Preamble

The information contained in this manual does not supersede, preempt, or take precedence over any statute, ordinance, regulation, legislation, manufacturer’s warnings and instructions or industry recommended practices. Always review applicable labels, instructions, guides and any related documents prior to beginning any work. Consult your supervisor for help or assistance regarding interpreting regulations, laws and/or legislation. Always conduct your pre-job safety meeting and assess/control all hazards before commencing work. Always ensure all appropriate safety gear is available and in working condition.

APARTMENT MANAGEMENT CONSULTANTS, LLC
CORPORATE SAFETY POLICY

AMC is committed to ensuring that practical and effective measures are in place to protect the health and safety of our employees, the environment, and the public.

The management of AMC endeavors to provide and maintain a safe work environment. It is a requirement that personnel plan and implement safety strategy into each of their operations. AMC management, supervisors, and employees shall be aware of, and comply with, all relevant law, regulations, policy and procedure.

An injury and accident free workplace is our goal. Through continuous safety improvement efforts, we can accomplish this.

Respectfully,

Greg Wiseman Date: February 1, 2016
Chief Executive Officer
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Section 1    AMC Commitment to Safety

The purpose of this section is to ensure the success of the program by having responsibilities defined and documented. Good health and safety practices are a responsibility of all AMC employees. The participation and cooperation of each person is essential to an effective program.

1.1 Responsibilities

Management will:

- Provide and communicate policies and procedures to employees.
- Maintain a safe and healthy workplace for employees, clients, contractors and visitors.
- Maintain overall responsibility and control of the Health and Safety program.
- Review policies and procedures to ensure that regulatory requirements are met.
- Ensure that all established safety policies are administered and enforced.
- Monitor personnel and hold them accountable for their performance.
- Ensure that proper equipment, tools and personal protective equipment are made available to all employees.
- Take reasonable measures to identify, eliminate or control hazards.
- Investigate reported incidents, provide corrective actions and see that appropriate follow up is communicated throughout the organization as necessary.
- Provide monthly safety meetings for employees.
- Participate in safety meetings.
- Maintain training records.

Supervisors will:

- Provide safe working conditions for all workers under their supervision.
- Understand the AMC Health and Safety program and its application, as well as related relevant laws and regulations.
- Schedule and conduct regular site inspections including employees to identify and ensure proper procedures are being followed as well as the implementation of corrective actions to eliminate or reduce accidents.
- Enforce safety policy, procedure and regulation on site.
- Advise employees regarding safe work procedures and to increase awareness of potential hazards and how to control and eliminate them.
- Mentor employees, educating them on health and safety policy, procedure, law and regulation.
- Ensure safety meetings occur regularly and are documented.
- Report incidents/accidents to management within 24 hours of occurrence.
- Maintain all property inspection and tracking logs.
**Employees will:**

- Read, understand, and comply with AMC’s Health and Safety program.
- Carry out their work in a manner that will not create a hazard to their own safety and/or the health and safety of others.
- Report hazards and accidents/incidents immediately to a supervisor or management.
- Participate in safety meetings and training.
- Understand all policy and regulatory expectations before starting a task.
- Decline to perform tasks that are above or beyond their skill level.
  Promptly report any work-related injury or illness to a supervisor or management.

**Section 2 Hazard Communication Program**

The purpose of this Hazard Communication Program is to establish a plan and procedures for the safe use of hazardous chemical substances at AMC work sites. This plan complies with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standards and aligns with the Globally Harmonized System of Classification and Labeling of Chemicals.

**2.1 Responsibilities**

With assistance from the Community Manager, the Maintenance Supervisor (“MS”) for each AMC managed property is responsible for administering the hazard communication program.

The MS is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous chemicals and a master file of Safety Data Sheets (“SDS”).
- Maintaining SDS sheets in all locations that corresponding chemicals are stored.
- Ensuring that all containers are labeled, tagged or marked properly.
- Providing new-hire and annual training for employees.
- Maintaining training records.
- Monitoring the air concentrations of hazardous chemicals in the work environment.
- Properly selecting and caring for personal protective equipment.
- Directing the cleanup and disposal operations of the spill control team.
- Identifying hazardous chemicals used in non-routine tasks and assessing their risks.
- Informing outside contractors who are performing work on company property about potential hazards.
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of applicable federal, state or local hazard communication requirements.
- Contacting chemical manufacturers and/or distributors to obtain SDS and secondary labels for hazardous chemicals used or stored in the workplace.
- Reviewing incoming hazardous chemicals to verify correct labeling.
- Keeping hazardous chemicals in the receiving area until receipt of the SDS for the product.
Employees are responsible for the following aspects of the hazard communication program:

- Following all health and safety rules and procedures.
- Identifying hazards before starting a job.
- Reading container labels and SDS.
- Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers.
- Using controls and/or personal protective equipment provided by the company to minimize exposure.
- Following company instructions and warnings pertaining to chemical handling and usage.
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement of protective equipment.
- Knowing and understanding the consequences associated with failing to follow company policy concerning the safe handling and use of chemicals.
- Refraining from the operation of any equipment without both proper instructions and authorization.
- Participating in training.

2.2 Chemical Inventory List

A list of hazardous chemicals used, produced and/or stored at each AMC Managed Property is available in the SDS binder at each site. This list will contain the product identifier that is referenced on the appropriate SDS, the location or work area where the chemical is used, and the personal protective equipment and precautions for each chemical product. This list will be updated annually and whenever a new chemical is introduced to the workplace.

2.3 Labels and Other Forms of Warning

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party

AMC will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

Portable containers into which hazardous chemicals are transferred from labeled
containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, process sheets, batch tickets, operating procedures or other such written materials may be used in lieu of affixing labels to individual, stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

Note: After Dec. 1, 2015, distributors may not ship containers labeled by the chemical manufacturer or importer unless the label on the container meets GHS labeling requirements.

2.4 Safety Data Sheets

SDS will be obtained and maintained for each hazardous chemical in the workplace. SDS for each hazardous chemical will be readily accessible during each work shift to employees when they are in their work areas.

SDS will be obtained from the chemical manufacturer, importer or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDS for chemicals or process streams produced by the company will be developed and provided by the safety coordinator.

The Maintenance Supervisor at each AMC managed property will maintain the master file of all original SDS. Hard copies of the master file will be located in the property maintenance shop.

SDSs for new products or updated SDS for existing products will be obtained by the purchasing agent and forwarded to the Maintenance Supervisor. The safety coordinator will then update the master file with new and/or updated SDS.

