Grady Management Inc.

Employee Safety Handbook

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GMI SAFETY POLICY STATEMENT

The health and safety of Employees and others on Grady Management, Inc. (GMI) property is of critical concern to GMI. We strive to attain the highest possible level of safety in all activities and operations. GMI also intends to comply with all health and safety laws applicable to our business.

To this end, GMI must rely upon Employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to your Supervisor *immediately*; even if you believe you have corrected the problem.

If you suspect a concealed danger is present on GMI's premises, or in a product, facility, piece of equipment, process, or business practice for which GMI is responsible, bring it to the attention of your Supervisor or the Human Resources Department *immediately*. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and if necessary contact the Human Resources Department regarding the situation.

Periodically, GMI may issue rules and guidelines governing workplace safety and health. GMI may also issue rules and guidelines regarding the handling and disposal of hazardous substances and wastes. All Employees should familiarize themselves with these rules and guidelines, as strict compliance is expected.

This handbook provides a ready reference of basic safety and health rules that apply to all GMI employees. Contact your Supervisor if you have any questions or require more detailed information. Failure to strictly comply with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Safety and health are an important part of GMI’s overall operations and are fully supported by all management personnel to ensure a safe and healthful working environment for all concerned. It must also be recognized that despite every effort that GMI makes in eliminating or reducing risk exposures, the basic responsibility for personal safety and health rests with each individual employee. By working together, we can ensure a safer workplace for the benefit of all.

Thank you for working safely.

THINK SAFETY – ACT SAFELY

Thinking "SAFETY" is one of the most important objectives of our safety program. Each employee must be continuously aware that safe working procedures must be followed in order to protect all employees and to adhere to the GMI Safety Code.

If you are unclear about what the safety procedure is for any task, do not attempt to perform the task without first asking your Supervisor or Manager who will provide the proper instruction or ensure that someone provides you with the proper instruction before performing the task.

Remember – GMI does not merely want a job performed, but we want a job performed safely. There are not circumstances that justify disregarding your own, or your fellow employees' safety.

THINK SAFETY!



General Safety Code

The primary purpose of GMI's Safety Code is to eliminate unsafe acts and unsafe conditions that cause, or could cause, bodily injury and/or property damage. This Safety Code provides rules and guidelines for safe working conditions for all employees, although an all-inclusive list of such rules and guidelines is not possible.

Safe working conditions are of primary importance in respect to the personal safety and health of each employee in the workplace. No employee is required to work in conditions that are unsafe or unhealthy. Each employee has the responsibility to detect unsafe situations, and to immediately advise their supervisor of an unsafe situation that is beyond their ability or authority to correct.

Safety rules and guidelines are established so that all employees can be aware of what is expected of them in regard to a safer working environment. **All** employees are expected to comply with safe working rules and guidelines. Non-compliance with safe working rules and guidelines shall be considered a violation of this Safety Code, and appropriate disciplinary action shall be administered consistently and fairly to those who fail to abide by them.

The following are some unsafe acts and situations created when safe working rules and guidelines are not followed. Other additional unsafe acts or situations may warrant disciplinary action, although not specifically stated.

1. **Non-compliance with any and all GMI policy and/or procedure relative to safety**.

2. **Working under the influence of illegal drugs or alcohol.** Please review GMI's full policy statement with respect to this topic in the Employee Handbook.

3. **Personal Protective Equipment (PPE) not being worn**.

    a. Failure to wear personal protective equipment in posted areas or in performing duties requiring such protection as explained by a supervisor or in company training sessions. Such PPE may consist of respiratory protection equipment, hard hats, facemasks or shields, goggles, safety glasses, hearing protection equipment, safety traffic vest, aprons, gloves, safety toed shoes, etc.

    b. Some examples of conditions where personal protective equipment (PPE) is required are listed below. This is not a complete listing and may be expanded as conditions dictate:

1. Operation of, or helping in the operation of power or hand tools, such as:
    a. Grinders and drills;
    b. Welding or soldering equipment;
    c. Key machines.

2. Handling chemicals.

3. Working with compressed air.

4. Handling trash.

4. Causing or creating unsafe acts or conditions relative to motors, electrical equipment, etc.

a. Failure to utilize lockout / tagout devices.

b. By-passing, removing or causing to be inoperative any mechanical or electrical safety device or limit stop including but not limited to the following:

    1. Motor overloads;

    2. Increasing the recommended fuse/circuit breaker ratings;

    3. Safety gates, locks, springs or hooks;

    4. Safety interlocks on elevators;

    5. Governors on portable motor operated equipment;

    6. Blocking overload or under-voltage protective devices;

    7. Machine guards.

c. Removing the third prong from equipment causing it to be improperly grounded.

d. Electrical cords must be replaced, not repaired, if the cord's insulation becomes cut and/or damaged.

5. **Unsafe acts relative to the use of tools, equipment, or materials.**

    a. Using, or allowing to be used, damaged, worn or faulty hand tools or other equipment, such as wrenches, hammers, screwdrivers, shovels, picks, ladders, ropes, cables, chains, etc…

    b. Failure to use proper tools or equipment.

    c. Failure to use portable ground fault circuit interrupters (GFCI) where and when needed.

    d. Improper use of tools or equipment.

    e. Operating equipment and/or handling material that the employee is not qualified or authorized to use.

    f. Stacking, or permitting materials to be stacked, in an unsafe manner.

6. **Unsafe driving and/or use of company vehicles including, but not limited to, the following:**

    a. Speeding;

    b. Illegal use of a cell phone or other communication device to include texting and / or failure to use hands-free device. One may NOT type, send or read text messages while driving.

    c. Driving through stop signs or red lights;

    d. Driving too close to other vehicles;

    e. Reckless driving;

    f. Failure to give proper signals;

    g. Driving too fast for conditions;

    h. Failure to yield right-of-way;

    i. Improper backing or backing procedure;

    j. Failure to wear seat and shoulder belts;

k. Failure to lock vehicle when vehicle is unattended;

l. Knowingly operating a defective vehicle;

m. Allowing unauthorized persons to ride in company vehicles;

n. Failure to use wheel chocks when required;

o. Driving or operating a vehicle without first having cleared windows of ice, snow, or other obstructions that impair visibility;

p. Riding, or allowing another person to ride, in an unsafe manner (e.g. back of a pick-up truck);

q. Failure to obey traffic control devices at company facilities;

r. Failure to maintain control of the vehicle at all times;

s. Failure to obey local, state and federal traffic/motor vehicle regulations;

t. Failure to secure load;

u. Failure to perform vehicle self-inspections as required by company and/or other regulations;

v. Leaving the scene of a vehicle accident before properly reporting the accident.

