will be sent to the Claims Management Department to assist in determining the course of action.
- 11. If the employee has had more than one accident within a 24-month period, or if the circumstances warrant, the Chief Executive Officer and Department Director may take disciplinary action. The MVA Record and police Incident Report will be part of the information reviewed when considering whether to recommend disciplinary action. Accidents which warrant this include, but are

not limited to, accidents in which the employee was grossly negligent (such as DUI/DWI), bodily injury, flagrant violation of the law, etc.

12. If this is the first at fault accident for the employee within a 24-month period, the Department Director will issue a warning letter. This letter will encourage the employee to practice safe driving techniques at all times, will notify the employee that he/she will be scheduled for the next available driving training course through the Cumberland Housing Group, and will become a permanent record in the personnel file.
13. The Risk Management and Safety Committee will review each vehicle accident and make a determination whether the accident was preventable or non-preventable. Potential trainings and policies to prevent reoccurrence will be discussed and potentially implement if deemed appropriate.

E. Monthly Vehicle Inspections

1. The Director of the Maintenance Services Department will be responsible for ensuring that a Preventive Maintenance Work Order is issued on a monthly basis to inspect each licensed vehicle which is owned by the Cumberland Housing Group. A standardized inspection checklist will be utilized for each vehicle inspected. The Director will also be responsible for maintaining all inspection forms, documentation of completed repairs and other documents related to these inspections in a readily auditable location.
2. The Maintenance Department Staff will be responsible for the completion of the monthly inspections. Any discrepancies or findings will be corrected and noted on the inspection form attached to the work order. It shall become the Inventory Coordinator responsibility to ensure that any corrective or routine service action needed outside of the agency capabilities is arranged and completed.
4. Fire extinguishers, traffic flares and first aid kits will be issued for all vehicles by the Inventory Coordinator. The Maintenance Department Staff will also inspect these during routine inspections. Servicing and supply of the equipment is the responsibility of the Inventory Coordinator.

F. Daily Vehicle Inspections

1. The driver of an Agency vehicle is responsible for checking the brakes, tires, windshield wipers, turn signals, lights, reflectors, fire extinguishers, and fluids. Any defects shall be reported to their supervisor immediately.
2. The driver shall report any defects which may have developed during the day. All items which affect safety shall be repaired prior to continued vehicle operation.

CHAPTER 3

SAFETY INSPECTIONS

Inspection Responsibilities

The Risk Management and Safety Committee and/or their designees or third-party contractors will conduct an effective safety inspection program of Cumberland Housing Group properties, buildings, vehicles, etc. in accordance with current Cumberland Housing Group policies.

Fire extinguisher visual inspections shall be conducted during a routine safety inspection. Each inspector shall ensure that each portable fire extinguisher is available, in its designated place, is fully charged, has no obvious physical damage, the access to the extinguisher is clear, and must ensure that it is inspected by a licensed and certified inspector annually.

Work areas will be inspected for safety categories reflected on the most current inspection form.

Safety inspection forms shall be submitted to the Maintenance Department by the end of the inspection month for creation of work orders and submission to the Risk Management and Safety Committee.

It shall become the responsibility of the inspector to initiate corrective action on all discrepancies noted.

The Risk Management and Safety Committee will monitor all safety inspections and ensure follow up action is taken.

See Chapter 2, Section E & F "Vehicle Inspections" for further information.

CHAPTER 4

ON – THE – JOB INJURIES

A. Responsibility for Safety and Health

1. Each employee is responsible for his/her own safety, the safety of his/her co-workers, and the safety of the public. Employees must constantly be alert to conditions which may cause accidents and must actively seek to report and correct them to protect themselves and others.
2. The supervisor is the key person in the safety program. He/she is not only responsible for his/her own safety, but is also responsible for the safe work performance of other Employees. He/she shall encourage proper attitudes, instruct members under his/her supervision in safe working techniques and enforce safety rules and practices.
3. The supervisor shall not assign an employee to hazardous work until he/she is satisfied the employee is qualified to do the work in a safe manner. The supervisor shall explain, in detail, the hazards of the duties which the employee is to perform and the precautions he/she is to take. Safety shall be included in all instructions to each employee.
4. Any supervisor having reasonable grounds to suspect that an employee under his/her supervision is either mentally or physically unfit for work, shall prohibit such employee from working until satisfactory medical or other evidence indicating his/her fitness is secured.
5. Although each employee is primarily responsible for his/her own safety, in instances where conditions are not covered by this manual, or where the rule is not completely understood by him/her the employee shall obtain instructions from his/her supervisor before proceeding with the work.
6. Employees shall not “take chances” or use “short cuts” while performing any work activity. Only safe, approved methods and procedures shall be used.

