

# **SAFETY PROGRAM**

## **HOTELS AND MOTELS**

**SIC CODE 7011**

## PREFACE

### How to Use This Manual

#### To The Employer:

The purpose of this manual is to provide general guidelines for developing your own integrated safety and health management program. It has been written to address the safety needs of your specific industry. The essential elements covered in this manual include: top management's commitment and involvement; the establishment and operations of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the general needs of your establishment, it may be used as a basic template for developing your company's initial safety program. If you have already established a company safety program and are currently maintaining it, you may use this manual to add or modify those areas of your current program that you do not feel are adequate. Either way, this manual should not be considered as the single source for meeting your safety needs. It will have to be modified and continuously improved upon by you to adequately reflect your on-going business environment. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated into Section VII of this manual to prevent their recurrence.

Note also that due to the unique nature of each individual business and the differing requirements of various regulatory agencies, the authors of this manual cannot assume any liability for the completeness of its content. Use of all or part of this manual does not relieve you as an employer of your responsibility to comply with applicable local, state, or federal laws.

Finally, the following website [www.osha.gov/oshstats/std1.html](http://www.osha.gov/oshstats/std1.html) can be accessed to display a list of the most frequently cited Federal or State OSHA standards for the above listed code(s). The data shown reflects OSHA citations issued by the Federal or State OSHA during the specified fiscal year. If you are interested in reviewing other SIC codes, an online SIC code manual is also available at this website.

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## Section I.

### MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

\_\_\_\_\_  
Signature of CEO/President

\_\_\_\_\_  
Date

## **Section II. SAFETY COMMITTEE**

### **Safety Committee Organization**

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

### **Responsibilities**

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

### **Meetings**

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

## SAFETY COMMITTEE MINUTES

Date of Committee Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Minutes  
Prepared By: \_\_\_\_\_ Location: \_\_\_\_\_

### Members in Attendance

Name	Name	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items: \_\_\_\_\_  
\_\_\_\_\_

Review of Accidents Since Previous Meeting: \_\_\_\_\_  
\_\_\_\_\_

Recommendations for Prevention: \_\_\_\_\_  
\_\_\_\_\_

Recommendations from Anonymous Employees: \_\_\_\_\_  
\_\_\_\_\_

Suggestions from Employees: \_\_\_\_\_  
\_\_\_\_\_

Recommended Updates to Safety Program: \_\_\_\_\_  
\_\_\_\_\_

Recommendations from Accident Investigation Reports: \_\_\_\_\_  
\_\_\_\_\_

Safety Training Recommendations: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Section III.**

### **SAFETY AND HEALTH TRAINING**

#### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

#### **Job-Specific Training**

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

#### **Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

## Section IV.

### FIRST AID PROCEDURES

#### EMERGENCY PHONE NUMBERS

Safety Coordinator \_\_\_\_\_ Poison Control \_\_\_\_\_  
First Aid \_\_\_\_\_ Fire Department \_\_\_\_\_  
Medical Clinic \_\_\_\_\_ Police \_\_\_\_\_  
Clinic Address \_\_\_\_\_ Ambulance \_\_\_\_\_

#### Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

#### Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

#### Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

#### First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

## FIRST AID INSTRUCTIONS

**In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.**

### WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water, rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep, and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

### BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

### BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

### EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

#### NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

#### HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## **Section V.**

### **ACCIDENT INVESTIGATION**

#### **Accident Investigation Procedures**

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

## ACCIDENT INVESTIGATION REPORT

REPORT # \_\_\_\_\_

COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

1. Name of injured: \_\_\_\_\_ S.S. #: \_\_\_\_\_

2. Sex:  M  F Age: \_\_\_\_\_ Date of accident: \_\_\_\_\_

3. Time of accident: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Day of accident: \_\_\_\_\_

4. Employee's job title: \_\_\_\_\_

5. Length of experience on job: \_\_\_\_\_ (years) \_\_\_\_\_ (months)

6. Address of location where the accident occurred: \_\_\_\_\_

7. Nature of injury, Injury type, and Part of the body affected: \_\_\_\_\_

8. Describe the accident and how it occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Cause of the accident: \_\_\_\_\_  
\_\_\_\_\_

10. Was personal protective equipment required?  yes  no  
Was it provided?  yes  no  
Was it being used?  yes  no If "no", explain. \_\_\_\_\_