If problems arise in obtaining SDS from the chemical manufacturer, importer or distributor, a phone call will be made to request SDS and to verify that SDS have been sent. The phone call will be logged and a letter will be sent the same day. The company will maintain a written record of all efforts to obtain SDS. If these efforts fail to produce SDS, the local OSHA office will be contacted for assistance.
2.5 Employee Information and Training
Employees included in the hazard communication program will receive the following information and training prior to exposure to hazardous chemicals and when new chemical hazards are introduced to their work area:

- Operations in the work area where hazardous chemicals are present
- Location and availability of the hazard communication program, chemical inventory list and SDS
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released
- Physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area
- Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used
- Explanation of the labels received on shipped containers
- Explanation of the workplace labeling system
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information

2.6 Non-routine Tasks

The MS of the AMC managed property and the immediate supervisor of an employee performing a non-routine task, such as cleaning machinery and other process equipment, are responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

Special work permits are required for the performance of certain non-routine tasks, such as entry into confined spaces, breaking and opening piping systems, and welding and burning. For some special tasks, employees are required to follow special lockout/tagout procedures to ensure that all machinery motion has stopped and energy sources are isolated prior to and during the performance of such tasks.

2.7 Contractors

Prior to beginning work, the MS will inform contractors with employees working on company property of any hazardous chemicals that the contractors’ employees may be exposed to while performing their work. Furthermore, the MS will advise contractors that they must comply with all OSHA standards while working on company property. Appropriate controls will be established with the contractor to ensure that company employees are not exposed to safety and health hazards from work being performed by the contractor and that company operations do not expose contractors’ employees to hazards.
The MS will inform contractors of the workplace labeling system and the availability and location of SDS for any chemical to which contractors’ employees may be exposed while performing their work.

2.8 Recordkeeping

Records pertaining to the hazard communication program will be maintained by the safety coordinator. The MS will keep the following records:

- Chemical inventory list
- Hazardous material reviews
- Copies of phone call logs and letters requesting SDS
- Employee training records
- Warnings issued to employees for not following the hazard communication program

Section 3 General Practices

AMC has developed practices to serve as a general safety guideline to protect all employees from hazards and to ensure all requirements (regulatory and internal) are met. **If you are not trained on a task or procedure, you are not authorized to perform the task.**

All employees of AMC will follow all relevant rules, procedures, policies, regulations and legislation. It is everyone’s responsibility to do so and in doing so we will maintain a safe and healthy work environment for all associated with the company.

3.1 General Guidelines

- You must fully understand how to perform a job before you do it. If you are unclear about a job, ask a supervisor.
- Work efficiently, getting things done correctly. Speed does not always mean efficiency, only work at a safe pace.
- Any unsafe conditions you are aware of must be communicated to your supervisor.
- Climb down from an elevation, do not jump. Always use the stairs, ladder, step stool designed for the job.
- Immediately report all injuries, no matter how slight, to your supervisor.
- Remove splinters from any wooden object: workbenches, tables, bins, shelves, and chairs.
- Hammer down or remove any staples, nails, or steel straps from boxes before reaching inside.
- Never work under a suspended load.
- Always obey all posted warning and danger signs.
- Don’t participate in horseplay or practical jokes.
- Watch the bulletin board for changes in regulations or new ideas for safety.
- If the task requires more than one person, always get a helping hand – do not attempt to do it by yourself.
- Place wet floor signs where appropriate when mopping or buffing floors.
- Always follow manufacturer’s instructions when using tools, machinery, other equipment or chemicals. Only use these items for their intended purposes.
3.2 Housekeeping

- Allow sufficient space for passageways, doors, hallways, and loading docks.
- Permanent passageways and aisles should be marked accordingly. Adhere to markings, keeping all aisles, passages, and exits clear at all times. Always keep fire doors closed, and never blocked or made inoperative.
- Keep stairways and landings clear from any obstructions.
- Pick up and remove all materials and tools immediately after completing a project. Remove all garbage from a project site periodically.
- Clean up grease, oil, or other liquid spills immediately.

3.3 Storage

- Store chemical waste and other flammable materials as set forth in Section 2.
- All emergency and protective equipment should be accessible and visible at all times.
- Maintain clearance when stacking materials in order to protect sprinkler heads, pipes, wires, etc., allowing for safe and efficient operation – generally 18-24” required by law.

Use protection equipment when removing trash – cut resistant gloves. Remember not to overfill trash receptacles. Always deposit trash in bins provided for such use.

3.4 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by PPE include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter. Employees of AMC will wear the prescribed PPE for the location they are on and for the work that is being conducted.

- AMC expects all employees to use the basic Personal Protective Equipment required to complete their job safely.
- No work will commence until all required Personal Protective Equipment is being utilized.

The Requirement for PPE

To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of all AMC employees will help in establishing and maintaining a safe and healthful work environment.

In general, supervisors are responsible for:
- Performing a "hazard assessment" of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
• Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

In general, employees should:
• Properly wear PPE,
• Attend training sessions on PPE,
• Care for, clean and maintain PPE, and
• Inform a supervisor of the need to repair or replace PPE.

The Hazard Assessment

A first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a "hazard assessment." Potential hazards may be physical or health-related and a comprehensive hazard assessment should identify hazards in both categories. Examples of physical hazards include moving objects, fluctuating temperatures, high intensity lighting, rolling or pinching objects, electrical connections and sharp edges. Examples of health hazards include overexposure to harmful dusts, chemicals or radiation.

The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards in the following basic hazard categories:
• Impact
• Penetration
• Compression (roll-over)
• Chemical
• Heat/cold
• Harmful dust
• Light (optical) radiation
• Biologic

In addition to noting the basic layout of the facility and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through survey include:
• Sources of electricity.
• Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
• Sources of high temperatures that could result in burns, eye injuries or fire.
• Types of chemicals used in the workplace.
• Sources of harmful dusts.
• Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
• The potential for falling or dropping objects.
• Sharp objects that could poke, cut, stab or puncture.
• Biologic hazards such as blood or other potentially infected material.

When the walk-through is complete, the supervisor should organize and analyze the data so that it may be efficiently used in determining the proper types of PPE required at the worksite.
The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

Selecting PPE

All PPE clothing and equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. Employers should take the fit and comfort of PPE into consideration when selecting appropriate items for their workplace. PPE that fits well and is comfortable to wear will encourage employee use of PPE. Most protective devices are available in multiple sizes and care should be taken to select the proper size for each employee. If several different types of PPE are worn together, make sure they are compatible. If PPE does not fit properly, it can make the difference between being safely covered or dangerously exposed. It may not provide the level of protection desired and may discourage employee use.