B. Reporting Injuries

It is the responsibility of the injured employee to notify his/her supervisor immediately upon being injured. It must be made clear that it is an on-the-job injury. The supervisor is responsible for completing the Employer’s First Report of Injury and Supervisor’s Report and turning it into the Human Resource Office within 24 hours of an accident (if weekend or holiday, then the next work day).

In the event of a fatality or the hospitalization of an employee, the incident must be reported immediately to the Department Director and also the members of the Management Team in the order shown below:

Michele Bender, Chief Executive Officer	301-697-1039
Charlene Custer, Director of Maintenance Services	301-707-2885
Meghan Davis, Director of Administrative Services (Finance/HR)	301-268-5605
Carole Moreland, Director of Property Management Services	301-876-3865

It will be the responsibility of the Human Resource Coordinator to notify OSHA of a fatality within eight hours of the incident.

C. Medical Care

Employees injured in the line of duty have the following facilities to choose from to receive treatment:

UPMC Western Maryland – Hospital & Emergency Department
12500 Willowbrook Road
Cumberland, MD 21502
Phone: 240-964-7000

UPMC Western Maryland – Advanced Medical Urgent Care
South Cumberland Marketplace
1050 Industrial Blvd., Suite 17
Cumberland, Maryland 21502
Phone: 240-964-9300

UPMC – Outpatient Center
Frostburg Plaza
10701 New Georges Creek Road SW
Frostburg, Maryland 21532
Phone: 301-689-3229

When there is a possibility of loss of life or limb, or an equally severe injury or emergency, the employee should be transported to the hospital emergency department. But, in all other cases, the injured employee should select one of the listed non-emergency facilities to receive medical treatment.

It is important that the employee make clear at all medical facilities that it is an on-the-job injury to ensure proper claim and payment processing. An employee may be asked to provide their Cumberland Housing Group I.D. card and/or insurance form.

The Cumberland Housing Group will guarantee payment only for approved Worker's Compensation claims when the employee received treatment at the above facilities.

If the employee does not feel medical care is necessary at the time, he/she may sign a waiver form available at the Human Resource Office. This protects the employee in cases where complications may occur later such as an infection.

D. Statements and Restrictions

Doctor statements should be received at each doctor visit. The employee is responsible for turning in all documentation to his/her Department Director within 24 hours of the visit who will submit the documentation into the Human Resource Office for processing within 24 hours of receiving the documentation. When there is lost time, the employee should not return to work until a doctor's release has been turned into the Department Director. When restrictions are given, the employee must work within the limitations given by the doctor. It is also the Department Director's responsibility to ensure the employee is only given assignments which stay within the limitations. If a Department Director is unable to accommodate the limitations given, he/she is to contact the Chief Executive Officer for other arrangements to be made. Anytime limitations are given, the employee must continue under the doctor's care until a full release is given.

E. Recording Injury Leave

Injury leave may be taken only in 8- or 10-hour increments based upon the employee's normal working hours and only when authorized by a physician at one of the approved medical facilities or by a referral to a specialist. If a physician releases an employee to work on a part-time basis, then and only then is an employee allowed to charge less than 8 or 10 hours to injury leave.

When an employee takes off from work for a doctor's appointment relating to an on-the-job injury, it shall be recorded as regular work time.

If an employee takes off more than the amount of time it takes for the appointment and one-half hour travel time, sick leave will be charged unless the employee obtains a statement from the doctor excusing him/her from work.

Note: The above sections are to serve as additions to the Cumberland Housing Group Employee Handbook but do not replace or otherwise alter any provision contained in the Employee Handbook.

F. Statute of Limitations

A one-year statute of limitations applies to all Employees who have had a recordable on-the-job injury. One year defined from date of injury, diagnosis of the injury, or from the last payment made on the injury claim whichever is the latest. Continuous treatment keeps an employee within the statute. Even after a full release is given, the employee may obtain further medical treatment within the one-year limitation. However, the treatment must directly relate to the recordable injury. The employee must notify the Human Resource Office prior to receiving the medical treatment, and must go to the last approved medical facility he/she received treatment unless a second opinion has been requested by the employee and approved by the insurance carrier. Once the one-year statute of limitations expires, no further treatment will be provided without court approval.

G. Drug Screenings

When an employee receives treatment for an on-the-job injury, drug and alcohol testing will take place if the injury:

1. Results in hospitalization of the employee or if the injury is serious enough that the employee is required to take time off from his/her job;
2. Results in substantial property damage;
3. Results in serious injury to someone else; or
4. Occurs to an employee who has been found to have a previous substance abuse problem.

Note: The above section is further explained in the Cumberland Housing Group "Drug Free Workplace Policy".

