



LAKEMARY
CENTER

SAFETY MANUAL

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Lakemary Center, Inc.

SAFETY/RISE** MISSION STATEMENT**

MISSION

The Safety/RISE/(Redefining & Improving Safety for Everyone) consists of a group of individuals from different departments who are actively pursuing and problem-solving different safety concerns throughout our organization. Our mission is to make Lakemary Center safe for all through redefining and improving safety for everyone, every day.

The statement is very simple, but it is this committee's plan to direct collaborated efforts toward two aspects:

1. Take whatever steps necessary to make everything as safe as possible through collective discussions and presentation of solutions for safety concerns that hopefully will result in safe resolutions for those issues.
2. Support people as they develop their potential and ensure equal access to Lakemary's programs, activities, facilities, and employment.

If and when provisions are changed, every attempt will be made to notify employees of changes to this manual.

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SAFETY INTRODUCTION

The Occupational Safety and Health Act of 1970 clearly defines a common goal of safe and healthful working conditions. The safety and health of Lakemary Center (LMC) employees continues to be the first consideration in the operation of this business.

Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

It is LMC's intent to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best management practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is nothing less than zero accidents and injuries.

President/Chief Executive Officer

RISE COMMITTEE

The RISE Committee consists of individuals, designated by the President/CEO of Lakemary Center (LMC), representing all departments throughout the organization. This Committee is responsible for evaluating potential hazards and proactively working on improving and maintaining the overall safety and accessibility at LMC. Eliminating barriers assures access to services, programs and activities for employees, persons supported, and all persons who have an interest in the activities and/or services-

RISE meets on a monthly basis and is responsible for reviewing work place injuries/illnesses, vehicle accidents are reviewed and discussed, and safety inspections are discussed. The Committee will provide recommendations to resolve any unsafe practices, equipment problems, or safety hazards. As directed by the Committee, various departments may be called upon to assist in presenting a review of safe practices and procedures and to schedule LMC safety in-services. In some instances, RISE may appoint a subcommittee to complete a special "safety or accessibility" project.

RISE reviews various documents designed to evaluate safety and safety-related issues. They also review and revise, if necessary, the Safety handbook on an annual basis to ensure accuracy. Copies of the reports and manuals are available in the Safety Specialist's office or on the LMC website (www.lakemary.org employee portal).



SAFETY OFFICERS

LMC's safety officers' function is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. The safety officers are the Risk Manager / Committee Chair; Safety Specialist / Committee Co-chair.

SAFETY AWARENESS PROGRAM

The personal health and safety of each employee of this company is of primary importance. The prevention of occupational induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

ALCOHOL AND DRUG FREE ENVIRONMENT

LMC is committed to maintaining a safe workplace and one that complies with all applicable laws, including the Drug-Free Workplace Act of 1988. All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs, including cannabis or THC-containing products (regardless of prescription) or other unauthorized, mind-altering, or intoxicating substances while on LMC property or while otherwise performing work duties away from LMC premises.

See Employee Handbook for additional information.

BODY MECHANICS

Employees can avoid injuries by using appropriate body mechanics. Employees are required to use appropriate body mechanics when reaching, standing up, bending over, sitting down, lifting loads, moving objects, turning, pushing/pulling, working at a desk, etc. Employees shall maintain a heightened awareness and have a plan of action when engaging in these types of movements. Employees who are not sure how to perform these movements in a healthy safe manner, shall contact the Safety Specialist for further direction.

Employees can avoid back pain by lifting and carrying correctly. Backs are involved in almost every move such as reaching, standing up, bending over, sitting down, lifting loads, moving

objects, turning, etc. It is important to know the back supporting cast which include disks, vertebrae, spinal cord, muscles, ligaments, and tendons. Injury to any of these can cause pain such as a strain and sprain.

Have a plan of action when lifting. Make sure the weight is stable, there are no sharp edges, and that there is the right number of people based on the size, shape and weight of the load. Use good body mechanics when lifting by assuming the safe lifting position (squat), maintain the back's natural curves, and let the legs do the lifting. Keep your load close to the body, make sure you can see your path, don't twist, and unload in reverse order from lifting.

When reaching overhead use a step stool or ladder, slide the load close to the body, and let the arms and legs do all the work.