Was it being used as trained by supervisor or designated trainer?  yes  no  
If "no", explain. \_\_\_\_\_  
\_\_\_\_\_

11. Witness(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Safety training provided to the injured?  yes  no If "no", explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Interim corrective actions taken to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Permanent corrective action recommended to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Date of report \_\_\_\_\_  
Prepared by: \_\_\_\_\_

Supervisor (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

16. Status and follow-up action taken by safety coordinator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety Coordinator (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

**(Items 1-6) Identification:** This section is self-explanatory.

**(Item 7) Nature of Injury:** Describe the injury, e.g., strains, sprain, cut, burn, fracture.  
**Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

**(Item 8) Describe the accident:** Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

**(Item 9) Cause of the accident:** Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

**(Item 10) Personal protective equipment:** Self-explanatory

**(Item 11) Witness(es):** List name(s), address(es), and phone number(s).

**(Item 12) Safety training provided:** Was any safety training provided to the injured related to the work activity being performed?

**(Item 13) Interim corrective action:** Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

**(Item 14):** Self-explanatory

**(Item 15):** Self-explanatory

**(Item 16) Follow-up:** Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

## Section VI.

### RECORDKEEPING PROCEDURES

#### Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years and include:

Accident Investigation Reports (see Section V for sample form).

Workers' Compensation Notice of Injury Reports (ACORD form or state equivalent form).

Log & Summary of Occupational Injuries and Illnesses (current OSHA or State equivalent form). The current OSHA recordkeeping information and forms can be found on their Web site: <http://www.osha.gov/recordkeeping/index.html>.

Documentation of safety and health training for each worker.

Records of hazard assessment inspections.

## **Section VII.**

### **SAFETY RULES, POLICIES, AND PROCEDURES**

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often, and observe these precautions and good common sense in carrying out their duties.

#### **Safety Rules, Policies, and Procedures Index**

##### **ALL EMPLOYEES**

- Lifting Techniques

##### **HOUSEKEEPING PERSONNEL**

- Cleaning Bathrooms
- Vacuum Cleaners and Floor
- Dusting/Trash Removal
- Changing Linens
- Pushing Carts
- Cleaning Chemicals

##### **OFFICE PERSONNEL**

- Office Safety

##### **MAINTENANCE PERSONNEL**

- Ladders and Step Ladders
- Electrical Powered Tools
- Bench Grinders/Power Saws
- Hand Tools Files/Rasps
- Chisels
- Hammers
- Saws
- Screwdrivers
- Wrenches
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- Handling Chemicals
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- Gasoline Powered Lawn Maintenance Tools
- Mowing
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## FOOD SERVICE PERSONNEL

- General
- Housekeeping
- Kitchen Appliances
- Knife Safety

## PARKING ATTENDANTS

- General
- Vehicle Safety

## LAUNDRY PERSONNEL

- Equipment
- Dirty Linens
- Housekeeping
- Handling

## GIFT SHOP PERSONNEL

- Cashiers
- Stockers
- Unpackaging Merchandise
- Stocking Shelves
- Hand Truck Operations

## ALL EMPLOYEES

### Lifting Techniques

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use carrying aids such as dollies or carts, or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when present.
9. Never lift anything if your hands are greasy or wet.
10. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

## HOUSEKEEPING PERSONNEL- Housekeepers, Housemen

### Cleaning Bathrooms

1. Upon discovery of wet floors, take short steps when walking on them.
2. Place the rubber bath mat on the floor of the tub when stepping in to bathtubs.
3. When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
4. Do not stand on the edge of bath tubs, sinks, toilets or cabinets.
5. Do not open shower curtains suddenly; the curtain rod may fall.
6. Do not pick up broken glass, needles or razor blades with your bare hands. Use a dust pan and broom.
7. Use caution signs or cones to barricade slippery hallways.

### Vacuum Cleaners and Floor Polishers

1. Keep power cords away from the path of vacuum cleaners and floor polishers.
2. Disconnect the vacuum cleaner from the outlet by pulling on the plug, not the cord.
3. Do not operate vacuum cleaners on wet floors.
4. Do not operate vacuum cleaners or floor polishers that have a frayed, worn, cut, improperly spliced or damaged power cord.
5. Do not operate vacuum cleaners or floor polishers if the ground pin from the three pronged power plug is missing or has been removed.