CHAPTER 5

SAFETY TRAINING

A. Safety Training Program

The Risk Management and Safety Committee are responsible for planning and implementation of a safety training program for the Cumberland Housing Group Employees. The employee safety training program may include the following formats:

1. Group training for all Employees.
2. Small group training at the development, department or crew level.
3. Safety training at new employee orientation.
4. Administrative staff will have safety training sessions at least twice each year.

In some cases, topics will differ from year to year and from location to location depending upon the needs and requirements of specific work areas. However, specific topics required by the Housing Authority Insurance and Safety Division will be presented to all Employees. Certain OSHA required topics will be repeated each year.

Department Directors must follow the approved training schedule and must submit documentation for each session held.

Defensive Driving Courses are required for all Employees who drive Cumberland Housing Group vehicles on a regular basis. (See Chapter 2, Section A, Item 23).

B. Blood Borne Pathogen Exposure Control Plan

The Blood borne Pathogen Exposure Control Plan is a part of this Safety Manual by reference. A copy of the plan is available at the Safety Office and each work site.

C. Written Hazard Communication Policy

The written Hazard Communication Policy (Cumberland Housing Group Right to Know) is a part of this Safety Manual by reference. A copy of the plan is available at the Central Office lunch room, and all development site offices.

CHAPTER 6

MAINTENANCE POLICIES

A. Gas Welding, Arc Welding, Cutting, and Brazing

1. Only standard valves, fittings, lines, and cables or other standard material shall be used.
2. Only authorized persons who are experienced, trained, or properly instructed shall use welding equipment.
3. A fire extinguisher shall be within 20 feet of the person doing the welding. Two extinguishers must be on the vehicle transporting the welding equipment.
4. Welding hat and helmet and/or goggles must be used each time welding equipment is being used.
5. Leather gloves and adequate clothing shall be worn.
6. Adequate ventilation or respirators shall be used.
7. A torch shall only be lit with a proper flint. A torch shall not be lit with open flame or from hot work. Matches or lighters shall not be on the person working with the torch.
8. All welding equipment shall have a back flow check valve installed on the load.
9. To prevent trip hazards, lines and cables are to be kept clear of work area and kept clear of doorways and passageways.
10. Welding screens are to be used whenever possible.
11. When welding equipment is not in use, the cylinder valves shall be closed and the pressure released, and all lines and cables properly stored.
12. Cylinders are to be positioned so as to prevent them from being hit by hot metal or slag.
13. When welding must be done inside a tank, two Employees shall be present. The welder inside the tank shall not be left alone. One worker will remain outside the tank to observe the worker inside the tank.

14. No welding or cutting is to be performed on any cylinder that holds a compressed gas or air. No welding on any kind of drum, barrel, or tank unless it has first been cleaned thoroughly.
15. When welding equipment is not in use, the lines are to be placed in their holder and the machine cut off.
16. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be moved to a safe place.
17. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks and slag to protect the immovable fire hazards.
18. Whenever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which may drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways and open or broken windows.

B. Compressed Air and Equipment

1. Rotating pulleys and belts on compressor and electric motors must be completely guarded.
2. The drain valve on the air tank shall be opened frequently to prevent excessive accumulation of liquid.
3. Air tanks shall be protected by adequate safety relief valves. These valves shall be tested at regular intervals to be sure they are in good operating condition.
4. Employees shall not use the compressed air to blow dirt from clothing or body. The air may enter the body through cuts or openings and cause serious harm.
5. For cleaning shop areas with compressed air, use the proper nozzle, which does not exceed 30 psi and has an effective chip guard. Personal protective equipment such as safety glasses must be used.
6. The pressure controller and gauge shall be maintained in good operating condition.
7. There shall be no valves between the air tank and safety valve.

C. Pneumatic Tools

1. Pneumatic tools shall never be pointed at another person.
2. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
3. The use of hoses for hoisting or lowering tools shall not be permitted.
4. Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

D. Compressed Gas, Oxygen, Settling, and Freon Cylinders

1. When not in use, cylinders shall have the valve cap or cover in place.
2. Cylinders shall not be rolled and shall not be lifted by the valve or valve cap.
3. Compressed gas cylinder, whether full or empty, shall be stored in an upright position. The valve shall be covered with the valve cap and cylinder chained to a wall or in a position to keep them from falling.
4. Cylinders shall have its contents properly identified.
5. No cylinder of any type shall be transported in a vehicle without being strapped, chained or otherwise secured to prevent movement.
6. Whenever a gas, fuel, or oxygen cylinder is being used, a fire extinguisher shall be within 20 feet.
7. No cylinder shall be near an electrical circuit, heating element, welding machines, or piping systems.
8. All rooms, areas, or barriers containing gas, oxygen, or acetylene cylinders shall be posted "Danger - No Smoking, Matches, or Open Lights" or other equivalent wording.
9. Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.
10. If cylinders are found to have leaking valves or fittings which cannot be stopped by closing of the valve, the cylinders shall be taken outdoors away from sources of ignition and slowly emptied and cylinders shall be plainly tagged and supplier promptly notified.