7. Other general unsafe acts, such as but not limited to:

a. Improper lifting (be sure to bend knees when lifting and ask for assistance as needed);

b. Failure to report injuries or accidents or unsafe conditions before the end of the normal work shift;

c. Improper use of ladders, or failure to use ladders where hazards indicate need for them;

d. Failure to maintain good housekeeping;

e. Failure to comply with posted safety requirements;

f. Engaging in horseplay and or practical jokes;

g. Use of any chemical to unclog a drain line. (See Maintenance Manual-Section 22)

8. Non-compliance with Federal, State and Local safety rules and regulations, as explained by the supervisor or during training / education by the Company.

Disciplinary Action

GMI considers safety a serious matter, and you should too. Failure or negligence of the employee to correctly follow prescribed safety procedures, including using PPE when appropriate, is grounds for disciplinary action as outlined in our Employee Handbook.

GMI, at its sole discretion, reserves the right to waive, lessen or increase the penalty, depending upon the circumstances involved.

Accident and Injury Reporting

1) Report all accidents and injuries, including cuts, scratches, bruises, etc., to your supervisor as soon as possible but not later than the end of your shift.

2) Any injury not reported immediately to your supervisor may be deemed not job related and may result not only in disallowance of a workers' compensation claim, but also disciplinary action.

3) Report the causes of your injuries factually and promptly so that accident prevention measures may be applied to prevent a reoccurrence of the same type of injury to you or another individual.

Hazard Detection, Correction and Reporting

1) You are responsible for detecting, correcting, and reporting to your supervisor any and all unsafe practices or unsafe conditions as you observe them.

2) Report those hazards, which you cannot correct to your supervisor so that proper and prompt corrective action can be taken.

3) Remember, the purpose of promptly reporting unsafe practices and conditions is not to fix blame on individuals, but rather to avoid possible accidents.

First Aid/Blood Borne Pathogens

If it becomes necessary for an employee to help another person who has become ill or has been injured, the ill or injured person is to be treated as if he/she is potentially infectious. This means that if it is likely that the employee:

- will either come into contact with, or be exposed to, any bodily fluids of the ill or injured person (for example, vomit or blood) or any materials that have been contaminated by those bodily fluids,

then, the employee **must** take two important steps:

i. Before helping the ill or injured person, the employee must obtain and use personal protective equipment provided by the Company. This includes such things as gloves, gowns, and face shields or masks that the Company maintains with its first aid supplies. (See Safety Manual – Tab 6)

ii. After helping the ill or injured persons, the employee must –

- thoroughly wash his/her hands, and
- contact his/her supervisor, if the supervisor is not already aware of the situation, to arrange for disposal of the personal protective equipment that has been used or materials that have been contaminated and to clean up any bodily fluids that may have spilled onto the floor, furniture, or equipment. Do not arbitrarily dispose of contaminated PPE and/or cleaning supplies.

Fire Safety

1. The local fire department should be well acquainted with our facility, its location, and specific hazards.

2. All fire doors and shutters must be maintained in good operating condition.

3. Fire doors and shutters should be unobstructed and protected against obstructions, including their counterweights.

4. Fire door and shutter fusible links must be in place.

5. All automatic sprinkler water control valves, if any, should have air and water pressures checked routinely. Where sprinkler systems are permanently installed, ensure the nozzle heads arranged so that water will not be sprayed into operating electrical switchboards and equipment. Check to see that heads have not been painted, bent, or twisted from their original position.

6. The maintenance of automatic sprinkler systems is assigned to the Regional Property Manager and shall be inspected annually. Inspection records shall be maintained at each site.

7. Metal guards should protect sprinkler heads if they could possibly be exposed to damage.

8. Proper clearance must be maintained below sprinkler heads. The sprinkler system shall be unobstructed and easily accessible at all times.

9. Portable fire extinguishers are provided in adequate number and type and are located throughout the facility.

10. Fire extinguishers are to be mounted in readily accessible locations. Appropriate fire extinguishers must be mounted within 75 ft. of outside areas containing flammable liquids, and within 10 ft. of any inside storage area for such materials.

11. Fire extinguishers are to be recharged regularly and the date of last inspection noted on their tags. All extinguishers must be serviced, maintained and tagged at intervals not to exceed one year.

12. All employees are to be periodically instructed in the use of extinguishers and fire protection procedures. Notify your Supervisor of any damage to fire protection equipment.

13. Fire extinguishers are selected for the types of materials and placed in areas where they are to be used. Fire extinguishers are classified as follows:
    - Class A - Ordinary combustible materials fires.
    - Class B - Flammable liquid, gas or grease fires.
    - Class C - Energized-electrical equipment fires.

Note: Ensure that areas where pool chemicals are stored have the proper type of fire extinguisher. Check the chemical's SDS for more information.

14. Extinguishers should be placed and be kept free from obstructions or blockage.

15. All extinguishers must be fully charged and in their designated places unless in use.

16. "NO SMOKING" rules will be enforced in areas involving storage and use of hazardous materials. "NO SMOKING" signs shall be posted where appropriate: in areas where flammable or combustible materials are used and/or stored.

17. Safety cans must be used for dispensing flammable or combustible liquids at point of use.

18. All spills of flammable or combustible liquids must be cleaned up promptly.

19. Storage tanks should be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or temperature changes.

20. Storage tanks are equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.

General Emergency Evacuation Procedures

Any condition that may be harmful or threatening to the employees, residents and/or visitors of a GMI building or facility, or to the building and/or its contents is a reason to call for emergency assistance. **For assistance, dial 9-1-1.**

1. When ordered, by an alarm system or other means, to evacuate a building or facility always leave immediately.

2. Exit quickly and calmly using the nearest emergency escape route and marked exit(s) and proceed to a safe assembly location. Managers will be responsible to account for all Employees at the designated gathering point. Do not leave the property unless otherwise instructed by emergency response personnel.

3. Do not use the elevators.

4. Assist persons requiring evacuation assistance to get to safe areas. Be alert for trapped, injured or other persons needing assistance.

5. Fire and smoke conditions. Alert personnel in immediate vicinity and evacuate.

6. Earthquake: Take cover and hold your position until the shaking stops.

Powder Actuated Tools

1. The employees using powder-actuated tools must be properly trained and will be issued a card as proof of that training.

2. Check to see which tools require a certification and which certificates have been issued.

3. Each powder-actuated tool should be stored in its own locked container when not being used.

4. Signs measuring at least 7" by 10" and in bold face typed reading "POWDER-ACTUATED TOOL IN USE" must be placed conspicuously when the tool is being used.