The following is a general guide for selecting what PPE may be necessary.

Attire

Wear safe, suitable clothing to work.
- If you are provided with uniforms, wear them.
- Wear snug-fitting clothing and an appropriate hair net or cap when operating machinery.
- Keep dangling tools or rags out of your pockets. Don't carry oily waste material in your pockets.
- Remove jewelry from hands, neck and face prior to working on or with machinery.

Foot Protection

Employees who face possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials should wear protective footwear. Also, employees whose work involves exposure to hot substances or corrosive or poisonous materials must have protective gear to cover exposed body parts, including legs and feet. If an employee's feet may be exposed to electrical hazards, non-conductive footwear should be worn. On the other hand, workplace exposure to static electricity may necessitate the use of conductive footwear.

Examples of situations in which an employee should wear foot and/or leg protection include:
- When heavy objects such as barrels or tools might roll onto or fall on the employee's feet;
- Working with sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes;
- Exposure to molten metal that might splash on feet or legs;
- Working on or around hot, wet or slippery surfaces; and
- Working when electrical hazards are present.
**Body Protection**

Employees who face possible bodily injury of any kind that cannot be eliminated through engineering, work practice or administrative controls, must wear appropriate body protection while performing their jobs. In addition to cuts and radiation, the following are examples of workplace hazards that could cause bodily injury:

- Temperature extremes;
- Hot splashes from molten metals and other hot liquids;
- Potential impacts from tools, machinery and materials;
- Hazardous chemicals.

Personal protective equipment in this category would be items such as:

- Leg, arm, chin and belly guards
- Specialty hand pads and grips
- Leather aprons and leggings
- Full body suits
- Flame and chemical resistant clothing, and
- Various types of plastic boot covers, and overshoes

Equipment like this would be necessary for tasks like chain sawing or chemical handling. For more indication on the type of specialty PPE you require, conduct a hazard assessment and check OSHA regulations and SDS.

**Hand and Arm Protection**

If a workplace hazard assessment reveals that employees face potential injury to hands and arms that cannot be eliminated through engineering and work practice controls, employers must ensure that employees wear appropriate protection. Potential hazards include skin absorption of harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures and amputations. Protective equipment includes gloves, finger guards and arm coverings or elbow-length gloves.

PPE for the hands include: finger guards, hand-pads, mitts, and gloves. Choose hand PPE that will protect against the job hazards. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electric shocks.

**Do:**
- Inspect hand PPE for defects before using
- Wash all chemicals and fluids off gloves before removing them
- Ensure that gloves fit properly and that they are the type required for the job
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE)

**Do Not:**
- Use gloves or hand protection that is worn out or defective. Any gloves with impaired protective ability should be discarded and replaced. Protective
gloves should be inspected before each use to ensure that they are not torn, punctured or made ineffective in any way. A visual inspection will help detect cuts or tears but a more thorough inspection by filling the gloves with water and tightly rolling the cuff towards the fingers will help reveal any pinhole leaks. Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

**Eye and Face Protection**

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids, and
- Ultraviolet, infrared and visible radiation (welding)

“Basic eye protection” includes:

- Eye cup goggles
- Mono-frame goggles and spectacles with or without sideshields

“Face protection” includes

- Metal mesh fact shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders’ shields or helmets with specified cover
- Filter plates and lenses

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, industrial safety eye protection.

**Do:**

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, or more often if needed
- Store safety glasses in a safe, clean, dry place when not in use;
- Replace pitted, scratched, bent and poorly fitted PPE

**Do Not:**

- Modify eye/face protection; or
- Use eye/face protection which does not have a proper certification

**Hearing Protection**

Determining the need to provide hearing protection for employees can be challenging. Employee exposure to excessive noise depends upon a number of factors, including:

- The loudness of the noise as measured in decibels (dB).
- The duration of each employee’s exposure to the noise.
- Whether employees move between work areas with different noise levels.
- Whether noise is generated from one or multiple sources.

Generally, the louder the noise, the shorter the exposure time before hearing protection is required. For instance, employees may be exposed to a noise level of 90 dB for 8 hours per
day (unless they experience a Standard Threshold Shift) before hearing protection is required. On the other hand, if the noise level reaches 115 dB hearing protection is required if the anticipated exposure exceeds 15 minutes.

Table 5, below, shows the permissible noise exposures that require hearing protection for employees exposed to occupational noise at specific decibel levels for specific time periods. Noises are considered continuous if the interval between occurrences of the maximum noise level is one second or less. Noises not meeting this definition are considered impact or impulse noises (loud momentary explosions of sound) and exposures to this type of noise must not exceed 140 dB. Examples of situations or tools that may result in impact or impulse noises are powder-actuated nail guns, a punch press or drop hammers.

![Table 5](image)

<table>
<thead>
<tr>
<th>Duration per day, in hours</th>
<th>Sound level in dB*</th>
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<tbody>
<tr>
<td>8</td>
<td>90</td>
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<tr>
<td>6</td>
<td>92</td>
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<tr>
<td>11/2</td>
<td>102</td>
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<tr>
<td>5</td>
<td></td>
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<tr>
<td>1</td>
<td>105</td>
</tr>
<tr>
<td>1/2</td>
<td>110</td>
</tr>
<tr>
<td>1/4 or less</td>
<td>11</td>
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</tbody>
</table>

*When measured on the A scale of a standard sound level meter at slow response.

If engineering and work practice controls do not lower employee exposure to workplace noise to acceptable levels, employees must wear appropriate hearing protection. It is important to understand that hearing protectors reduce only the amount of noise that gets through to the ears. The amount of this reduction is referred to as attenuation, which differs according to the type of hearing protection used and how well it fits.

Some types of hearing protection include:

- Single-use earplugs made of waxed cotton, foam, silicone rubber or fiberglass wool. They are self-forming and, when properly inserted, they work as well as most molded earplugs.
- Pre-formed or molded earplugs must be individually fitted by a professional and can be disposable or reusable. Reusable plugs should be cleaned after each use.
- Earmuffs require a perfect seal around the ear. Glasses, facial hair, long hair or facial movements such as chewing may reduce the protective value of earmuffs.

### Head Protection

Protecting employees from potential head injuries is a key element of any safety program. A head injury can impair an employee for life or it can be fatal. Wearing a safety helmet or
A hard hat is one of the easiest ways to protect an employee’s head from injury. Hard hats can protect employees from impact and penetration hazards as well as from electrical shock and burn hazards.

