COMMUNITY SAFETY PROGRAM
Policy

Introduction

GMI is concerned about employees' safety in the workplace. As such each Community Manager shall be responsible for ensuring this program is implemented at their respective Community.

Safe working conditions are a primary concern in respect to the personal safety and health of our employees. No employee is to be required to work in conditions that are unsafe or unhealthy. In addition, safety rules and guidelines have been established so that all employees can be aware of what is expected of them in regards to a safer working environment.

Employee Safety Handbook

The primary GMI safety document is the Employee Safety Handbook which is to be issued to all new employees and reviewed continuously with them throughout their employment as part of this program.

Safety Meetings

Each month, the Community Manager is to ensure that a Safety Meeting takes place with all members of staff. This meeting may be incorporated into larger operational or business meeting; however the topic of safety is to be discussed. Suggested topics to be covered are outlined below and may be modified to fit the individual circumstances of the Community. This is also an excellent opportunity for GMI to obtain valuable feedback and ideas from our staff regarding items that are deficient and / or need improvement.

Meeting Minutes

The Safety Meeting Minutes Form can be found on the Employee Portal within the Safety Folder. This form must be completed in its entirety and signed by the Community Manager to show that the information covered in the meeting was addressed with all employees of that Community. Any additional materials used during the Safety Meeting should be attached to the Minutes.

Minutes of these safety meetings are to be sent to the Receptionist at the Main Office no later than the 5th of each month for the prior month. (e.g. April's minutes are due by May 5th to HR) A copy of the Minutes should also be forwarded to the respective Regional Property Manager.

Originals of the Minutes and accompanying material shall be maintained on-site for 60 months in a file designated for this purpose.

SUGGESTED SAFETY TOPICS FOR MEETINGS

JANUARY

- ◊ Fire Safety Procedures
  - o General Emergency Evacuation Procedures
  - o Safety around Buildings
  - o Resident Assistance
  - o Fire Extinguishers
  - o Fire Watch

FEBRUARY

- ◊ First Aid Kits – Location/use of
- ◊ Accident and Injury Reporting
  - o Workers Compensation

MARCH

- ◊ Parking Areas/Roads/Walkways
  - o Pot Holes & Cracks
  - o Sidewalk Trip Hazards
- ◊ Globally Harmonized Systems (GHS)
  - o Pool Chemicals
  - o Shop materials
- ◊ Piping Systems

APRIL

- ◊ Playground Areas/Equipment
- ◊ Grass Cutting Safety Procedures/Ground Maintenance
- ◊ Protective Clothing / Equipment/Ladders, Use of PPE

MAY

- ◊ Safety & Contractor Work
- ◊ Pool Safety
- ◊ Safe Lifting Procedures – use of Stair Climbing Hand trucks (PowerMate)

JUNE

- ◊ Housekeeping and Work Environment
- ◊ Laundry Rooms
- ◊ Community Lighting / Stairways / Parking/Grounds

JULY

◊ Maintenance/Engineering Shops/Tools/Grounding Plugs & GFCI
◊ Electrical Rooms & Panels
◊ Electrical Hazards/Safety

AUGUST

◊ Resident Storage Areas
◊ Paint Rooms/Storage
◊ Drug & Alcohol Abuse - GMI's Policy
◊ Drain Maintenance (Section 22)

SEPTEMBER

◊ Trash Compactor/Dumpster Safety Procedures
◊ Elevator Safety
◊ Handrails/Handicap Assistance

OCTOBER

◊ Snow Safety/Removal Plan
  - o Ice Melt/Sand – use of
  - o Snow logs
  - o Snow removal equipment – safe operations
  - o Slips & Falls
    - ▪ Community inspection & reporting procedure

◊ Winter Apparel

NOVEMBER

◊ Protective Clothing & Safety Boots
◊ Emergency Starting of Vehicles
◊ Lock out / Tag out Program review

DECEMBER

◊ Drinking and Driving - GMI's Policy
◊ Vehicle Operations
◊ Review Snow Removal Procedures – safety awareness
  - o Audit Snow Removal Supplies/Equipment