Oversized or heavy loads; work as a team and use a two-person lift, one person direct the lift, lift at the same time, keep the load level when carrying, and move smoothly together and unload at the same time.

Long objects should be carried over the shoulder and be watchful not to hit anyone.

Employees shall use special equipment such as dollies, carts, hand trucks, powered equipment, ropes, chains, straps, hooks, and hoists, as appropriate in completing job tasks.

CHEMICALS AND FLAMMABLE MATERIALS SAFETY

Store all flammable liquids in approved safety containers or cabinets. Paint, chemicals, and other materials should not accumulate on stage floors, under platforms or in other work areas. You should know and follow proper handling, storage, and disposal procedures for all combustible or flammable materials, as recommended by the manufacturer and detailed on the substance container and SDS sheet..

Ensure that there is proper ventilation and wear appropriate personal protective equipment (PPE).

A **Safety Data Sheet** (SDS) shall be obtained from the manufacturer or distributor and a copy of the SDS shall be kept on file for all chemicals and substances being used and/or stored. The SDS sheets are readily available to employees.

Each work environment shall have copies of SDS sheets that are relevant to the chemicals used in the work environment. Supervisors are responsible for training employees on chemical use and the location of the SDS notebook. The supervisors are responsible for communicating with the Safety Specialist to obtain SDS in the event different chemicals are purchased. It is important to note that chemicals that are purchased by Individuals Served in the Adult Services Program do not require a SDS sheet.

COMMON FALL RISKS

Ladders:

Inspect all ladders before each use for broken or missing rungs, steps, split side rails or other defects.

NEVER place ladders in doorways unless protected by barricades or guards.

NEVER stand on the top two rungs of a ladder.

USE only appropriate ladders or steps. Check the labels for compliance.

ALWAYS USE both hands while climbing.

Portable and fixed ladders with structural defects—such as broken or missing rungs, cleats or steps, broken or split rails, or corroded components—shall be withdrawn from service by immediately tagging "DO NOT USE" or marking in a manner that identifies them as defective, or shall be blocked, such as with a plywood attachment that spans several rungs. Repairs must restore ladder to its original design criteria.

Icy Conditions

Employees are to be cautious of icy conditions in the parking lots and sidewalks. Ice melt is available at each site and shall be spread to improve walking conditions. Employees must wear gloves when applying ice melt. Employees should wear appropriate footwear during inclement weather. Report unsafe conditions to the Maintenance Department.

Lighting / Flashlights

Employees must complete a maintenance request to replace light bulbs. Until the bulbs are replaced, employees should use a flashlight to increase visibility and safety.

Spills

The yellow caution sign should be placed in a visible area when a wet floor is discovered. The floor should then be dried with a mop or appropriate tool. The source of the wet floor should then be identified and a proper response should be made to ensure it does not continue. When showers are being conducted in community bathrooms, the yellow caution signs are to be placed at the entrance of the bathrooms.

ELECTRICAL SAFETY

POWER LINES: Overhead Clearances, must be observed and maintained at all times. This applies to ladders, scaffolds, booms, forklifts, aerial lifts, scissor lifts, cranes, rigging, sets, truss work, backdrops and other equipment that could come in contact with power lines.

To prevent electrocutions and injury resulting from contact between overhead power lines and conductive tools, materials, or scaffolds, OSHA recommends that employees be informed that most overhead, high voltage power lines are not insulated and, when in doubt, employees should assume that power lines are not insulated.

Employers should notify the utility company when work must be performed under and/or near overhead power lines where clearances cannot be maintained. In such situations, utility companies should de-energize the power lines or temporarily move or cover them with insulating hoses or blankets before any work is initiated.

Properly maintain all electrical equipment and wiring; no live parts should be exposed. Use equipment only for its intended purpose. Be particularly careful around water, especially when filming in rain scenes.

All A.C. (alternating current) electrical systems shall be grounded.

Keep electric panels accessible at all times. There should be no obstructions or storage within three feet (3') of a panel.

Only qualified persons with the appropriate technical knowledge should perform electrical work.

EMERGENCY PREPAREDNESS

LMC has developed numerous safety plans to direct action's performance in cases of emergency.