### Dusting/Trash Removal

1. Turn off light switch and allow 5 minutes for the bulb to cool before cleaning light bulbs and do not use a wet rag to clean light bulbs.
2. Follow this procedure to pick up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

### Changing Linens

1. Get assistance from a co-worker when picking up king sized mattresses and when moving heavy furniture.
2. When picking up towels and bed linens, grab two corners of the towel or sheet and lightly shake it to remove any needles, razor blades or broken glass that may be bundled in it.
3. Wear latex gloves when handling sheets and towels that are stained with blood or other bodily fluids.

### Pushing Carts

1. Move carts by pushing them rather than by pulling them.
2. If your view is obstructed, use a spotter to assist in guiding the cart around corners and through corridors.

## HOUSEKEEPING PERSONNEL- Housekeepers, Housemen (Continued)

### Cleaning Chemicals

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. When spraying tile and window cleaner, hold the spray bottle at arms length away and direct the spray away from your body.

## OFFICE PERSONNEL - Front Desk Personnel, Reservationists, Secretaries

### Office Safety

1. Do not kick objects out of your pathway; pick them up or push them out of the way.
2. Open one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a coworker.
5. Use the handle when closing doors, drawers and files.
6. Close drawers and doors immediately after use.
7. Keep floors clear of items such as paper clips, pencils, tacks or staples.
8. Do not tilt the chair you are sitting in on its back two legs.
9. Carry pencils, scissors and other sharp objects with the points down.
10. Do not stand on furniture to reach high places.
11. Use a ladder or step stool to retrieve or store items that are located above your head.
12. Do not use extension or power cords that have the ground prong removed or broken off.
13. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.
14. Do not place your fingers in or near the feed of a paper shredder.
15. Keep doors in hallways fully open or fully closed.
16. Use a staple remover, not your fingers, for removing staples.
17. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
18. Use handrails when ascending or descending stairs or ramps.
19. Do not store or leave items on stairways or walkways.
20. Do not run on stairs or take more than one step at a time.

## MAINTENANCE PERSONNEL- Building Maintenance, Groundskeepers

### Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work.
5. Allow only one person on the ladder at a time.
6. Face the ladder when climbing up or down.
7. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not stand on the top two rungs of any ladder.
10. Do not stand on a ladder that wobbles or leans.
11. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
12. Secure the ladder in place by having another employee hold it.
13. Do not place ladders on barrels, boxes, loose bricks, pales, concrete blocks or other unstable bases.
14. Do not carry items in your hands while climbing up or down a ladder.
15. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
16. Do not use a ladder as a horizontal platform.

### Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills, saws and floor polishers.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as grinders, drills, or saws near containers labeled "Flammable".

## MAINTENANCE PERSONNEL- Building Maintenance, Groundskeepers (Continued)

### Electrical Powered Tools (Continued)

11. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out Of Service".
12. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not use portable power tools unless they have a color-coded green band taped to the handle. These green labeled tools have Ground Fault Circuit Interrupters incorporated into the plug end of the power cord. The use of these power tools are required when working in older buildings or temporary work locations where the work environment is often damp, and the available electrical outlets may not meet our wiring standards.
16. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
17. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
18. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
19. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.

### Bench Grinders/Power Saws

1. Replace the guards before starting machines, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any power saw or grinder.
3. Do not wear loose clothing or jewelry in the machine shop.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw or bench grinder.
7. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
8. Turn off the saw before making measurements, adjustments or repairs.
9. Keep your hands away from the exposed blade.
10. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
11. If the saw becomes jammed, turn off the power before pulling out the incomplete cut.

## MAINTENANCE PERSONNEL- Building Maintenance, Groundskeepers (Continued)

### Hand Tools

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Keep the blade of all cutting tools sharp.
3. Carry all sharp tools in a sheath or holster.
4. Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
5. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
6. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
7. When using knives, shears or other cutting tools, cut in a direction away from your body.
8. Do not chop at heights above your head when working with a hand axe.
9. Do not use "cheaters" on load binders or "boomers".
10. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
11. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
12. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

### Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Clean the grooves of a file with a wire brush.

### Chisels

1. Keep the cutting edge of the chisel sharp.
2. Do not use chisels with damaged striking ferrules.
3. Hold a chisel with a tool holder if possible.
4. Clamp a small workpiece in a vise and chip towards the stationary jaw when working with a chisel.

