FOUNDATION COMMUNITIES HEALTH & SAFETY POLICY

The health and safety policy of Foundation Communities is based on the firm conviction that all accidents, which may cause personal injury or loss can be prevented. No area of this operation is of greater importance than the safety and health of the men and women employed within this organization.

Foundation Communities will strive to provide and maintain a safe and healthy working environment through established policies, procedures, and training. The goal of this organization is to perform the highest quality service as efficiently as possible while maintaining the safety and health of our employees to the highest possible standard.

All employees are responsible for their individual safety performance and the prevention of accidents. Management has the responsibility to create a climate of safety awareness and enforce the safety program consistently and fairly. It is the responsibility of each employee to comply with safety rules and to work in such a manner as to prevent injuries to themselves and others.

EMPLOYEES

All employees have a safety responsibility to themselves, their families, fellow workers, community, and their employer. While accepting this responsibility in the performance of their duties, they shall be expected to observe safety rules and regulations, as well as the instructions relating to safe performance.

All employees must follow the rules and regulations in accordance with FC's Employment Policy Handbook, the FC Safety Handbooks, and OSHA regulations.

A safe and sound operation is reached only when all employees are conscious of and keenly alert to their safety responsibilities.

Employees shall be responsible and accountable for:
- Knowing, understanding, and complying with all safety instructions, policies and procedures
- Promptly reporting all accidents and injuries, which occur on-duty, to their supervisor
- Assisting in the development and review of safe work practices and policies
- Properly using and maintaining required personal protective equipment
- Stopping, correcting, and reporting unsafe work actions or conditions
- Maintaining good housekeeping in their area
- Participating in safety inspections and audits
- Notifying their supervisor prior to starting work if they are not fit for duty for any reason, which includes but is not limited to taking any medication (prescription or non-prescription) or have had an injury outside of work, which may affect the ability to safely do their job

Within 1 week of hire, every employee is required to complete the Safety Orientation Checklist. All employees should be familiar with the safety precautions related to their job. The following pages provide information related to the below safety topics.

General Safety Topics:
1. Personal Protective Equipment
2. Equipment and Tools
3. Ergonomics
4. Hazardous Materials and MSDS’s
5. Electrical Safety
6. Weather
PERSONAL PROTECTIVE EQUIPMENT

All employees should utilize protective equipment and clothing applicable to their job duties.

**Safety Goggles must be worn when:**
- Using cleaning chemicals
- Putting chemicals in the pool
- Cutting or breaking glass
- Grinding (including keys)
- Sawing
- Soldering

*Note: Contact lenses/regular glasses don't protect eyes from injury. Safety goggles must be worn!*

**Gloves must be worn when:**
- Sweeping, digging, or mopping
- Moving large or heavy objects
- Handling and/or cutting glass
- Picking up the grounds
- Using chemicals or any kind
- Nose and mouth masks must be worn when:
- Spraying insecticide
- Applying or handling chemicals, including fertilizers
- Painting

**Hearing protection (ear plugs, muffs, or both) must be worn when:**
- Cutting keys
- Cutting wood
- Using lawn equipment
- Using other equipment, which creates excessive noise exceeding

**Hard Hats must be worn when:**
- In the immediate area where falling hazards exist, such as roof construction

**Nose and mouth masks must be worn when:**
- Spraying Insecticide
- Painting
- Apply or handling chemicals (including fertilizers)
- Interior work where potentially toxic fumes exist

**Loose clothing SHOULD NOT be worn when:**
- Working around moving or rotating equipment
- Grinding (including keys)

Additionally, a small portable fan should be used when working in small, unventilated areas.
EQUIPMENT & TOOLS

Tools, equipment or machinery should never be operated under the influence of drugs or alcohol. Equipment, power tools and machinery should only be operated only if proper authorization, training and safeguards have been provided.

Employee should visually inspect all tools and equipment before each use and report/remove damaged items from service. Store equipment and tools in an orderly and organized manner. All corded power tools and equipment must be unplugged first before servicing. Following routine preventative maintenance procedures will extend the life of tools, machinery and equipment, and employees!