5. All powder-actuated tools must be left unloaded until they are actually ready to be used.

6. Each day before using, each powder-actuated tool must be inspected for obstructions or defects.

7. The powder-actuated tool operators must have and must use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors whenever they are using the machines.

Machine Guarding

1. Before operating any machine, every employee must have completed a training program on safe methods of machine operations. It is the primary purpose of supervision to ensure that employees are following safe machine operating procedures.

2. All machinery and equipment must be kept clean and properly maintained.

3. There must be sufficient clearance provided around and between machines to allow for safe operations, set up, servicing, material handling, and waste removal.

4. All equipment and machinery should be securely placed and anchored when necessary, to prevent tipping or other movement that could result in personal injury.

5. Most of the time, machinery should be bolted to the floor to prevent movement and the electrical cord to the machinery fixed with a breaker or other shut-off device to stop power in case of machine movement.

6. There must be a power shut-off switch within reach of the operator's position at each machine.

7. Electrical power to each machine shall be capable of being locked out for maintenance, repair, or security.

8. The non-current carrying metal parts of electrically operated machines must be bonded and grounded.

9. The foot-operated switches are guarded and/or arranged to prevent accidental actuation by personnel or falling objects.

10. All manually operated valves and switches controlling the operation of equipment and machines must be clearly identified and readily accessible.

11. All EMERGENCY stop buttons are colored RED.

12. All abrasive grinding wheels shall be “ring tested” prior to installation and use.

13. All the pulleys and belts that are within 7 feet of the floor or working level shall be properly guarded.

14. All moving chains and gears shall be properly maintained and guarded.

15. All splashguards mounted on machines that use coolant must be positioned to prevent coolant from splashing the employees.

16. The supervisor shall instruct every employee in the work area on the methods provided to protect the operator and other employees in the machine area from hazards created by the operation of a machine, such as nip points, rotating parts, flying chips, and sparks.

17. The machinery guards must be secured and arranged so they do not present a hazard.

18. All special hand tools used for placing and removing material must protect the operator's hands.

19. A protective mechanism has been installed to prevent machines from automatically starting when power is restored after a power failure or shutdown.

20. Machines should be constructed so as to be free from excessive vibration when the size tool is mounted and run at full speed.

21. If the machinery is cleaned with compressed air, the air must be pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and bodily injury.

22. All fan blades should be protected by a guard having openings no larger than 1/2 inch when operating within 7 feet of the floor.

23. Saws used for ripping equipment must be installed with anti-kickback devices and spreaders.

24. All radial arm saws must be arranged so that the cutting head will gently return to the back of the table when released.

Lockout/Tagout (LOTO)

1. LOTO refers to the complete isolation of equipment during maintenance or service work. OSHA regulations 29 CFR 1910.147 and 1926.416 require the use of locks or tags as warning devices to ensure personnel are not injured from accidental machine start-ups. A lockout device is one that utilizes a positive means such as a key lock.

2. All machinery or equipment capable of movement must be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required. The locking out of the control circuits in lieu of locking out main power disconnects is prohibited. All equipment control valve handles must be provided with a means for locking out.

3. ***The lockout procedure requires that all stored energy (i.e. mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs.***

4. Authorized employees are provided with individually keyed personal safety locks. Employees are required to keep personal control of their key(s) while they have safety locks in use. Employees must check the safety of the lockout by attempting a start up after making sure no one is exposed. Where the power disconnect does not also disconnect the electrical control circuit, the appropriate electrical enclosures must be identified. The control circuit can also be disconnected and locked out.
5. Examples of such machinery or equipment include but are not limited to high voltage power supplies, boilers, elevators, fan systems, and lasers.

6. Work situations where unexpected energization or start-up can occur include new construction, installation or set-up of equipment, and the adjustment, inspection, maintenance, repair, and service of machines and equipment. Energy types to be considered include electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

7. If you observe a machine or piece of equipment that is locked out to perform service or maintenance, do not attempt to start, energize, or use that machine or equipment.

8. LOTO is required to isolate all types of potential energy sources (electrical, mechanical [due to pressure, gravity, springs, air, hydraulic], thermal [resulting from high or low temperatures], or liquid [resulting from liquid flow]).

9. A tag must be utilized with all lockout devices to clearly define the date of the lockout, the equipment and machinery involved, the reason, and the name of the person(s) performing the lockout. In the rare event that a lockout device cannot be utilized, a tag and a means of attachment that can be securely fastened to energy isolating device, shall be used. (Every effort should be made to utilize a lock and key.)

10. The objective of LOTO is to isolate or dissipate all energy from a piece of equipment/machinery so that the equipment cannot be operated either accidentally or intentionally (this is also called achieving a "zero mechanical state".)

11. The person(s) to perform the work are responsible to ensure that all electrical control switches (disconnect or breakers) and other potential energy control sources for the equipment/machinery to be worked on are properly locked out and tagged *prior to* commencing the work.

12. A separate lock and tag is required for each job assignment.

13. After LOTO is completed, any local switch on equipment to be worked upon must be operated to ensure that all power / energy has been interrupted.

14. The last person to complete the work must report their action to a person assigned to the area where the work is being done before removing the lock and tag.

15. All employees are required to comply with the restrictions and limitations imposed upon them during the use of LOTO. Authorized employees are required to perform the LOTO in accordance with procedures set forth in this LOTO procedure. All employees observing a machine or piece of equipment which is locked or tagged out shall not attempt to start, energize or use that machine or equipment or attempt to remove and lockout a tagout device.

16. Do not pass keys. Each employee is responsible for inserting and removing their own lock from equipment locked out for task.

Welding, Cutting & Brazing

1. Only authorized and trained personnel are permitted to use welding, cutting, or brazing equipment. See GMI's "Hot Work" permit policy (Maintenance Manual-Section 18)

2. All operators must have a copy of the appropriate operating instructions and are directed to follow them.

3. Compressed gas cylinders shall be regularly examined for signs of defects, deep rusting, or leakage.

4. Use care in handling and storing cylinders, safety valves, relief valves and the like, to prevent damage.

5. Precaution must be taken to prevent mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.

6. Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used.

7. Cylinders must be kept away from sources of heat.

8. It is prohibited to use cylinders as rollers or supports.

9. Empty cylinders must be appropriately marked, their valves closed, and valve-protection caps on.

10. Signs reading: DANGER-NO SMOKING, MATCHES, OR OPEN LIGHTS, or equivalent must be posted.

11. Cylinders, cylinder valves, couplings, regulators, hoses and apparatus must be kept free of oily or greasy substances.