### Hammers

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.
4. Do not use a hammer if your hands are oily, greasy or wet.
5. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

## MAINTENANCE PERSONNEL- Building Maintenance, Groundskeepers (Continued)

### Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.
3. Do not use a saw that has dull saw blades.
4. Oil saw blades after each use.
5. Do not carry a saw by the blade.
6. When using a hand saw, hold the workpiece firmly against the work table.

### Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Use an awl, drill or a nail to make a starting hole for screws.
4. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
5. When using a spiral ratchet screwdriver, push down firmly and slowly.

### Wrenches

1. Do not slip a pipe over a single head wrench handle for increased leverage.
2. Do not use a shim to make a wrench fit.
3. Size the adjustable wrench to fit the nut before turning.
4. Do not use a wrench with broken or battered points.
5. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

### Pliers

1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.

### Vises

1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
2. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.

## MAINTENANCE PERSONNEL- Building Maintenance, Groundskeepers (Continued)

### Handling Chemicals

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Only use red color-coded, plastic or metal containers for storing flammables.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not drag containers labeled "Flammable".

### Animals and Insects

1. Watch for and stay away from guest's pets in the rooms and cars.
2. Use a long-distance insecticide to destroy wasp nests.

### Gasoline Powered Lawn Maintenance Tools

1. Do not operate powered equipment on which you have not been trained.
2. Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged.
3. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.
4. Tag damaged tools "Out of Service" to prevent accidental start up or use.
5. Do not alter or by-pass any safety device provided by the manufacturer.
6. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
7. Do not pour fuel into the tank of a running engine.
8. Do not smoke while servicing, using or refueling a gasoline powered tool.
9. Keep body parts and clothing away from the running engine and the cutting blade.
10. Do not run a gasoline engine inside the storage shed.
11. Turn off the engine when you are not cutting or trimming.
12. Allow the engine to cool before performing maintenance or refueling.
13. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
14. Allow the engine to cool before covering or storing it in the storage shed.

## MAINTENANCE PERSONNEL- Building Maintenance, Groundskeepers (Continued)

### Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures and pipes.
2. Never by-pass the kill switch on the mower handle.
3. Only the operator is permitted to ride on a riding mower.
4. Put the mower into neutral before starting or shutting off a riding power mower.
5. Do not place hands or feet under the mower deck.
6. Do not direct the grass discharge towards bystanders.
7. Turn off the mower before dumping the grass catcher or removing clogged grass from the chute.
8. When using a riding mower, mow up and down the slope. Do not mow across a slope.
9. To mow across a slope, use an upright mower.
10. Keep the mower in gear when going down slopes.

### Line Trimming and Backpack Blowers

1. Before refueling, remove the trimmer from your harness, place the trimmer on the ground and allow the engine to cool.
2. When edging or trimming along roads or the parking lot, stay as close to the curb as possible.
3. Do not use the blower to clean yourself.
4. Do not direct the blower toward bystanders.

## FOOD SERVICE PERSONNEL - Cooks, Servers, Dishwashers, Bartenders, Banquet Staff

### General

1. Do not handle hot or frozen items with your bare hands. Use dry pot holders or towels.
2. Cap all open sterno flames before pushing the banquet carts.
3. Place the lid on coffee pots and pots of hot liquids before picking them up to move them.
4. Use a dry towel or an oven mitt when taking plates out of the plate warmers.
5. Do not submerge hot glass in cold water or submerge a cold glass in hot water.
6. Do not use a drinking glass to scoop ice from the ice machine
7. Get assistance from a co-worker when carrying tables during banquet room set up or tear down.

### Housekeeping

1. Mop up water around sinks, drink dispensers, freezer floors and ice machines.
2. Straighten or remove floor mats that do not lie flat on the floor.
3. Upon discovery of wet floors, take short steps when walking on them.
4. Immediately clean up spills, water, cooking oils and other liquids from the floor.
5. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
6. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

### Kitchen Appliances

1. Replace the guards before starting grinders and slicers, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or dangling jewelry when working in the kitchen.
4. Long hair must be contained under a hat or hair net, regardless of gender while working in the kitchen.
5. Turn off slicers, dough kneaders and meat grinders before making measurements, adjustments or repairs.
6. Keep hands away from the exposed blade of meat slicers.
7. Do not try to stop any foods as they go through the meat grinders or dough kneaders. If the machine becomes jammed, disconnect the power before clearing the jam.
8. Do not use cords that have splices, exposed wires or cracked or frayed ends.
9. Disconnect the appliance from the outlet by pulling on the plug, not the cord.
10. Turn the appliance off before plugging or unplugging it.
11. Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors.
12. Turn off gas appliances when not in use.
13. Turn on the kitchen hoods when kitchen appliances are on.
14. Position pots and pans on the stove tops so that the pot handles do not protrude over the edge of the range.