11. Cylinders will only be maintained by the supplier.

E. Portable Electric Tools and Equipment

The employee shall not use any power tool with which he/she is not familiar. Employees shall become familiar through supervisory instructions and training.

1. The non-current carrying metal parts of portable electric tools, such as drills, saws and grinders shall be effectively grounded when connected to a power source unless:
 - a. The tool is an approved double insulated type.
 - b. The tool is connected to the power supply (generator) by means of an isolating transformer or other isolated power supply.
2. All power tools shall be examined prior to use to ensure general service, ability and the presence of all applicable safety devices.
3. The electric cord and electric components shall be given an especially thorough examination. Extension cords shall be approved and wires grounded to a terminal of sufficient size. Extension and equipment cords shall not be cut and taped back together.
4. Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.
5. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made. Tools needing repairs are not to be used.
6. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dusts.
7. Drop cords and extension cords shall be placed in shelves or storage areas when work is finished.
8. Electrical tools with a GFI (Ground Fault Circuit Interrupter) protector shall only be used especially important in damp or wet areas.
9. If an electrical tool or extension cord is made to be grounded at the electrical plug, the cord shall not have the ground cut off the plug. If the ground has been cut off from the cord, then this tool or extension cord shall not be used until the cord is repaired.

F. Grinders

1. Stand to one side out of the line of the wheel when starting up, especially if the wheel is new.
2. Work should be fed gradually, using too much pressure or striking the wheel suddenly may cause it to break.
3. Make sure work rest is only 1/8 inch from the wheel. Check clearance before using. Too much clearance may cause the job to jam the wheel and break it. Do not set the work rest while machine is in motion.
4. Use face of wheel only, unless it is designed for grinding on the side. Otherwise, side pressure may break the wheel. Whenever possible, use the entire face of the wheel to avoid grooving the wheel.
5. Never use a grinding wheel that is loose on the shaft or if its rate of speed is not safe for the number of RPM's (Revolutions per Minute) of the spindle.
6. Stop the wheel if it chatters or vibrates excessively. This may be a danger signal that wheel is not properly balanced or not attached securely to the spindle.
7. Hold job firmly against the wheel so that it will not slip out of hand and cause hand or fingers to come in contact with the wheel.
8. Use a clamp or other suitable holding device for extremely short pieces. Do not wear gloves or use a rag to hold work - either of them could get caught in the wheel and injure fingers or hands.
9. Always use face shield or goggles even though the grinder is provided with protective glass shields.

G. Guards

1. Guards shall only be removed from machines or equipment to perform required maintenance and when the operation of a task cannot be conducted with guard in place.
2. Guards removed for reasons stated above shall be replaced immediately on completion of tasks.

H. Power Drills

1. All large work to be drilled shall be clamped down securely and no attempt shall ever be made to hold the material by hand. A table vise shall be used for small work.
2. Before drilling metal, a center punch mark shall always be made on it.
3. When operating a power drill, the drill shall not be forced or fed too fast to avoid injury from broken or splintered drills.
4. Chucks shall be tight in spindles, drills properly sharpened and tight in the chuck.
5. Keys or wrenches shall never be left in chucks.
6. Fingers, cotton waste, or rags shall not be used to brush drillings away from the work. A brush shall be used for this purpose.
7. Clothing shall be kept in the clear when operating power drills. The hands shall not be used to stop work in which the drill is caught. The machine shall be stopped.

I. Hand Tools

1. All tools, **regardless of ownership**, shall be of an approved type and maintained in good condition. Tools are subject to inspection at anytime. The supervisor has the responsibility to condemn unserviceable tools, regardless of ownership. Personally owned unserviceable tools will be required to be immediately removed from the Cumberland Housing Group property.
2. Defective tools shall be tagged to prevent their use and they shall be removed from the job site and/or vehicle and returned to Inventory Control.
3. Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.
4. Hammers with metal handles or screwdrivers with metal continuing through the handles shall not be used on or near energized electrical circuits or equipment.
5. Tools shall not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.

6. Tools shall never be placed unsecured on elevated places.
7. As impact tools such as chisels, punches, drift pins, etc., become mushroomed or cracked, they shall be dressed, repaired or replaced before further use.
8. Cutting tools shall be kept properly sharpened and edges protected when not in use.
9. Metallic tapes or metallic rulers shall not be used near electrical equipment. Cloth tapes with metal reinforcing shall be considered metallic tapes.