Employers must ensure that their employees wear head protection if any of the following apply:

- Objects might fall from above and strike them on the head;
- They might bump their heads against fixed objects, such as exposed pipes or beams; or
- There is a possibility of accidental head contact with electrical hazards.

Some examples of occupations in which employees should be required to wear head protection include construction workers, carpenters, electricians, linemen, plumbers and pipefitters, timber and log cutters, welders, among many others. Whenever there is a danger of objects falling from above, such as working below others who are using tools or working under a conveyor belt, head protection must be worn. Hard hats must be worn with the bill forward to protect employees properly.

In general, protective helmets or hard hats should do the following:

- Resist penetration by objects.
- Absorb the shock of a blow.
- Be water-resistant and slow burning.
- Have clear instructions explaining proper adjustment and replacement of the suspension and headband.

Hard hats must have a hard outer shell and a shock-absorbing lining that incorporates a headband and straps that suspend the shell from 1 to 1 1/4 inches (2.54 cm to 3.18 cm) away from the head. This type of design provides shock absorption during an impact and ventilation during normal wear.

### 3.5 Lifting

- Get a good, safe hold on an object before lifting it, and always lift with your legs – not your back.
- Wear appropriate personal protective equipment.
- Keeping your back straight, keep an object close to your body when lifting from an elevation.
- Never lift anything while in an awkward position. Always maneuver your body into a straight position before lifting.
- Never lift anything too heavy – get help for such objects and discuss how you are going to work together before you pick up the load.
- Check the material for splinters, staples, or nails before lifting.
- When setting a load down, bend at the hips and knees keeping your back straight.
- Always have two people when moving heavy or awkward objects.

### 3.6 Small Tools

- Only use tools that are designed for the job and that are maintained in good repair.
  Wear appropriate protective equipment when using tools.
• Inspect all tools prior to use to assure that they are in good working order.
• Place materials on a solid object or in a vice when using a screwdriver – never hold the material in the palm of your hand.
• Store all sharp-edged or pointed tools in a safe place – when carrying them about, cover the ends with the shields.
• Always use a tool belt or pouch – never carry tools in your pockets.
• Do not carry power tools by their cord.
• Never do any cutting, stripping, planning or shaving towards you; always work the sharp tools away from your face and body.
• Make sure to place all tools in their proper storage location at the end of a project.

3.7 Machines

• Unless you are familiar with the manufacturer’s instructions for proper use, never use machinery.
• Follow Lockout/Tag procedures for machinery prior to oiling, cleaning, or making adjustments.
• Never leave a running machine unattended – always turn it off after use.
• Ensure machinery guards and shields are in place prior to using machinery. Never remove these guards or shields or try to bypass them.
• Be sure machinery is property grounded before use.

3.8 Ladders

Injuries and/or death from falls from ladders are preventable by following safe practices.

• When ascending or descending a ladder, always face the ladder.
• Look up before climbing a ladder to be aware of any restrictions that may impede your climb.
• Remove from service, and tag as dangerous, any ladders with broken, split, or otherwise defective rungs, rails or feet. Report defective ladders to your supervisor.
• Never place tools on a ladder. Do not carry tools or materials in your hands when climbing a ladder.
• Never stand on the top rung of a ladder.
• Make sure that extension and straight ladders have proper safety feet.
• Set the ladder one-fourth of the ladder’s length away from the support it is leaning on, and make sure the ladder is firmly set before climbing.
• Do not paint ladders or scaffold planks as this may hide defects. Use a quality grade of varnish or a mixture of linseed oil and turpentine to preserve the wood.
• Never reach sideways or over-reach while working from a ladder. Do not lean away from the ladder to carry out your task. Always keep your weight centered between the side rails. Maintain three points of contact with the ladder at all times.
• Always fully extend stepladders and type “A” ladders before using. Be sure the spreaders are in place before using a ladder.
• Never fully extend an extension ladder; always leave a minimum of four feet overlap. The ladder is too short if you cannot afford this overlap.
• Always place the ladder on stable and level ground. Do not place it on an uneven surface.
• Wear proper footwear.
• Do not use ladders near doorways. If you need to use a ladder near a doorway, make sure that the door is locked.

3.9 Scaffolding

• Scaffolding must meet the OSHA scaffolding standards, and be inspected before each use and after any occurrence that could affect structural integrity.
• Scaffolding must have the applicable employee fall protection or fall arrest systems in use.
• When applicable, scaffolding must have guardrails, mid rails, footings, platforms, bracing, guying ties.
• Scaffolding must be able to support at least 4 times the maximum intended load.
• When erecting and dismantling supported scaffolds, a competent person must determine the feasibility of providing a safe means of access and fall protection for these operations.
• Employees may not work on scaffolding unless they have first been trained on the hazards and procedures to control the hazards.

3.10 Electricity

• Unless it is part of your regular work and you have been appropriately trained, do not attempt to repair or adjust any electrical equipment.
• Do not disconnect or break ground wires leading from electrical fixtures or equipment.
• Familiarize yourself with the location of fuses and circuit breakers.
• Keep access panels and junction boxes clear from obstructions.
• De-energize all circuits before working on lines.
• Lockout and tagout circuits when repairs are being made so others cannot re-energize them.
• Do not use any appliance or machinery while you are touching metal or anything wet.
• Always make sure all electrical equipment is properly grounded.
• Power lines and hanging wires:
  o Always treat electric wires as live at all times. Report any hanging wires to a supervisor.
  o Look for overhead power lines and buried power lines.
  o Stay at least 10 feet away from power lines and assume they are energized.
  o De-energize and ground lines when working near them.
  o Use non-conductive wood or fiberglass ladders when working near power lines.
• Extension cords:
  o Do not modify cords or use them incorrectly.
  o Check all electrical cords for broken insulation. Replace any damaged or frayed extension cords. Report any equipment having damaged power cords or plugs to your supervisor.
  o Use only equipment that is approved to meet OSHA standards.
• Equipment:
○ Visually inspect all electrical equipment before use. Remove from service any equipment with frayed cords, missing ground prongs, etc.
○ Use double-insulated tools and equipment, or ground equipment using a three-prong plug.

3.11 **Hand Trucks**

- Watch where you are heading when using a hand truck, and slow down at corners.
- Report to your supervisor any hand truck with broken wheels, splintered handles, or other defects.
- Always load the hand truck so you can see above and around the load.
- Secure the load to ensure nothing falls off.
- Where walking surfaces are rough or uneven get someone to help control the truck.