12. Care must be taken to not drop or strike cylinders.

13. Unless secured on special trucks, all regulators must be removed and valve-protection caps put in place before moving cylinders.

14. All cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service.

15. Liquefied gases must be stored and shipped valve-end up with valve covers in place.

16. Before a regulator is removed, the valve must be closed and gas released from the regulator.

17. All employees are instructed never to crack a fuel-gas cylinder valve near sources of ignition.

18. Red is used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose.

19. All pressure-reducing regulators must be used only for the gas and pressures for which they are intended.

20. The open circuit (No Load) voltage of arc welding and cutting machines must be as low as possible and not in excess of the recommended limits.

21. Under wet conditions, automatic controls for reducing no-load voltage must be used.

22. Grounding of the machine frame and safety ground connections of portable machines must be checked periodically.

23. Electrodes must be removed from the holders when not in use.

24. All electric power to the welder must be shut off when no one is in attendance.

25. Suitable fire extinguishing equipment must be available for immediate use before starting to ignite the welding torch.

26. The welder is strictly forbidden to coil or loop welding electrode cable around his/her body.

27. All wet welding machines must be thoroughly dried and tested before being used.

28. All work and electrode lead cables must be frequently inspected for wear and damage, and replaced when needed.

29. All connecting cable lengths must have adequate insulation.

30. When the object to be welded cannot be moved and fire hazards cannot be removed, shields must be used to confine heat, sparks and slag.

31. Firewatchers will be assigned when welding or cutting is performed in locations where a serious fire might develop.

32. All combustible floors must be kept wet, covered by damp sand, or protected by fire-resistant shields.

33. When floors are wet down, personnel should be protected from possible electrical shock.

34. When welding is done on metal walls, precautions must be taken to protect combustibles on the other side.

35. Before hot work is begun, used drums, barrels, tanks and other containers must be so thoroughly cleaned that no substances remain that could explode, ignite or produce toxic vapors.

36. It is required that eye protection helmets, hand shields and goggles meet appropriate standards. (e.g. ANSI Z87.1) Employees exposed to the hazards created by welding, cutting or brazing operations must be protected with personal protective equipment and clothing.

37. Check for adequate ventilation where welding or cutting is performed. When working in confined spaces, environmental monitoring tests should be taken and means provided for quick removal of welders in case of emergency.

Compressors & Compressed Air

1. All compressors are to be equipped with pressure relief valves and pressure gauges.

2. All compressor air intakes must be installed and equipped to ensure that only clean, uncontaminated air enters the compressor.

3. Every air receiver must be provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water.

4. Compressed air receivers must be periodically drained of moisture and oil.

5. All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition.

6. The inlet of air receivers and piping systems must be kept free of accumulated oil and carbonaceous materials.

7. Compressed air used for cleaning shall be kept under 30 psi.

Compressed Gas & Cylinders

1. Cylinders with a water weight capacity over 30 pounds must be equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve.

2. Cylinders must be legibly marked to identify clearly the gas contained.

3. Compressed gas cylinders should be stored only in areas that are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs or high temperature lines.

4. Cylinders must not be located or stored in areas where unauthorized persons will damage them by passing or falling objects, or subject to tampering.

5. Cylinders must be stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling.

6. All cylinders containing liquefied fuel gas must be stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder.

7. Valve protectors must always be placed on cylinders when the cylinders are not in use or connected for use.

8. All valves must be closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job.

9. Low pressure fuel-gas cylinders must be checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service. The periodic check of low-pressure fuel-gas cylinders includes a close inspection of the cylinder's bottom.

Hoists & Auxiliary Equipment

1. Every overhead electrical hoist shall be equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel. Check these limits without a load to ensure the device is working correctly. Each hoist should automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed. Check this periodically under controlled conditions.

2. Make sure that the rated load of each hoist is legibly marked and visible to the operator.

3. Stops should be provided at the safe limits of travel for trolley hoists. The controls of hoists should be plainly marked to indicate direction of travel or motion.

4. Every cage-controlled hoist must be equipped with an effective warning device.

5. Close-fitting guards or other suitable devices should be installed on hoists to assure hoist ropes will be maintained in the sheave grooves.

6. All hoist chains or ropes must be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times.

7. All nip points or contact points between hoist ropes and sheaves, which are permanently located within 7 feet of the floor, ground, or working platform, must be guarded.

8. It is prohibited to use chains or rope slings that are kinked or twisted.

9. The operator should avoid carrying loads over people.

10. Only employees who have been trained in the proper use of hoists are allowed to operate them.

Spraying Operations

1. In any spraying operation there should be adequate ventilation before starting the spraying job. As to the conditions of the area where the spray job is to be done, consideration should be taken before beginning work. If the area is enclosed, does it require mechanical ventilation?

2. Before working, make sure that the area is free of combustible materials, and that there are "No Smoking" signs adequately posted and easily seen. If mechanical ventilation is provided when spraying in enclosed areas, air should not be re-circulated so as to avoid contamination. There should be adequate space and ventilation for all drying areas.

3. Also, in an enclosed area, spray operations must be at least 20 feet from flames or sparks, operating electrical motors, and other ignition sources. The spray area should be free of any hot surfaces. Any solvent used in the cleaning process should not have a flash point of 100 degrees or less.

4. If portable lamps are used to illuminate the spray areas, they must be approved for the location and must be suitable for use in a hazardous area.

5. Approved respiratory equipment will be provided and must be used when appropriate during spraying operations.

6. If a sprinkler system is within the confines of the spraying area operation, it should be in working order and will be inspected semi-annually to make sure that it is in operating condition.

7. If a spraying booth is used for the spraying operation, it must be made of metal, masonry, or other noncombustible material.

8. Make sure that "NO SMOKING" signs are posted in spray areas, paint rooms, paint booths, and paint storage areas. The spray booth must be completely ventilated. Booth floors and baffles must be easily cleaned and noncombustible.

9. Ducts and access doors must be easily cleaned. Drying apparatus should be located in a well-ventilated area in the booth and properly grounded.

10. Lighting fixtures for both outside and inside the spray booth must be enclosed in clear see-through sealed panels. Electric motors for exhaust fans must be placed outside the booth.

Confined Spaces

1. **GMI employees are NOT permitted to enter confined spaces.**

2. Confined spaces are defined as 1) having a limited or restricted means of entry or exit; 2) large enough for a person to enter to perform tasks; 3) not designed or configured for continuous occupancy; 4) has the potential for a fall to below hazard, sloping or converging walls, the potential for engulfment in a hazardous atmosphere, or other safety hazard..