It is the goal of LMC to respond to crises (emergencies and disasters) in order to minimize actual or risked injury to persons served, employees and visitors and to maintain operations during emergency and disaster events. These procedures address the roles of employees in these situations. The Emergency Preparedness, Evacuation, and Recovery Plan provides detailed information regarding emergency preparedness plan, evacuation, and recovery.

EMPLOYEE HEALTH PROCEDURE

Tuberculosis Exposure Control Plan

In compliance with licensing and accreditation, all employees are required to have a completed Certificate of Health Assessment/TB test form on file with the Employee Relations department. The TB test and results must be completed by the first date of employment.

Infectious Illnesses

Employees with an infectious illness (i.e., flu, strep throat and/or exposure, etc.) are advised to remain at home until well. Upon returning to work, employees may be required to obtain a documented release from their physician. This release form should be submitted to their supervisor on the first day they return to work. When the condition qualifies for an infectious illness absence will be approved as scheduled. See Infectious Diseases section for further details.

EMPLOYEE HEALTH AND SAFETY

LMC strives to maintain a safe and healthy work environment for its employees through education and safety programs. Employees are responsible for their safety and the safety of the individuals served. Each employee is responsible for reading the LMC Safety Manual. The manual is located on the LMC website under Employee Login, or you may request a copy from the Safety Specialist. If employees are aware of any unsafe conditions on LMC property, they should immediately inform their supervisor and/or a member of the Safety so appropriate action can be taken to correct the situation. **A list of committee members can be obtained at the back of this manual.**

Safety

LMC prohibits the carry or possession of firearms by employees while acting in the course and scope of employment. Failure to comply with this policy may result in disciplinary action up to and including termination.

LMC prohibits employees from using a cell phone or similar devices when driving a vehicle while performing LMC business. Failure to comply with this procedure may result in disciplinary action up to and including termination.

Health

Screenings

To comply with accreditation standards, regulatory requirements, and/or automobile insurance requirements certain health screenings may be required. All employees must complete a TB test and certain job classifications will require a health assessment screening. In addition, LMC employees are offered the Hepatitis B series at no cost; see an Employee Relations representative for details.

LMC will pay once for the employee's TB test up to the regular and customary expense charged. An employee who does not get their skin test read in the required amount of time will be responsible for the expense of a second test.

An employee is unable to be employed at LMC, in any position, if they are unable to obtain a negative Tb documentation and/or an evaluation revealing they are at no risk of infection and/or there is no evidence that they have an active TB disease. The certificates are kept on file in the Employee Relations Department.

In compliance with licensing and accreditation regulations, all employees are required, upon hire to provide Tb test results that is current within 12-month from the hire date. In the event the new hire does not have a current Tb test, LMC will schedule and pay for the test.

Health Assessment Screening

Certain job classification required health examinations. Records of employment health examinations and subsequent health services rendered to the employee are necessary to ensure that LMC employees are physically able to perform their duties.

Passing the employment health assessment evaluation is a condition of employment for specific job classifications. Where follow-up of a condition is required, the Employee Relations department will advise the applicant of the need for a follow-up examination or counseling by their personal physician.

Should the applicant fail to cooperate or is assessed as unable to perform the essential functions of the position, with or without accommodation, he/she will be considered to have failed to meet a basic condition of employment.

In addition, agility testing is completed post-job offer at LMC's designated occupational medical clinic.

Employee Relations Department and the supervisor will review the essential functions of the position to determine any reasonable accommodation would not prove to be an undue hardship on LMC. See the Employee Handbook, Disabilities section for further information.

Airborne Contagious Conditions

An employee who knowingly has an airborne contagious condition (i.e.: pink eye) that may be highly transmittable through regular work activities with individuals served is expected to report their symptoms to their supervisor and/or the Nursing Department, and to leave the worksite until they are no longer considered contagious. In addition, the employee must contact the Director of Employee Relations regarding eligibility for Family and Medical Leave Act (FMLA) or General Leave of Absence (GLOA). See the Employee Handbook, Leave Types section for further information.

ENVIRONMENTAL SAFETY

Lead Paint and Asbestos

All hazardous waste generated by the company, including paint, must be disposed of properly. Proper documentation and permits for the transportation and disposal of such waste is required by law.