3.12 **Handling Oddly Shaped Objects**

- Carry long objects (such as lumber) on your shoulder keeping the front end high so you don’t hit anyone.
- Carry sacks on your shoulder or rest the load against your stomach or hip while holding on the top and bottom.
- Use a two-wheeled handcart to carry barrels, drums, and kegs.
- Hold boxes and cartons on opposite bottom corners and bring object close to your body.
- When carrying sheets of material, rest the sheet on the fingers of one hand while steadying the top edge with the other hand – always wear protective gloves.
- There are rules that should be followed for carrying objects safely regardless of their shape or size.

3.13 **Lawn Mowers**

- When using a lawn mower always wear safety shoes, eye protection, and full leg covering (no shorts).
- Put gasoline into the mower out of doors and away from possible ignition sources. Always replace the cap tightly. Check the oil level before starting the mower – never put gasoline or oil into a running lawn mower.
- Before mowing, clear the lawn of any objects that could be thrown by the blades. Keep bystanders out of the mowing area. Never aim grass chutes at people, into streets, or at automobiles.
- Do not mow grass when it is wet or when lighting conditions are poor.
- Follow manufacturer’s instructions when operating a lawn mower.
- Never pull a mower toward you, and never walk in front of the grass discharge chute when the motor is running.
- When moving on an incline, always mow across the face of the incline horizontally, never up and down.
- Never take passengers on a riding mower.
- Always shut off mower and disconnect the spark plug wire or power cord when not in use – never leave a running mower unattended.
- Use caution when operating near windows or areas where there is pedestrian and/or vehicle traffic.
3.14 **Snow and Ice Removal**

- When removing snow and ice wear protective clothing and footwear that provides sufficient warmth and slip resistance.
- Make sure you have proper footing and clearance to work safely. Bend at the knees when shoveling snow; do not support the weight of the load with your back.
- When operating snow blowers be sure to keep hands, feet, and loose clothing away from the machine. Turn off the engine and disconnect the spark plug wire or power cord before clearing the chute.
- Use caution when operating near windows or areas where there is pedestrian and/or vehicle traffic. Keep bystanders away from the snow blower while it is operating. Never leave a snow blower unattended, and only operate machinery when there is sufficient light.

3.15 **Golf Cart Safety**

Employees driving and riding in golf carts are not an unusual sight in today’s workplace. In our line of business, golf carts are used to move people or deliver supplies and even tools and equipment at worksites. They are also an efficient means of transportation for groundskeepers and maintenance workers.

Golf carts are involved in a number of accidents each year, resulting in personal injury, death and property damage. There are specific guidelines that should be followed for safe operation of golf carts. Management should have written policies and procedures to manage and maintain equipment and ensure employees operate the carts in a safe manner.

It is our intent to provide a safe workplace for everyone. Accident and injury prevention is an important part of our job. Working together, we can achieve our safety goals. Safe working practices are important. Safety is everyone’s responsibility. It is our policy to protect our employees, equipment, facilities and grounds. Employees operating golf carts must be trained in safe operation of the vehicle, authorized to drive the vehicle and constantly be aware of others when driving in the workplace.

Golf carts should only be operated by those employees whose duties require them to do so. Supervisors are responsible for designating which employees in their departments are authorized to operate golf carts. Employees should not operate a golf cart until they have been fully trained and authorized. Anyone who observes an operator driving in an unsafe manner must report the driver to management. Report any accident or damage to your management immediately.

Inspect the golf cart prior to use (at least daily). Features to check include: tire inflation, cuts or punctures on tires, steering, forward and reverse gears and brakes. If the golf cart is in need of repair or maintenance, the cart should be taken out of service. Golf carts should be operated at a speed equivalent to a well-paced walk but no faster than 15mph. Whenever possible, carts should be operated on streets or roadways. Only park the vehicle on the street, never leave a cart parked on a sidewalk where someone could get injured. Pedestrians always have the right-of-way. If the golf cart is being operated on a sidewalk, the operator should pull off of the sidewalk or stop the unit when approaching pedestrians.
When the golf cart is not in use, the operator will park the vehicle and place the golf cart control lever in Park position and remove the key. Never leave a cart parked where it will block an emergency exit or equipment, pedestrian aisles, doorways, intersections or normal traffic flow.

Items to remember when recharging golf cart batteries. Use only approved battery chargers. When the battery is fully charged, the unit shuts off. Do not recharge near an open flame or source of ignition. Pour baking soda on spilled battery acid before cleaning up the spill. Disconnect all battery charger cords before using the golf cart.

Items to remember when refueling: Shut off engine and let it cool down first. Remove the fuel cap slowly and hold it in the semi-locked position until pressure is released. Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off the fuel flow. Replace the fuel cap after checking to see that the venting is not clogged. Store fuel in UL listed and fire marshal approved Type 11 safety cans. Maintain fire extinguishers and other firefighting equipment nearby. If fuel spills on equipment, wipe up and allow any residue to dry before starting engine.

- Never drive recklessly or joy ride. Drive courteously. Obey all vehicle traffic laws and rules of the road.
- Never drive intoxicated or under the influence of any drug or narcotic.
- Avoid distractions while operating the golf cart just as you would in an automobile. Be safe and attentive -- avoid talking, texting, or reading while driving, reaching for objects, applying makeup or eating.
- Drivers and passengers should use seat belts any time the golf cart is in use if seat belts are available.
- Only carry the number of passengers for which there are seats.
- Drivers and all passengers should keep all body parts (arms, legs, and feet) inside cart while vehicle is in motion, except when signaling a turn.
- Do not allow anyone to ride standing in the vehicle or on the back platform of the vehicle. Do not put vehicle in motion until all passengers are safely seated inside vehicle.
- Operate the vehicle from the driver's side only.
- Always use hand signals to indicate your intent to turn due to the small size and limited visibility of the turn signals on a golf cart.
- Check blind spots before turning. When making a left hand turn, yield to the thru traffic lane and merge into that lane before turning left. Never make a left hand turn from the golf cart lane.
- Carefully turn and look behind golf cart before backing up.
- Avoid sharp turns at maximum speed, and drive straight up and down slopes to reduce the risk of passenger ejections and/or rollover. Avoid excessive speed, sudden starts, stops and fast turns.
- Reduce speed due to driving conditions, especially hills or other inclines or declines, blind corners, intersections, pedestrians and inclement weather.
- Do not leave keys in golf cart while unattended and make sure the parking brake is set.
- Golf cart should be keep clean. Do not store items in carts that should be stored elsewhere.
• Use extreme caution in inclement weather. Although a golf cart may shield you from the rain, it may not protect you from a lightning strike.