   Examples of confined spaces include, but are not limited to, utility vaults, water meter vaults, manholes, or any space not designed for regular occupancy by an employee which has limited means of egress.

3. Should you have a question as to whether or not a space is a confined space, ask your supervisor.

4. Should a problem develop inside a confined space that requires GMI's attention, please notify the appropriate Vice President for guidance.

Environmental Controls

1. All employees must be aware of the hazards involved when working with chemicals and the remedies that need to be used when an accident does occur.

2. A training program will give instructions on how to handle the chemical being used and first aid to be applied to victims of chemical exposure.

3. First aid and caution signs will be conspicuously posted so as to alert individuals on a constant basis.

4. Charts identifying the chemicals utilized in the workplace, their symptoms, and effects must also be posted.

5. The workers must know what the acceptable level of exposure to a chemical is and what safety systems must be in place when working with a chemical. Staff should also be aware of new chemical products which may be available that are less harmful, and they must ensure that facilities are adequately ventilated when using chemicals on the premises.

6. If welding is done, the welder should be certified. In the area of operation where the welding is taking place, the welder must be aware of ventilation available, the type of respirator that can be used in the area, and if exposure time or other means

will suffice as a safe and adequate measure when welding as to the fumes that will be emitted. Welders should also be supplied with protective clothing and a flash shield during welding operations.

7. When forklifts and other vehicles are used in buildings or other enclosed areas, carbon monoxide levels must be kept below maximum acceptable concentration. Noise levels also present a potential hazard. Noise levels within a facility must be at acceptable levels and if not, steps must be taken to reduce the level using recommended engineering controls.

8. When fibrous materials such as asbestos are being handled, the necessary precautions must be taken to protect the employee from the material. The material must be labeled and signs conspicuously posted that these materials are being used in the area. Employees should be aware of effective methods used to prevent emission of airborne asbestos fibers, silica dust, and other similar hazardous materials. Some of the recommended methods of controlling the emission of these materials are by using water and vacuuming, rather than blowing and sweeping, the materials. Refer to your location's O&M plan, which will also outline the proper procedure for notifying contractors who might disturb these materials.

9. Machinery such as grinders, saws and other tools that produce a fine airborne dust must be vented to an industrial collector or central exhaust system. In any ventilation system the system should be designed and operated at an airflow and volume necessary for proper application and effectiveness. In the design of the ventilation system the ducts and belts must be free of obstructions and slippage.

10. As with all operations, there must be written standards on the procedures for the equipment, description of the job task, usage of the protective equipment provided, such as the selection and use of respirators, and when they are needed.

11. Any water that is provided to an employee throughout the facility, or on a vehicle, should be clearly identified as to whether it is for drinking or washing.

12. All restrooms must be kept clean and sanitary.

13. An employee who takes an assignment which requires physical labor must be trained to lift heavy loads properly so as not to injure themselves.

14. An employee posted to an assignment on a roadway where there is heavy traffic must be given the designated protective clothing (bright colored traffic orange warning vest) and safety training regarding the hazards of this job.

Hazard Communication Program

GMI has developed a Hazard Communications Program to enhance our employee's health and safety. As a company, we intend to provide information about chemical hazards and other hazardous substance, and the control of hazards via our Comprehensive Hazard Communication Program, which includes container labeling, Safety Data Sheets (SDS) and training. Our goal also is to minimize the risk and potential exposure caused by any chemical, to our employee, and the communities we serve.

The following program outlines how we will accomplish this objective.

1. Container Labeling

   It is the policy of this company that no container of hazardous substances will be released for use until the following labeling information is verified.

   A. Containers are clearly labeled as to the contents.
   B. Appropriate hazard warnings are noted.
   C. The name and address of the manufacturer are listed.

   This responsibility has been assigned to all employees. To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label ALL secondary containers.

2. Safety Data Sheets (SDS)

   Copies of SDS for all hazardous substances to which employees of the company may be exposed are kept in a location, which will be readily accessible to all employees. An individual at each Community/Facility shall be assigned the responsibility for obtaining and maintaining the Data Sheet System for their respective location.

   Department Supervisors will review SDS inventory completeness. If an SDS is missing or incomplete, a new SDS shall be requested from the manufacturer.

   SDS are available to all employees in their work area for review. If SDS are not available, the employee will contact his/her supervisor immediately.

3. Employee Information and Training

Employees are to attend monthly safety meetings. Information from the SDS Sheets will be used as topics for discussion on a regular basis. The meetings are to be documented and employees should acknowledge in writing that they have received the training and education. Review of SDS information will be an on-going program.

Training **shall** also include the following:

A. An overview of the requirements contained in the hazard communication regulation, including their rights under the regulation.

B. Location and availability of the SDS.

C. Physical and health effects of the hazardous substances.

D. How to lessen or prevent exposure to these hazardous substances.

E. Emergency and first aid procedures.

F. How to read labels.

G. All employees of the company shall be educated on the requirements contained in the hazard communication regulation on an annual basis.

REVIEW HAZARDS WITH APPLICABLE EMPLOYEES ON A REGULAR BASIS.

4. List of Hazardous Substances

You may request a list of all known hazardous substances present at your Community or used by your Department. Specific information on each noted hazardous substance(s) can be obtained by reviewing the Material Safety Data Sheets.

5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisors about hazards to which they may be exposed during such activity.

This information will include:

A. Specific hazards.

B. Protective/safety measures which must be utilized.

C. Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

6. Chemical Substances in Unlabeled Pipe

To ensure that our employees who work on unlabeled pipes have been informed as to the substance contained within, the following policy has been established:

Prior to starting work in unlabeled pipes, our employees are to contact their supervisors for the following information:

A. The name of the substance in the pipe.

B. Potential hazards.

C. Safety precautions, which shall be taken.

7. Informing Contractors

To ensure that outside contractors work safely at our facilities, it is the responsibility of the supervisor to provide contractors information on hazardous substances to which they may be exposed while on the job site.

Electrical Safety

1) Only authorized persons are permitted to work on live electrical circuits.

2) Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees are expected to make preliminary inspections or appropriate tests to determine conditions before starting work.

3) When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches.

4) Lockouts must be tagged whenever possible. (See Lockout section).

5) Equipment such as electrical tools or appliances must be grounded or of the double insulated type.

6) Extension cords being used must have a grounding conductor.