J. Power Mowers

1. Know the safety features of your mower. Read operators manual and do routine maintenance as directed by the manufacturer.
2. Shut off and disengage power of mower (pull spark plug wire) and apply parking brakes before clearing machine of debris.
3. Shut off and disengage power of mower before moving it from one cutting height to another.
4. Make certain of your footing and balance, especially when mowing on an incline.
5. Check your mower regularly for dangerously functioning or worn parts. Use the proper tool for correcting problems.
6. Don't leave the mower unattended while it is running.
7. Don't refuel the mower while it is running or still hot from use. Do not smoke while refueling.
8. Stagger your cutting paths and avoid cutting in line with another operator to prevent foreign objects being thrown causing injury to your fellow worker.
9. Don't allow children or pets in the mowing area. Never permit children to operate tractor or mowers.
10. Don't let people other than operator ride on lawn tractor.
11. Don't lift or tip the mower while it is running, especially if it is a rotary blade mower.

12. Don't put hands or feet near moving parts, especially blades, while the engine is running.
13. Be extremely careful when using riding mower on slopes. Use slow speed; travel across, not up and down slope.
14. When leaving the tractor for the day, remove ignition key.
15. Never run engine indoors. Exhaust fumes are dangerous.
16. Recommended personal protective equipment to be worn while operating power mowers:
 - a. Safety Shoes
 - b. Safety glasses or face shield.
 - c. Particle mask or respirator.

K. Hedge and Walk Trimmers

1. Do not get hands or fingers in contact with blades during operation.
2. Always turn switch off before reaching for clippings.
3. On electric shears, constantly observe cord for shorts or exposed wire. A severe shock can result.
4. On gas shears, keep blades sharp and maintain all moving parts. Follow gas/oil mixture recommendations.

L. Electrical

1. Do not attempt to change electrical parts of any appliance without first disconnecting it from the source of power.
2. Before testing belt tension on motor driven appliances, check to see that the motor has been disconnected.
3. Do not block out safety valves on safety controls on water heaters, pumps, refrigerators, or any other electrical appliances.
4. Do not use hands to test electrical circuits. Always use a test lamp, voltmeter, or approved test indicator.
5. Fuses of the size recommended by the electrical code shall be installed in every case.

6. Non-metallic fuse pullers shall be used when removing cartridge type fuses. Cartridge type fuses shall never be removed by the use of a screwdriver or pliers.
7. All electrical work shall comply with the National Electrical Code.
8. All electrical covers and/or electrical compartment protective access covers shall be replaced after repairs are made and before you leave the job site.

M. Safe Supports and Scaffolds

1. No employee or any material or equipment shall be supported on any scaffold board, structure, scaffold, ladder, walkway or other elevated structure without it first being determined that such support is adequately secured and that it is of sufficient strength and rigidity to safely support the weight of the employees, equipment, and materials to which it will be subjected.
2. Employees shall not use a scaffold from 4 to 10 feet in height having a minimum horizontal dimension of less than 45 inches unless proper guardrails are present to provide protection.
3. Employees shall not use a scaffold over 10 feet in height unless there is a standard guardrail present with mid rail and a 4-inch toe board to provide adequate protection.

N. Ladders

1. General Safety with Ladders
 - a. Wooden ladders shall not be painted so as to obscure a defect in the wood. Only a clear finish shall be used.
 - b. All ladders shall be inspected frequently and regularly. Ladders with weakened, broken or missing steps, broken side rails, or other defects shall be tagged and removed from service.
 - c. Ladders shall be sufficiently strong for their intended use.
 - d. Portable metal ladders shall not be used in the vicinity of energized electrical circuits.
 - e. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.

- f. When ascending or descending ladders, Employees shall have both hands free and shall face the ladder.
- g. Only one employee shall work from a ladder at one time. If two Employees are required, a second ladder shall be used.
- h. Ladders shall not be used as scaffold platforms.
- i. Boxes, chairs, etc., shall not be used as ladders.

2. Straight Ladders

- a. Portable straight ladders shall not be used without non-skid bases.
- b. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.
- c. Straight ladders shall not be climbed beyond the third step from the top.
- d. When working from a portable ladder, the ladder must be securely held or tied to prevent slipping or falling.
- e. When dismounting from a ladder at an elevated position, the employee shall ensure that the ladder side rails extend at least three feet above the dismount position or that grab bars are present.
- f. Ladders shall not be spliced together to form a longer ladder.
- g. A ladder shall not be placed against or upon an unsafe support.