### 3.16 Office Safety

• Look before you walk to make sure the pathway is clear.
• Close file and check drawers after each use.
• Only have one drawer to a file cabinet open at a time.
• Do not use the top of a filing cabinet for storing heavy items.
• Avoid bending, twisting, and leaning backwards while seated.
• Keep walkways clear of electrical cords and wires.
• For overhead reaching, always use an appropriate stepladder.
• Equipment with faulty cords and/or plugs should not be used – check all cords for wear and frays.
• Clean up spills immediately.
• Report loose carpeting, damaged flooring or any potential hazard to your supervisor.
• Walk, do not run.
• Before operating the microwave, coffee machine, or other appliance, read all instructions carefully.

### 3.17 Fire Prevention

A number of sources can result in fires such as unprotected or faulty equipment, unsafe storage or combustible materials, inadequate ventilation, failure to follow established safety guidelines (such as smoking in restricted areas), negligence and human error. Adhering to the following safety procedures can aid in recognizing and correcting potential fire hazards:

• Keep all equipment, work areas and machinery clean and in good condition. Never overload circuits.
• Store all flammable/combustible materials in appropriate containers away from heat sources.
• Dispose of flammables according to established safety guidelines, complying with local regulations.
• Never leave open flames unattended.
• When using welding and other spark-producing equipment, make sure there is a safe clearance from all combustible materials.
• Always have a portable fire extinguisher within reach when working with any open flames or equipment that produces sparks.
• Report suspicious circumstances, persons and/or threats to your supervisor immediately.
• Always keep all fire exits/escape routes accessible and visible.
• Understand procedures for using the alarm system, and familiarize yourself with the location of alarm boxes.
• Any fire protection/detection equipment not working properly should be immediately reported to your supervisor.
• Sprinkler control valves should always be in the open position.
• All chemical and combustible material spills should be cleaned up immediately according to appropriate clean up procedures.
**Section 4   Respiratory Protection Program (Voluntary use of dustmasks)**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else’s respirator.

**Section 5   Exposure Control Plan (Bloodborne Pathogens)**

The following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including: Universal precautions
Work protective controls
Personal protective equipment
Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents.
  - Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

5.1 Program Administration

Management is responsible for implementation of the ECP. Management will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact: (801) 676-1646.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

Management will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. Management will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact: (801) 676-1646.

Human Resources will be responsible for ensuring that all medical actions required by the standard are performed and the appropriate employee health and OSHA records are maintained. Contact: (801) 676-1646.

Management will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives. Contact: (801) 676-1646.

5.2 Employee Exposure Determination

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housekeepers</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Groundskeepers</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Maintenance Technicians</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Maintenance Supervisors</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Task/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housekeepers</td>
<td>Maintenance</td>
<td>Cleaning of apartment units</td>
</tr>
<tr>
<td>Housekeepers</td>
<td>Maintenance</td>
<td>Handling of garbage from apartment units</td>
</tr>
<tr>
<td>Groundskeepers</td>
<td>Maintenance</td>
<td>Cleaning of apartment units</td>
</tr>
<tr>
<td>Groundskeepers</td>
<td>Maintenance</td>
<td>Removal of garbage from units</td>
</tr>
<tr>
<td>Maintenance Technicians</td>
<td>Maintenance</td>
<td>Cleaning of apartment units</td>
</tr>
<tr>
<td>Maintenance Technicians</td>
<td>Maintenance</td>
<td>Removal of garbage from units</td>
</tr>
<tr>
<td>Maintenance Technicians</td>
<td>Maintenance</td>
<td>Replacement and repair of toilets, sinks, and/or bathtubs</td>
</tr>
<tr>
<td>Maintenance Supervisors</td>
<td>Maintenance</td>
<td>Cleaning of apartment units</td>
</tr>
<tr>
<td>Maintenance Supervisors</td>
<td>Maintenance</td>
<td>Removal of garbage from units</td>
</tr>
<tr>
<td>Maintenance Supervisors</td>
<td>Maintenance</td>
<td>Replacement and repair of toilets, sinks, and/or bathtubs</td>
</tr>
</tbody>
</table>

### 5.3 Methods of Implementation and Control

#### a. Universal Precautions

All employees will utilize universal precautions.

#### b. Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting Human Resources. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.
c. **Engineering Controls and Work Practices**

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens.

d. **Personal Protective Equipment (PPE)**

PPE is provided to our employees at no cost to them. Training in the use of appropriate PPE for specific tasks or procedures is provided by Management and Grace Hill.

The types of PPE available to employees are as follows:
* Gloves, eye protection, back braces and fall protection kits.

PPE is located in the maintenance shop and may be obtained by contacting your direct supervisor.

All employees using PPE must observe the following precautions:
- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in the appropriate container.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

5.4 Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled and color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available upon request.

Broken glassware that may be contaminated is only to be picked up using mechanical means, such as a brush and dustpan.

5.5 Hepatitis B Vaccination

AMC will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

Employees who decline this vaccination may request and obtain the vaccination at a later date at no cost.

Vaccination will be provided by a provider of AMC’s choice based on your work location.

5.6 Post-Exposure Evaluation and Follow-Up

Should an exposure incident occur, contact Human Resources at (801) 676-1646.
An immediately available confidential medical evaluation and follow-up will be conducted by a healthcare provider as determinate by the Human Resources department directly following exposure. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless identification is infeasible or prohibited by state or local law)
- Obtain consent and make arrangement to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual’s test results were conveyed to the employee’s health care provider.
- If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual’s test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee’s blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

5.7 Administration of Post-Exposure Evaluation and Follow-up

Human Resources ensures that health care professional(s) responsible for employee’s Hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA’s bloodborne pathogens standard.

Human Resources ensures that the health care professional evaluation an employee receives after an exposure incident includes the following:

- a description of the employee’s job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual’s blood test
- relevant employee medical records, including vaccination status

Human Resources provides the employee with a copy of the evaluating health care professional’s written opinion within 15 days after completion of the evaluation.

5.8 Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

Human Resources and Management will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
• protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
• location of the incident (unit xyz master bathroom, maintenance shop, garbage enclosure, etc.)
• procedure being performed when the incident occurred
• employee's training

Human Resources and Management will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary Human Resources will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

5.9 Employee Training

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training through Grace Hill.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

• a copy and explanation of the OSHA bloodborne pathogen standard
• an explanation of our ECP and how to obtain a copy
• an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
• an explanation of the use and limitations of engineering controls, work practices, and PPE
• an explanation of types, uses, location, removal, handling decontamination, and disposal of PPE
• an explanation of the basis for PPE selection
• information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
• information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
• an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
• information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
• an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at amcllc.net.