7) Electricians must be aware of the following:

   a) Exposed wiring and cords with frayed or deteriorated insulation must be repaired or replaced.

   b) Flexible cords and cables must be free of splices or taps.

   c) Clamps or other securing means must be provided on flexible cords or cables at plugs, receptacles, tools, and equipment.

   d) The cord jacket must be held securely in place. All cord, cable and raceway connections must be intact and secure.

   e) In wet or damp locations, electrical tools and equipment must be appropriate for the use or location, or otherwise protected.

   f) The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun. Contact Miss Utility (call 811) to have utilities located. Learn more at www.Call811.com.

   g) All metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited for use where they could come in contact with energized parts of equipment or circuit conductors.

   h) The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or conductors. In these areas a fiberglass ladder shall be used.

   i) All disconnecting switches and circuit breakers must be labeled to indicate their use or equipment served.

   j) A means for disconnecting equipment must always be opened before fuses are replaced.

   k) All interior-wiring systems must include provisions for grounding metal parts or electrical raceways, equipment and enclosures.

l) All electrical raceways and enclosures must be fastened securely in place.

m) All energized parts of electrical circuits and equipment must be guarded against accidental contact by approved cabinets or enclosures.

n) Sufficient access and working space will be provided and maintained around all electrical equipment to permit ready and safe operations and maintenance.

o) All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates.

p) Electrical enclosures such as switches, receptacles, and junction boxes must be provided with tight-fitting covers or plates.

q) Disconnecting switches for electrical motors in excess of two horsepower must be capable of opening the circuit when the motor is in a stalled condition without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating.)

r) Low voltage protection must be provided in the control device of motor driven machines or equipment that could cause injury from inadvertent starting.

s) A motor disconnecting switch or circuit breaker must be located within sight of the motor control device.

t) Motors:
   a) must be located within sight of their controller;
   b) must have their controller disconnecting means capable of being locked in the open position;
   c) or must have separate disconnecting means installed in the circuit within sight of the motor.

u) A controller for a motor in excess of two horsepower must be rated equal to but not in excess of the motor it services.

v) GFCI receptacles are required when located: 1) outside, 2) in bathrooms, 3) garages, 4) kitchens, 5) crawl spaces and unfinished basements, 6) laundry rooms, 7) utility rooms, 8) wet bar sinks; and at certain locations such as near swimming pools. [Source NFPA 70]

Noise

1. Approved hearing protective equipment (noise attenuating devices) will be available to every employee working in areas where continuous noise levels exceed 85 dB.

2. To be effective, ear protectors must be properly fitted and employees will be instructed in their use and care.

Piping Systems

1. Substances that are transported through piping need to be identified by color or labeling. Signs must be posted identifying the substance being transported through the pipes as to whether it is hazardous and where turn-off valves, connections and outlets are located.

2. All tags used for labeling will be of a durable material with distinguishable and clearly written print.

3. When non-potable water is piped through a facility, outlets or taps, notices will be posted to alert employees that it is unsafe and not to be used for drinking or personal use.

4. When pipelines are heated by electricity, steam or other external sources, warning signs or tags placed at unions, valves, or other serviceable parts will be part of the system.

Material Handling

In the handling of materials, employees must know the following:

1. There must be safe clearance for equipment through aisles and doorways.

2. Aisle ways must be designated, permanently marked, and kept clear to allow unhindered passage.

3. Vehicles must be shut off and brakes must be set prior to loading or unloading.

4. Dock plates and loading ramps will be constructed and maintained with sufficient strength to support imposed loading.

5. Hand trucks must be maintained in safe operating condition.

6. Pallets must be inspected before being loaded or moved.

7. Hooks with safety latches or other arrangements will be used when hoisting materials, so that slings or load attachments won't accidentally slip off the hoist hooks. Securing chains, ropes, chockers or slings must be adequate for the job to be performed. When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.

8. Safety Data Sheets will be available to employees handling hazardous substances.

Transporting Employees & Materials

1. When employees are transporting either employees or materials, they must have an operator's license for that classification of vehicle and be certified or trained in the operation of that vehicle.

2. Vehicles are to be in good working condition, inspected on a regular basis and must be equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good working order.

3. Safety measures to ensure passenger safety should be observed. When cutting tools with sharp edges are carried in the passenger compartment, they must be placed in closed boxes or secured containers.

Personal Protective Equipment/Clothing (PPE)

1. PPE shall not be used as a substitute for engineering, work practice, and/or administrative control to other wise provide for the safety of an employee. PPE may be used in addition to these controls to provide redundant level of protection for the employee. Match the PPE to the protection required.

2. Supervisors shall be responsible for the proper selection, fitting and training of all PPE. All training is to be documented in writing.

3. Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields provided [or approved] by GMI.

4. Employees are required to wear safety glasses at all times in areas where there is a risk of eye injuries such as punctures, contusions or burns.

5. Employees who need corrective lenses are required to wear only approved safety glasses, protective goggles, or other medically approved precautionary procedures when working in areas with harmful exposures, or risk of eye injury.

6. Employees are required to wear protective gloves, aprons, shields and other means provided in areas where they may be subject to cuts, corrosive liquids, and/or harmful chemicals.

7. Hard hats must be worn in areas subject to falling objects, and at all times while at construction sites.

8. Appropriate protective footwear, including steel-toed shoes, must be worn in an area where there is any risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating action.

9. When necessary employees must use the approved respirators that are provided for regular and emergency use.

10. All safety equipment must be maintained in a sanitary condition and ready for use. Defective equipment shall not be used and is to be reported immediately.

11. If necessary, an eye wash facility is to be located in the maintenance shop. If any irritant gets into an employee's eyes, call for medical assistance immediately and flush the eye out with clean water. Eye wash stations are to be kept clean and clear and inspected monthly.

12. Food may not be eaten in work areas, or in places where there is any danger of exposure to toxic materials or other health hazards. Ask your supervisor to identify safe eating places.

13. In cases where the noise level exceeds certain levels, ear protection shall be required as directed by the supervisor.

14. In cases of cleaning toxic or hazardous materials, protective clothing provided must be worn.

Lead-Based Paint

Housing constructed prior to 1978 may contain elements with lead-based paint and could be subject to additional regulations. It is important for Managers and Maintenance personnel to be familiar with the potential hazards of lead-based paint and the numerous federal and state regulations that address lead-based paint hazards in the apartment homes.

Lead-based paint that is in good condition is usually not a hazard. Peeling, chipping, chalking, or cracking lead-based paint can be a hazard and will need immediate attention.

Areas of concern include:

1. windows and window sills,
2. doors and door frames,
3. stairs, railings, and banisters,
4. fences.

Refer to your site's O&M plan which will outline the proper procedure for notifying contractors who might disturb these materials. Should you have a specific concern with this regard please refer to the HUD Field Guide on Lead-based paint (available on the GMI Intranet) or contact the Director of Maintenance at the Main Office.