3. Step Ladders

- a. The top step shall not be used - except for platform ladders.
- b. Step ladder legs shall be fully spread when the ladder is in use.
- c. Step ladders shall not be used as straight ladders.
- d. When an employee is working on a step ladder over ten feet high (except a platform ladder), the ladder shall be held by another person.

O. Industrial Trucks and Fork Lifts

1. Industrial trucks shall be operated only by authorized persons who are qualified and trained in their use.
2. Brakes and controls shall be tested prior to use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be reported immediately.
3. Equipment shall always be operated at a safe speed for existing conditions and size of load.
4. Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall always be checked, particularly overhead clearances.
5. Industrial trucks shall not be fueled with engine running.
6. When picking up a load, forks shall be set squarely and as far as possible under the load. Loads shall not be raised or lowered while traveling. Loaded or empty forks shall be carried as low as possible but high enough to clear uneven surfaces.
7. Loads shall not be suspended or swung over other persons. No one shall be allowed to stand or walk under elevated forks.
8. The operator shall always face in the direction of travel.
9. Sudden stops which might spill the load shall be avoided.
10. All loads shall be secured, fastened or safely positioned to prevent tipping or falling. Follow specific instructions listed on each piece of equipment.
11. Lift bars on forklifts which are movable or replaceable shall be firmly in place by a proper securing pin. Alternatively rigged devices shall not be used.
12. Only attachments provided by or approved by the manufacturer of the lift device may be used.
13. No one shall be allowed to ride the truck fork lift or other equipment other than the operator.

14. When the industrial truck is left unattended (operator 25 feet away or the vehicle is not in view), the forks and load shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes set. Wheels shall be chocked (blocked) when vehicle is parked on an incline.
15. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged period of time so as not to exceed the allowable levels of carbon monoxide.

P. Pesticide/Rodent Control

1. Pesticide Use and Handling

- a. It is imperative that the label instructions on the pesticide in use be carefully read and adhered to strictly. Questions regarding application should be referred to the supervisor.
- b. In no case shall chemical and/or baits be applied to endanger residents.
- c. Before mixing, carefully read the label directions and current official state recommendations.
- d. Wear appropriate protective clothing and equipment as specified on the label.
- e. Handle pesticides in a well-ventilated area. Avoid dusts and splashing when opening containers or pouring into the spray apparatus.
- f. Measure the quantity of required pesticide accurately using the proper equipment.
- g. Do not mix pesticides in areas where there is a chance that spills or overflows could get into any water supply.
- h. Clean up spills immediately. Wash pesticides off skin promptly as indicated on Material Safety Data Sheet. Change clothes immediately if they become contaminated.
- i. Disposal of empty containers and unused pesticides should be taken care of as required by law.

CHAPTER 7

GENERAL SAFETY RULES

A. General

1. A employee shall not attempt to lift more weight than he/she is capable of lifting. A employee shall request assistance on heavy or odd sized material. Lifting shall always be done with a straight back using the legs.
2. When two or more persons are carrying an object, there must be open communication and team work. Each employee, if possible, shall face the direction in which the object is being carried. Employee shall have firm grip, good footing and lift with the legs.
3. Employees shall maintain a safe and healthful work place. Work areas shall be cleaned daily and kept in a sanitary, orderly condition.
4. Use handrails while walking up and down stairs.
5. Do not stand in front of closed doors which may open suddenly.
6. The storage of materials shall not create a hazard.
 - a. No materials are to be left in an aisle, doorway, passageway, in front of electrical boxes and stairways or in closets that contain electrical equipment.
 - b. Materials shall be secured so as to prevent them from falling.
 - c. Storage areas shall be kept neat and orderly using good housekeeping practices.
7. Interior walkways will remain clear of all obstruction. Sidewalks, ramps and door entrances shall remain clear of slip hazards.
8. Floors will remain dry. Any spills must be cleaned immediately.
9. Frequently used ramps, door entrances, sidewalks, and parking entrances shall be treated with abrasive melting materials when icy weather is present.

10. Exits shall be marked. Nothing shall be allowed to block doorways or hallways.
11. No electric plugs will be used if the ground has been removed.
12. No electric cord shall be used that has been taped back together. All cords shall be continuous in length. Damaged cords shall be replaced as soon as possible after being found.
13. No electric cord shall be wrapped around a door knob, hung from a door or come in contact with metal.
14. Extension cords shall not be used excessively in an area where additional electric outlets are needed. The supervisor in charge of the work area shall make a written request to the proper maintenance person for the installation of additional outlets.
15. Extension cords shall not be stretched across the floor where they create tripping hazards.
16. Electric fans, when used, shall be safely positioned and guarded. Electrical space heaters should have safety tip over feature and must be unplugged at the end of each work day. All heaters must have the "UL" emblem.
17. Each employee shall be familiar with the location of fire exits and extinguishers and with fire extinguisher operations.
18. Gasoline, diesel fuel or any flammable material shall not be used for cleaning purposes inside any building.
19. Only an approved container shall be used for gasoline or paint thinners.
20. Liquids, such as paint thinners, shall be used in a ventilated area only.
21. Used rags shall be kept in metal containers with covers.
22. Smoking or open flames shall not be permitted in areas where dangerous gases might be present - such as hydrogen areas, acetylene storage, or similar areas. Neither shall smoking or open flames be permitted in storerooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept.