Properly care for your equipment:
- Replace parts that are worn or broken
- Inspect electrical cords for fraying or other damage and replace when necessary
- Clean and oil equipment on a regular basis
- Emergency equipment (plungers, wet-vacs, fire extinguishers, etc.) should be easily accessible
- Never reach into running equipment at any time
- Never use a machine that’s locked/tagged out or remove a lock/tag unless supervisor authorizes

Properly care for your tools:
- Periodically check for loose handles or heads
- Clean and oil tools on a regular basis
- Use the proper tool for the job – don’t “cheat” with the wrong tool
- Don’t use broken tools

Follow these precautions when using ladders:
- Make sure the ladder is OSHA approved and is in safe working order
- Only one person at a time on a ladder and don’t use step ladders to get onto roofs
- Never use top step of a step ladder or climb higher than third rung from top of extension ladder
- Single or extension ladders must be placed where the horizontal distance from the base to the vertical plane of the support (such as the building) is one-fourth the ladder length between supports
- Never place a ladder in front of a door that opens towards the ladder unless the door is locked
- Never place a ladder against a window pane or on a moveable object or on soft ground
- Make sure both side rails of an extension ladder are resting on the top support
- The ladder should extend at least three feet above the top of the landing or roof
- Never place a metal ladder near live electrical wiring or work on electrical projects while standing on a metal ladder

Follow these precautions when using hand trucks (dollies):
- Let the dolly carry the load – the operator should only balance and guide
- Never run or walk backwards
- Keep the center of gravity as low as possible (heaviest part of the load should be at the bottom)
- Keep the load in front when going down an incline, and behind when going up an incline

ERGONOMICS:

Use proper lifting techniques:
- Get a firm footing – feet apart, toes pointed out
- Bend the knees, not the waist (Lift with the legs, not with the back)
- Tighten the stomach muscles – these muscles support the spine when lifting
- Keep the load close to the body; it will lessen the strain on the back
- Keep the back upright while lifting and releasing a load; avoid twisting, which can cause injury
- Get help with extremely heavy, large or irregular shaped objects – move heavy or large objects one unit at a time
HAZARDOUS MATERIALS AND MSDS's

OSHA (Occupational Safety and Health Administration) requires that all public operated businesses maintain Material Safety Data Sheets, or **MSDS's**, on all potentially hazardous materials stored and/or used.

A Material Safety Data Sheet (MSDS) is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDS's include information such as physical data (melting point, flash point, etc.), toxicity, health effects, first aid procedures, reactivity, storage requirements, disposal, protective equipment and spill/leak procedures.

MSDS' are located in a binder in every shop and copies should be kept in each location's main office.

**Use chemicals with caution:**
- Always wear gloves and goggles when handling chemicals
- Read the label and always follow the directions
- Don't heat up oven cleaners to “speed up” the cleaning process unless it is specifically required of that product-wait until the oven is completely cool before wiping
- When diluting acids (bowl cleaners, muriatic/pool acid, and Sparkle), always pour acid into water (never pour water into the acid)
- Use the correct chemical-use a chemical only for the job for which it is labeled
- Proper ventilation is required when using cleaning agents. Always keep a door or window open and leave the area periodically for fresh air.

**Chemical Examples:** Pool chemicals, bleach, paint, aerosol products, fertilizer, etc.

ELECTRICAL SAFETY

Electrical products, outlets, and wiring can cause shock, severe injury, death, and/or fires. Use Caution!
- When working on electrical equipment, always turn the circuit breaker off first. (leave a note on the breaker warning others not to touch!)
- Hand tools, lamps and other electrical devices should be disconnected from plugs before any repair is attempted
- Never touch electrical equipment when any part of your body is in water
- Replace frayed electrical wires-they are a hazard
- Never use metal ladders near electrical wires
- Electrical products that give even the slightest shock when touched should be repaired or discarded immediately
- Never use a three prong/grounded plug in a two conductor receptacle
- **If you aren’t sure, leave it to a licensed electrician.**

WEATHER

Be Weather-wise: *(Protect yourself against temperature extremes)*:
- **Winter** cold calls for coats, jackets, gloves, scarves, and/or hats. Protect yourself from hypothermia – if you feel cold and start to shiver, go inside and warm-up before continuing outside work.
- **Summertime** heat can cause hyperthermia. Wear cool, loose clothing when working outside. Drink plenty of water. Excessive perspiration, dizziness, nausea, confusion, and a weak/rapid pulse are all indications of heat exhaustion. If these symptoms occur, get out of the heat and cool down. Drinking water will help cool you down.
- **If a victim of temperature extremes is suffering beyond the above symptoms, seek medical attention!**