Housekeeping and Work Environment

1. Work sites shall be kept clean and orderly.

2. Work surfaces must be kept dry or appropriate means taken to assure the surfaces are slip-resistant.

3. Spills must be cleaned up immediately.

4. All combustible scrap, debris, and waste must be stored safely and removed promptly.

5. The accumulated combustible dust must be removed routinely.

6. Waste containers must be covered.

7. Oily and paint soaked rags are combustible and should be discarded in sealable metal containers only.

8. Paint spray booths, dip tanks, and paint areas must be cleaned regularly.

9. All oil and gas fired devices should be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working. Ask your supervisor where these controls are located.

10. Make sure all pits and floor openings are either covered or otherwise guarded.

11. Washing facilities are provided, so wash your hands after handling materials.

Walkways

1. All aisles and passageways must be kept clear. Also, aisles and passageways should be clearly marked.

2. Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards.

3. All spills must be cleaned up immediately, and a caution sign placed on all wet or drying surfaces.

4. Equipment must be properly stored so that sharp edges do not protrude into walkways.

5. If there is a low ceiling, a warning sign must be posted.

6. If the walkway or stairway is more than thirty inches above the floor or ground, it must have a guardrail.

7. In cases of passageways used by forklifts, trucks or other machinery, use a separate aisle for walking, if available

8. If an employee is aware of any breach of these standards, please inform the workplace supervisor.

Floor and Wall Openings

1. Be careful when working near floor and wall openings.

2. All floor openings (holes) shall be guarded by a cover, guardrail or equivalent barrier on all sides except at the entrance to stairways and ladders.

3. Toe boards must be installed around the edges of a permanent floor opening.

4. Skylights must be able to withstand at least 200 pounds pressure.

5. Before beginning work at a new location, inspect it to insure that all floor openings that must remain open, such as floor drains, are covered with grates or similar covers.

6. In roadways and driveways, covers with capacity to carry a truck rear axle load of at least 20,000 pounds must protect all manholes and trenches.

7. In office buildings, fire resistive construction requires that the doors and hallway closures be properly rated and be equipped with self-closing features if left open.

8. Be sure that there are at least two fire emergency exits accessible from your location at all times.

Work Area | Housekeeping

1. Fire extinguishers must remain accessible at all times.

2. Means of egress should be kept unblocked, well lit, and unlocked during work hours.

3. Excessive combustibles (paper, etc.) may be not stored in work areas.

4. Aisles and hallways must be kept clear at all times.

5. Designated employees have been trained to respond to a fire or other emergency.

6. Workplaces are to be kept free of debris, floor storage, and electrical cords.

7. Adequate aisle space is to be maintained.

8. File cabinet drawers should be opened one at a time and closed when work is finished.

9. Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads.

10. No alcohol or any intoxicating substance may be consumed prior to or during work. (See the Employee Handbook for more information on this policy.)

Vehicle Operations

1. Seat belts and shoulder harnesses are to be worn at all times when operating a company-owned vehicle, or any vehicle on company premises or on company business.

2. Employees are NOT permitted to ride in the rear of pick-up trucks or other vehicles.

3. Vehicles must be locked when unattended and employees should park the vehicle in a well-lite area at/or near entrance to avoid criminal misconduct.

4. Do not exceed the speed limit.

5. Vehicles must be parked in legal spaces and must not obstruct traffic.

6. All employees must practice defensive driving – see Safety Code above for additional rules.

7. Vehicles are to be inspected on a regular interval as outlined in GMI's Vehicle Safety & Inspection Program located under Tab 3 of the Safety Manual

Hand and Power Tools

1. Hand Tools

    a. Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) used by them or other employees at their workplace are in safe and proper working condition.

    b. Tools are designed to perform certain jobs and should be used only for their intended purpose.

    c. Hand tools are to be used, not abused; and kept in peak condition in accordance with company and OSHA standards.

    d. Tools shall be inspected prior to each use.

    e. Do not force tools or use "cheaters" to increase their working limits beyond their capacity.

    f. Worn tools are dangerous and should be replaced when they no longer can perform the job they are designed to do.

    g. Hand tools such as chisels, punches, etc. that tend to develop mushroom heads during use, must be reconditioned or replaced as necessary.

    h. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly.

    i. Appropriate handles should be used on files and similar tools.

    j. Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when driving in tempered spuds or nails.

    k. Check your tools often for wear or defect.

l. Tool handles must be wedged tightly into the heads of tools.

m. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping.

n. When not in use, tools should be stored in a dry, secure location.

2. <u>Power Tools</u>

a. Examine each power tool before use, checking for damaged parts, loose fittings, cut or frayed electrical cords. If defective, tag and return for immediate repair.

b. Proper guards must be installed on all power tools before being used. Tools without proper guards in place or tools that have been modified (i.e. homemade handles or extensions) are not permitted.

c. When appropriate, portable ground-fault circuit interrupters (GFCI) shall be used when operating portable power tools.

d. Beware of torque when using tools such as drills, impact wrenches, and saws which result in strong twisting forces.

e. Keep all loose fitting clothing as well as hair clear of rotating equipment.

f. Use both hands, have good footing and be comfortable. DO NOT try to operate tools while in a bind. Be ready to release power switch or trigger.

g. Use proper eye protection, not only for the operator but for everyone in the operating vicinity.

h. Never use a power tool which you have not been trained and/or authorized to use. Do not be afraid to ask questions.

i. Employees in high noise areas may require hearing protection.

j. PPE shall be worn as each individual job dictates.

k. Do not disconnect or alter safety devices or systems.

l. Do not hang or store power tools by their cord set as this may pull bushings loose and cause a fire and electrical shock hazard.

Ladders

Ladders represent a convenient and exceptionally handy tool. Although simple in concept, effective planning and care are important requirements for their safe use. Accidents involving ladders are recorded in the thousands every year across the nation, and are more commonly the result of improper use and care rather than a deficiency from manufacture. Employees are not to substitute chairs, boxes or other items in place of a ladder.

1. Check ladders each and every time before you climb.

2. Only one person is permitted to be on a ladder at a time.

3. Ladders are to be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play.

4. Non-slip safety feet are to be provided on each ladder.

5. Ladder rungs and steps, hands and feet, should be free of grease and oil.

6. Proper ladder placement is 4:1. That is, the total height equals base length. For every four feet up, the ladder should extend one foot out.

7. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.

8. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded.

9. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height.

10. Always maintain a 3-point (two hands and a foot or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.

11. Large or bulky objects should be hoisted up/down rather then carried.

12. Be careful when you climb a ladder. Do not use the top step of ordinary stepladders as a step.

13. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.