23. Each employee shall be familiar with all equipment and maintenance instructions prior to use of equipment. Equipment considered to be extremely dangerous shall be used by authorized personnel only.
24. Employees shall not engage in horseplay of any kind.
25. Drawers of file cabinets shall be pulled out one at a time.
26. Employees shall be trained in the proper use and storage of all copy machine solvents that pose a hazard to the eyes as well as being a potential fire hazard. See MSDS.

B. Personal Protective Equipment (PPE)

1. Appropriate personal protective equipment, such as gloves and back braces shall be used when lifting.
2. A hard hat is to be worn whenever there are overhead hazards.
3. Gloves are to be worn whenever there is a danger of hand injury.
4. Eye protection is to be worn where there is obvious debris.
5. ANSI approved safety shoes are to be worn by all maintenance personnel.
6. Respirators shall be used whenever the danger exists of inhaling dangerous fumes.

C. Pesticide Storage

1. The below listed guidelines will be followed to ensure pesticides are properly stored.
 - A. A 30 day or less supply will be maintained.
 - B. Keep in closed labeled containers.
 - C. Store in an area free of ignition hazards and an area where containers will not be subjected to physical damage.
 - D. Designated area will be marked with a "Pesticide" sign.

- E. Pesticides to be stored on metal shelving.
- F. Pesticides will not be grouped with other chemicals.
- G. Pesticides will not be stored in close proximity of flammable or combustible liquids.
- H. Metal cabinets other than those approved by NFPA and OSHA can be used for storage provided the above guidelines are followed.

Anytime you transfer all or part of the contents from one container into another for longer than an immediate use period, the second container must be labeled appropriately. For example, if you transfer Diazinon from a labeled container into a sprayer, the sprayer must be labeled "Diazinon". Labeling the container "Pesticide" is not adequate, since the label must contain enough information to look the contents up on the Material Safety Data Sheet – in the MSDS book if an accident occurs.

D. Flammable/Combustible Liquid Storage

1. The below listed guidelines will be followed to ensure flammable and combustible liquids are properly stored.
 - A. A 30 day or less supply will be maintained.
 - B. Liquids will be kept in closed, approved, and labeled containers.
 - C. Liquids will be stored in an area free of ignition hazards and an area where containers will not be subjected to physical damage.
 - D. Designated area will be marked with a "Flammables - No Smoking" sign.
 - E. Liquids will be stored on metal shelving.
 - F. Liquids will not be grouped with other chemicals.
 - G. Liquids will not be stored in close proximity of pesticides.
 - H. Metal cabinets other than those approved by NFPA and OSHA can be used for storage provided guidelines are followed.

E. Hazards to the Public

When a condition hazardous to the public is found, the employee shall remain on guard and adopt all possible means to prevent accidents. Employee shall warn unauthorized persons to keep away from the hazard and to report the dangerous situation. Avoid unnecessary conversation with fellow workers or with the public relating to the situation at hand. The employee assigned to the said duty shall stay at the hazardous site until condition has been relieved by another person with the appropriate level of authority.

F. Confined Spaces

When performing work in a confined space, there shall be a minimum of two Employees present at all times. The employee in the confined space shall not be left alone. One worker will remain outside the space to observe the worker inside the tank.

If the quantity of air in the confined space will be limited and the quality is expected to be questionable, the work shall be suspended until an air quality analysis can be performed to determine the level of protection needed. If needed, a respirator will be worn by those trained in the usage of such device.

All necessary and required safety precautions as required by OSHA/MOSH must be followed in addition to those listed in this document.