5.10 Recordkeeping
a. **Training Records**

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the corporate office.

The training records include:
- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee’s authorized representative within 15 working days. Such request should be addressed to the Human Resources department.

b. **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records.”

Human Resources is responsible for the maintenance of the required medical records. These confidential records are kept at the corporate office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such request should be sent to the Human Resources department.

c. **OSHA Recordkeeping**

An exposure incident is evaluated to determine if the case meets OSHA’s Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Human Resources department.

d. **Sharps Injury Log**

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:
- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department of work area where the incident occurred
- explanation of how the incident occurred

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.
Section 6    Emergency Response Plan

AMC recognizes that its employees must be prepared for foreseeable emergencies to ensure employee safety and the protection of property during fire, severe weather, loss of utilities and other emergencies. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at each AMC managed property.

6.1 Assignment of Responsibility

a. Maintenance Supervisor

The Maintenance Supervisor at each AMC managed location shall manage the Emergency Action Plan and maintain all training records pertaining to this plan. He or she shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

b. Community Manager

The Community Manager at each AMC managed location is responsible for instituting the procedures in this plan in the event of an emergency. He/she also has the responsibility to assist employees who have disabilities or who do not speak English during evacuation, and to account for employees after an evacuation has occurred.

c. Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

d. Employees

Employees are responsible for following the procedures described in this plan.

6.2 Plan Implementation

a. Reporting Fire and Emergency Situations

All fires and emergency situations will be reported as soon as possible to the Maintenance Supervisor or the Community Manager by one of the following means: (1) verbally as soon as possible during normal work hours; or (2) by telephone if after normal work hours or on weekends. The telephone numbers and contact information for the emergency response personnel for the community known as ____________________________________ are:

1. Fire: ____________________________________________________
2. Police/Sheriff: _____________________________________________
3. Ambulance/EMS: ___________________________________________
Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage 9 (which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

b. **Informing Employees of Fires and Emergency Situations**

In the event of a fire or emergency situation, the Community Manager shall ensure that all employees are notified as soon as possible using the building alarm system.

If a fire or emergency situation occurs after normal business hours, the Community Manager shall contact all employees not on shift of future work status, depending on the nature of the situation.

c. **Corporate Notification**

The Community Manager shall contact their AMC Regional Property Manager as soon as possible with information on employee injuries and/or loss of life, property damages, theft, or other damages.

d. **Emergency Contact Information**

The Community Manager shall maintain a list of all employees’ personal emergency contact information and shall keep the list in the property office for easy access in the event of an emergency.

e. **Evacuation Routes**

In the case of an emergency that requires the evacuation of the building, all employees and patrons will evacuate the building(s) at the nearest exits away from the fire or other hazard. Do not use the elevators. Employees shall meet as soon as possible at the designated assembly area that is located in the outside common area in front of the property leasing office.

Employees with offices shall close the doors (unlocked) as they exit the area.

d. **Securing Property and Equipment**

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the Maintenance Supervisor may remain in the building for the prescribed amount of time to secure property and equipment. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, the Maintenance Supervisor shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the designated assembly area.

f. **Advanced Medical Care**
Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professional who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

g. Accounting for Employees after Evacuation

Once an evacuation has occurred, the Community Manager shall account for each employee at the designated assembly area. Each employee is responsible for reporting to the Community Manager so an accurate head count can be made.

h. Re-entry

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professional). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the designated assembly area until the fire department or other emergency response agency notifies the Community Manager that either:

1. the building is safe for re-entry, in which case personnel shall return to their workstations; or
2. the building/assembly area is not safe, in which case personnel shall be instructed by the Community Manager on how/when to vacate the premises.

i. Severe Weather

The Community Manager shall announce severe weather alerts (such as tornadoes) by the means of immediate notification available at the property. All employees shall immediately retreat to the designated area until the threat of severe weather has passed.

Section 7 Best practices – Gas Appliances (Furnaces, Hot Water Heaters, Gas Drying, Boilers, Gas Fireplaces, etc.)

AMC is committed to protecting the health and safety of the residents who live in the communities that we manage. Many of these communities have gas appliances that are used by our residents on a daily basis, therefore, AMC has identified certain procedures that all AMC employees are required to incorporate into their service and maintenance best practices. Following the procedures set forth below will assist AMC employees in recognizing and correcting potential health and safety hazards:

1. Gas-powered appliances, excluding gas ranges, may only be installed and/or replaced by a third party vendor with the appropriate licensing and certification.

2. Preventative maintenance of gas-powered appliances may only be conducted by either: (i) a third-party vendor with the appropriate licensing and certification;
or (ii) an in-house technician with the appropriate licensing and certification, which needs to be verified by the RPM.

a. It is acceptable and expected for all in-house maintenance personnel to do the following work on gas-powered appliances at the time of every make-ready, service request, as needed and on every semi-annual inspection, assuming they have received the proper training:

- replacement of filters – on every turn and semi-annually
- cleaning of gas appliances (annually or at time of turn), as long as disassembly is not required
- lighting pilot lights, when needed
- inspecting for functionality
- other common repairs not involving gas, including: circuit switches, limit switches, thermostats, igniter, flame sensors, thermocouple replacement, so long as disassembly is not required

3. We recommend that a third-party vendor, with the appropriate licensing and certification perform all annual inspections of gas-powered furnaces. Please obtain written approval from owner, prior to having any third party inspections completed.

4. Reports of gas leaks, a report of a carbon monoxide detector sounding, or a CO meter reading at 15 PPM or higher, must be responded to by maintenance staff immediately, and the following steps followed:

a. Maintenance must shut down the furnace to the reporting unit and shut off the gas line to the furnace, water heater and/or other gas appliances.

b. The property staff must promptly call the gas company, or, if the gas company cannot respond within the hour, call 911, to inspect the unit and the appliance(s).

c. The gas appliances in every unit that is “touching” the unit involved (either in the stack or that share a common wall), must be inspected by the gas company or fire department.

d. The unit must remain unoccupied until cleared by the gas company or licensed contractor, and property personnel must make sure to get status and appropriate documentation from the vendor.

e. Contact must be made with the affected resident(s) to confirm their well-being, safety and comfort. Follow-up is vital.