14. Single or extension ladders must be tied-off or otherwise secured at the upper point of support to prevent slipping. If this is impractical, tying or securing must be done at the base or a second person should hold (foot) the ladder.

15. It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

16. All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment."

17. Ladders should never be utilized for any purpose other than climbing. Employees are prohibited from using a ladder in a horizontal position to construct a runway, skids, gin pole or scaffold.

18. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder).

19. Metal ladders should be inspected for tears and signs of corrosion.

20. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

21. Upon work completion, the ladder is to be returned to its proper storage location.

Disposal of Chemicals & Other Hazardous Materials

1. All GMI employees, participating contractors, and visitors using hazardous chemicals are responsible for disposing of these chemicals safely.

2. Federal and state regulations mandate strict disposal procedures for chemicals. To comply with these regulations all persons using Company facilities must observe these procedures.

    a. Routine Disposal of Chemicals
        i. In general the disposal of hazardous chemicals to the sanitary sewer is not permitted.

ii. The Regional Property Manager or responsible Safety Officer will advise on the proper disposal of chemical wastes.

iii. In using chemical waste storage containers, certain procedures must be observed, as listed below:

iv. Incompatible chemicals must not be mixed in the same container (e.g., acids should not be mixed with bases; organic liquids should not be mixed with strong oxidizing agents).

v. Waste oils must be collected in 55-gallon drums.

vi. Disposal solids and explosive materials must be stored in separate containers.

vii. The following requirements must be met as a condition for pickup and disposal of chemicals by the Regional Property Manager.

1. Chemicals must be separated into compatible groups.

2. Leaking containers of any sort will not be accepted.

3. Dry materials (gloves, wipes, pipettes, etc.) must be securely contained in plastic bags and over packed in a cardboard box.

4. Packages that are wet or have sharp protruding objects will not be accepted for pick up.

5. Unknown chemicals will require special handling. The responsible department must make every effort to identify the material that is to be disposed. If all the user's attempts to identify the waste chemicals have failed, the responsible Regional Property Manager will accept the waste and have the material analyzed. For more information call the responsible Safety Officer.

6. Each breakable container must be properly boxed. Place all bottles in plastic bags, then place in a sturdy container and use an absorbent cushioning material that is compatible with the chemicals.

7. Each primary container must be labeled with content, amount, physical state, and the percentage breakdown of a mixture.

8. Each box must have a complete list of contents or description written on an official responsible Safety Officer hazardous materials packing list.

9. Packing lists are available from the responsible Safety Officer. For safety purposes, boxes must be of a size and weight so that one person can handle them. Boxes that exceed 45 pounds or 18 inches on a side cannot be safely handled by one person and are not acceptable for pick up.

b. General Housekeeping Rules - chemicals
   i. Maintain the smallest possible inventory of chemicals to meet your immediate needs.
   ii. Periodically review your stock of chemicals on hand.
   iii. Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
   iv. Rinse emptied bottles that contain acids or inflammable solvents before disposal.
   v. Recycle unused laboratory chemicals wherever possible.
   vi. DO NOT: place hazardous chemicals in salvage or garbage receptacles.
   vii. DO NOT pour chemicals onto the ground.
   viii. DO NOT dispose of chemicals through the storm drain system.
   ix. DO NOT dispose of highly toxic, malodorous, or lachrymatory chemicals down sinks or sewer drains.

3. Other Hazardous Materials which may require special disposal methods include but are not limited to:
   a. Light bulbs (both fluorescent and CFLs)
   b. Ballasts
   c. Used smoke detectors
   d. eWaste (fax machines, computers, cell phones, TVs, keyboards, etc…)
   e. Appliances containing refrigerants.
   f. Batteries (only alkaline batteries may be put in regular trash)
   g. Gasoline, flammable liquids and unwanted fuels.
   h. Herbicides and/or Insecticides
   i. Mercury containing items such as thermostats.
   j. Paints both oil and latex as well as paint thinners and solvents.
   k. Swimming pool chemicals

l. Motor oil and hydraulic fluids

Please be sure to check with your Supervisor for local requirements in the disposal of these items.

Elevator Emergency

When someone is stuck in an elevator:

1. Do not attempt to rescue the passengers from the elevator – it is against the law and our policies.
2. First - call the Fire Department – let the professionals do the rescue.
3. Second – call the elevator company.
4. Should an elevator alarm be sounded, you should attempt to isolate which floor the elevator is nearest. Once located, reasonable effort should be made to calm the passengers and assure them that you have called the Fire Department and the elevator company, and that help is on the way.
5. If the elevator is out of service for more than two (2) hours the Regional Property Manager is to be notified.
6. An incident report shall be generated for the record.
7. Check with you manager regarding proper entry in the *Elevator Failure & Service Log.*

Should you notice problems with the operation of the elevator system report them immediately to your manager.

Swimming Pool Maintenance

Safety related work practices when working with or around pools include:

1. Storage of treatment chemicals shall be in accordance with manufacture's recommendations to prevent spillage and leaks.

2. Handling of chemicals shall be in accordance with the SDS.

3. Tag-out practices shall be observed when servicing any electrical power source, pump, or other equipment possessing stored energy.

4. Warning signs and rules shall be posted.

5. All pool gate closures and fencing shall be inspected to ensure protection.

6. All pump rooms and chemical storage rooms shall be kept locked at all times.

7. Chemicals shall be stored in a locked facility at all times.

8. Pool contractors must be notified of chemical storage and electrical hazards and comply with all safety policies and procedures. Unsafe contractors shall be stopped and reported to Management immediately.

U.S. Department of Labor

OSHA®
Occupational Safety and Health Administration

Job Safety and Health
IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

OSHA 3165-04R 2015

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the GMI Employee Safety Handbook.

I understand that while employed by this company, I will be expected to abide by the rules contained in this handbook and any/all other rules and regulations pertaining to the company and to my particular job.

By my signature below, I acknowledge that I have read and understand the rules and information contained in this Employee Safety Handbook. I understand that violations of these rules, or **failure to perform my work assignment in a safe and orderly manner, will be cause for discipline as outlined in this Handbook** and/or GMI's Employee Handbook.

Employee's Signature:_____ Date:_____

Printed Name:_____

Job Title:_____

Community/Department: _____

THIS DOCUMENT IS TO BE RETAINED IN THE EMPLOYEE'S PERSONNEL FILE AT THE MAIN OFFICE

Grady Management Inc.
8630 Fenton St., Suite 625
Silver Spring, MD 20910
www.GradyMgt.com
301-587-3330

GRADY MANAGEMENT, INC.
Exceptional People. Exceptional Communities.