CHAPTER 8

TIPS FOR EMPLOYEE SAFETY

1. Regarding disease control, observe the following practices:
 - a. Thorough hand washing should be incorporated into each Employees daily routine, especially when any type of exposure is possible or suspected. Even if gloves are used, if exposure is suspected, thorough hand washing should be performed immediately after gloves are removed. Gloves should be disposed of in an appropriate manner.
 - b. Properly cover any cuts or broken skin you may have on exposed areas, such as hands, arms, face and neck areas. Check yourself for cuts or abrasions regularly.
 - c. If personal protective items are needed but not available, create a barrier by using any available substitute, such as a towel, a piece of foil, plastic, or cloth.
 - d. Keep bleach in stock at all items so it can be available immediately if needed for cleaning up blood.
 - e. Anytime there is a blood spill, even a small amount, precautions should be taken by using paper towels and a 1 to 10 solution of bleach and water. This solution must be mixed fresh and left on the area for twenty minutes to be most effective. Take these precautions whether you know the injured person or not.
2. Always store pesticides and flammables in separate locations. Never store flammable or combustible items near a flame or pilot light.
3. Areas that contain electrical equipment or are used for the storage of gasoline-powered equipment (lawn mowers, weed-eaters, etc.) should not be used for the storage of items such as cardboard, paper, fabric, and carpeting.
4. Whenever a employee is using a key machine, goggles must be worn.
5. When using empty buckets or paint cans for storage of something else, paint over or remove the original label and/or re-label if necessary.

6. When a used appliance is brought into the shop, strip off and store all usable parts and then have the appliance removed.
7. When using liquids that have a strong odor, such as ammonia or stripper, be sure adequate ventilation exists to avoid inhaling fumes.
8. Practice good housekeeping habits on a regular basis - it results in a safer work environment and takes only a short time each day.
9. Gasoline should be stored in safety cans with flame arresters and in a properly ventilated area. No debris, cardboard, fabric, etc. should be kept in the same area.
10. Fire extinguishers should be inspected semi-annually and the inspector should sign off on the appropriate tag. Fire extinguishers should be mounted on the wall at the appropriate height based upon the weight of the fire extinguisher.
11. Items not fit for use or in need of repair should be tagged properly. Tags should state "out of service" or "do not use".
12. Ladders should have safety feet.
13. Grounding posts should be on all equipment if they were there when the equipment was originally manufactured.
14. Portable electric heaters should have a front grill and tip over alarm or automatic shut off.
15. Make sure that an electrical cord does not extend across walkways unless there is a protective covering over it.
16. Switch plates should not be cracked, broken, or loose.
17. Dirty rags should be placed in a metal container with a lid and disposed of frequently.
18. Wall racks for the storage of tools, rakes, shovels, etc., should curve upward so that items will not fall off when jarred. Floor racks are safer for this purpose.
19. When placing lawn equipment in the building, the fuel tank should be either full or empty to avoid a buildup of fumes. Never store small gas-powered machinery in a closet area.

20. The areas immediately surrounding space heaters, water heaters, and furnaces should not be used for storage. A three-foot-wide area for access purposes is the minimum clearance required.
21. Do not store heavy items on the top shelf of a wall size shelving unit or in an attic or upstairs storage area.
22. Check electrical power panels periodically to be sure that the fuses or circuit breakers are not hot.
23. Always maintain clear access to electric panels, sprinkler control areas, etc.
24. Soaking vats for stove parts should have a cover and a GFI circuit breaker. They should also contain a label describing the liquid contents of the vat. An MSDS should be available for these chemicals.
25. Items should be at least 6" to 13" away from a ceiling sprinkler.
26. Electrical control box switches should be labeled.
27. A drip pan should be placed below items where a nozzle is used to release liquids. This keeps any amounts that drip out from getting on the floor and creating a slipping hazard.
28. Wear available personal protective equipment, such as a back brace, goggles and gloves, whenever necessary for the job being performed.
29. Keep in stock only those items anticipated to be needed within a reasonable time frame. Remove from stock items no longer needed or items too old to be of use.
30. Regarding back injuries, Employees should:
 - a. Utilize mechanical lifting equipment (i.e., two-wheel dollies) when lifting heavy items.
 - b. Request assistance from other Employees before attempting to lift heavy items.
 - c. Know your limitations.
31. Regarding slip and fall accidents, Employees should:
 - a. Store objects (i.e., paint cans, boxes, hand tools, etc.) out of walkways or other walking surfaces.

- b. Properly store items such as hand tools, ladders, extension cords, etc., immediately after using them.
 - c. Utilize handrails when going up or down stairwells, and keep at least one hand free to grasp the handrail.
32. Regarding the use of hand tools, Employees should:
- a. Wear leather work gloves when utilizing hand tools which have the potential of causing injury to their hands and fingers.
 - b. Cut away from the body when utilizing hand tools such as hacksaw, box cutters, electric hedge trimmers, etc.
 - c. Utilize a push board when feeding wood into a power saw (i.e., jigsaw, table saw, etc.).
 - d. Supervisors should provide new Employees with safety training prior to their utilizing hand and power tools.