5. Property staff to create a work order/service request record utilizing the property management software properly documenting and tracking the chain of events and all actions taken. All make-ready checklists, documenting all work performed at time of turn should be placed in the permanent unit file. All semi-annual unit inspection forms should be placed in the permanent unit file, as well
as an electronic copy saved on the RPM’s computer. All correspondence with residents regarding the condition of the apartment at time of completion of service request or semi-annual unit inspections should be made in writing and a copy placed in the resident’s permanent file. Where applicable, the carbon monoxide detector should be checked on every service request and documented on the service request form and in the property management software.

6. Properties should continue to purchase appliances, including gas water heaters and gas furnaces using PAS participating vendors or other AMC preferred vendors, at the best rate possible. Vendors will be paid for the cost of labor associated with the installation of those appliances. If at all possible, utilize those vendors that will warranty the installation and labor, regardless of who purchased the equipment.

7. Water Heater Replacement Best Practices:
   a. Maintenance to shut off gas to water heater
   b. Maintenance to disconnect gas line to the water heater
      Maintenance to shut off water to water heater
   c. Maintenance to disconnect the water lines to the water heater
   d. Maintenance to drain the water heater
   e. Maintenance to disconnect flue pipe to the water heater
   f. Maintenance to remove and properly dispose of old water heater
   g. Maintenance to purchase a new, replacement water heater, by an approved vendor, and set into position
   h. Maintenance to hook up water supply lines to new water heater
   i. Maintenance to turn water back on to water heater
      Maintenance to call a third party vendor with the appropriate licensing and certification to hook up gas line, flue, install earthquake straps and turn on water heater
   j. Maintenance to update Appliance Record Log, which should be attached to every water heater and furnace, documenting all work done, step-by-step, by in-house maintenance or by third party vendor with the appropriate licensing and certification
   k. Maintenance should use a black permanent marker and write the date of installation, in a visible location, directly on the water heater

All properties with one or more gas appliance must have a Gas Analyzer/Carbon Monoxide Detector Tester on-site.

We recommend the option listed below:
HD has provided special pricing of $188.

We recommend keeping a log, as shown below, in the office indicating who, where and when the Carbon Monoxide/Natural Gas Detectors analyzers are being used.
RPM must facilitate on-going training/education for all maintenance personnel.

<table>
<thead>
<tr>
<th>Date</th>
<th>Person Checking Out</th>
<th>Person Checking In</th>
<th>Apt # Used in</th>
<th>Results</th>
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Carbon monoxide detectors need to be replaced per the manufacturer’s guidelines or local guidelines, which are typically every 5 – 7 years from date of installation. It is recommended to write the date of installation of the side of every carbon monoxide detector in black permanent marker.
When placed in the apartment homes, carbon monoxide detectors should be placed either closest to the gas appliance, or per local/state requirements.

Semi-annual unit inspections should be scheduled strategically, when furnaces are typically on, to properly assess whether or not it is working properly (March and Sept).

All gas furnaces and hot water heaters should have an Appliance Record Log attached directly to the appliance and all installation, inspections, maintenance and preventive maintenance work should be accurately logged and documented by all maintenance personnel and any third party vendor performing work. Sample log is shown below. Appliance Record Logs should be stickers printed on bright orange paper and can be ordered through Fox Printing at http://www.foxsprint.com/ or from a local printer.

| Appliance Record Log |
** Section 8 ** Universal Hazardous Waste Management

** a. General Information **

Universal wastes are hazardous wastes that are widely produced by households and many different kinds of businesses. They include batteries, fluorescent light bulbs and lamps, mercury thermostats, and other mercury containing equipment including televisions, computers and electronic devices. The law prohibits the disposal of Universal Wastes in the trash. Disposal of Universal Waste must instead be done using proper waste disposal containers and methods.

** b. Batteries **

Batteries (not including car batteries) must be bagged and dated with supplied bags and placed in appropriately labeled battery recycling buckets.

Batteries, other than single use alkaline, that are leaking must be placed in a separate container or plastic bag, labeled with a Hazardous Waste Label. Wear appropriate gloves when handling leaking batteries. Separate different types of batteries (such as rechargeable and non-rechargeable) from each other with plastic bags or separate buckets, as appropriate.

Store larger rechargeable batteries upright and keep the electrodes away from each other and metal objects. This can be accomplished by bagging each rechargeable battery separately.

** c. Waste Lamps **
Fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lighting lamps or bulbs are considered universal waste when intact and unbroken.

Used bulbs will be stored in appropriately labeled, closed boxes in the maintenance shop.

When Universal Waste bulbs are broken follow the Mercury clean up instructions below. After cleanup, the broken bulb and material can be stored appropriately until shipped to the appropriate recycling location.

Boxes of used bulbs will be stored no longer than one year from the date of generation. They will be sent to an appropriate recycling/disposal vendor prior to the one year date.

d. Mercury Spill Clean Up Guide

Introduction: Elemental mercury is a toxic metal that is liquid at room temperature. When spilled, it fragments into small beads that can roll away from the location of the spill and vaporize or become airborne relatively easily. Appropriate handling and timely spill response is critical to the well-being of the campus population.

Simple Mercury Spill Procedures: Isolate the area to prevent people from entering the spill area. Warning signs, barrier tape, locked doors, etc. may be used for this purpose.
Determine if the spill is a simple spill, defined as a spill of less than 30 milliliters (two tablespoons) of mercury and accessible on a non-porous surface.

All buildings where mercury is used must have a mercury spill kit available. Spill kits usually contain:
• Sponges
• Mercury absorbing powder
• Water spray bottle
• Nitrile gloves
• Shoe covers
• Flashlight
• Dust pan
• Scoop
• Plastic bags

If a simple spill occurs, after evacuating the immediate area:

1. Remove all gold or silver jewelry.
2. Put on gloves and shoe covers.
3. Beginning at the outer perimeter of spill, dust area with mercury absorbing powder. Do NOT sweep mercury with a broom or regular vacuum cleaner, as those items will make more mercury airborne.
4. Using a damp sponge, scrub the contaminated surface, working the powder into a paste.
5. After the paste has dried, collect it with a squeegee or stiff card and place into plastic bags or container for disposal.
6. For vertical or overhead surfaces, use mercury absorbent sponges and wipe the surface slowly.
7. Use the flashlight to inspect the area and illuminate the smaller beads of mercury.
8. Re-clean the site as needed.
9. Put all items used in the cleanup into a plastic bag separate from the mercury for disposal.
10. Seal and label the bags.

**Section 9 Disciplinary Process**

Any AMC employee who fails to comply with these safety policies and/or who violates any of these safety policies will be subject to discipline, up to and including termination.