#### Knife Safety

1. When handling knives and other cutting tools, direct sharp points and edges away from you.
2. Store knives in knife blocks or in sheaths after use.
3. Do not use knives that have dull blades.
4. Do not use honing steels that do not have handle guards.
5. Do not attempt to catch a falling knife.
6. Use knives for the operation for which they are named.
7. Do not use knives with broken or loose handles.
8. Do not use knives as a can opener or ice pick.
9. Do not leave knives in sinks full of water.
10. Do not pick up knives by their blades.
11. Carry knives with their tips pointed towards the floor.

## PARKING ATTENDANTS - Valets, Bell Staff

### General

1. Watch for and stay away from guests' pets in the guests' rooms and cars.
2. Use a cart or dolly to carry luggage to the guests' rooms.
3. Use caution signs or cones to barricade slippery areas such as freshly mopped floors or wet sidewalks.
4. Upon discovery of wet floors, take short steps when walking on them.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Do not run when using stairs.

### Vehicle Safety

1. Obey all signs posted in the parking lot when parking cars.
2. Stand clear of vehicles driven by their owners.
3. Do not approach any vehicle driven until the driver stops and exits it.
4. Shut all doors and fasten your seat belt before moving the vehicle.

## LAUNDRY PERSONNEL

### Equipment

1. Do not wear loose clothing or jewelry in the laundry room.
2. Long hair must be contained under a hat or hair net, regardless of gender.
3. Read and obey safety warnings posted on or near any machinery.
4. Do not try to stop laundry as it goes through the press rollers. If the machine becomes jammed, disconnect the power before clearing the jam.
5. After the dryer stops, allow the contents to cool for a few minutes before emptying the dryer.
6. Before returning irons to storage, test irons for heat by putting the surface to a dry cloth and touching the cloth. If the cloth is hot, allow the iron to cool before placing it in storage.
7. Disconnect the tool from the outlet by pulling on the plug, not the cord.
8. Do not stand in water or on wet surfaces when operating irons or electrical appliances.
9. Do not operate electrical appliances that have a frayed, worn, cut, improperly spliced or damaged power cord.

### Dirty Linens

1. When picking up towels and bed linens, grab two corners of the sheet or towel and lightly shake it to remove any needles, razor blades, or broken glass that may be bundled in it.
2. Wear latex gloves when handling sheets and towels that are stained with blood or other bodily fluids.

### Housekeeping

1. Upon discovery of wet or soapy floors, take short steps when walking on them.
2. Mop up water around sinks and washing machines.
3. Straighten or remove mats that do not lie flat on the floor.
4. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
5. When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
6. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

### Handling Chemicals

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Use personal protective clothing or equipment such as rubber gloves, and protective eyewear when laundry chemicals labeled "Poisonous".
3. Do not use chemicals from unlabeled containers.

## GIFT SHOP PERSONNEL- Cashiers, Stockers

### Cashiers

1. Use a closed fist or the back of your hand to close cash register drawers.
2. Do not allow merchandise to accumulate on the floor behind the counter.

### Stockers

#### Unpackaging Merchandise

1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
4. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.
5. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
6. Remove or bend nails and staples from crates before unpacking.

#### Stocking Shelves

1. When manually stocking shelves, position the materials to be shelved slightly in front of you, so that you do not have to twist when lifting and stacking materials.
2. Do not let items overhang from shelves into walkways.
3. Place heavier loads on the lower or middle shelves.
4. Remove one object at a time from shelves.
5. Place items on shelves so that they lie flat and do not lean against each other.

## Hand Truck Operations

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.
3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
6. Place the load so that it will not slip, shift, or fall. Use straps, if they are provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. Do not walk backward with the hand truck, unless going up stairs or ramps.
9. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
10. Move hand trucks at a walking pace.
11. Store hand trucks with the tongue under a pallet, shelf, or table.