Be aware of hazards associated with lead paint and asbestos. If encountered, **do not disturb** and immediately report to your supervisor or safety representative.

Biological Hazards

Be aware of biological hazards such as human or animal waste, mold, fungus, bacteria, body fluids, blood borne pathogens, used needles (sharps), vermin, insects and other potentially infectious materials.

Confined Spaces

Employees shall not enter confined spaces (i.e., manholes, etc.) until the oxygen and gas levels have been checked and confirmed to be within acceptable levels

Bloodborne Pathogen Exposures (BBPE)

See the Employee Handbook, Bloodborne Pathogen Exposures (BBPE) section for additional information regarding safety.

ERGONOMIC SAFETY

Safety Officers shall monitor for potential ergonomic problems before employee injuries occur. As jobs are reviewed, a determination will be made if there is an ergonomic risk that may contribute to musculoskeletal disorders. Jobs identified as a risk will be evaluated for correction or enhancement to the worksite. Employees are strongly encouraged to provide input to the Safety Officers about the existence of ergonomic problems related to particular jobs or work tasks.

EYE PROTECTION

Eye and face protection shall be provided when machines or operations present potential eye or face injury (i.e., mowing, weed eating, use of electric saws, etc).

FIRE SAFETY PROCEDURES

Members of the Safety Committee are responsible for ensuring all required fire drills are conducted within their department and documented on a monthly basis. Documentation on the drills should be forwarded to the Chairperson of the Safety Committee.

Evacuation plans are posted in each LMC controlled site, and each employee is responsible for knowing the evacuation plan for the site where they are working.

Fire extinguishers are located near each fire alarm pull and employees are responsible for being aware of their locations. If an employee discovers a fire, they should pull the fire alarm and

ensure individuals are vacating the building; if the fire is small and manageable, trained individuals should access the closest fire extinguisher. Another individual should be informed to call 911.

Use the **P-A-S-S** method to operate a fire extinguisher; **P**ull the pin, **A**im at the base of the fire, **S**queeze the handle, and **S**weep side-to-side. Only attempt to extinguish when it is:

1. safe,
2. escape route behind you, and
3. someone is available to assist.

In addition, disconnect power to non-essential equipment, close fire doors and check for proper operation of sprinkler systems and fire protection water supplies.

If the fire department has been called and individuals have evacuated the building, they should not re-enter until the fire department gives authorization. During the evacuation and the period prior to being permitted to return to the building, employees should be aware of where all individuals served are located and inform their supervisor of any missing individuals within their responsibility.

FIRST AID AND MEDICAL EMERGENCY PROCEDURES

All direct care employees shall complete CPR and First Aid training within their first month of employment and must continue to be aware of proper procedures related therein.

A first aid kit should be readily available at all events and outings. This includes one located in each LMC vehicle.

First aid procedures should be applied for minor emergencies or injuries and be reported to LMC nursing staff as soon as possible.

All safety procedures should be reviewed with employees within their first month of employment.

In cases of more significant or major emergencies, including severe bleeding, shock, severe burn, broken bone, impaired breathing, ingestion of poison, etc., then the employee in charge must assess the situation and assume one or more of the following courses of action:

- Contact the Nursing/Health Services Coordinator if the nature of the medical emergency allows time, describe the situation and receive direction on how to proceed.
- Dial 911 for assistance
 - state the nature and severity of the accident/emergency
 - give location of emergency
 - ask for paramedic assistance
 - do not hang up the telephone until instructed to do so by the operator
 - contact LMC or have another responsible individual contact LMC as soon as possible
 - provide necessary information pertaining to the injured individual
 - in-town: employee must obtain medical records from LMC

- out-of-town: medical file should be on hand
 - if two employees are available, and an ambulance is necessary, one should meet and direct the ambulance, and then one employee should go with the ambulance while the other employee remains with the remaining individuals served (if allowed by EMS)
- Transport group and injured party to the emergency room
 - contact the Nursing/Health Services Coordinator and the department director or president
 - remain with the injured individual until relieved by another employee
 - provide necessary information as available

GENERAL CODE OF SAFE PRACTICES

This "**General Code of Safe Practices**" incorporates information from a variety of resources. Many of these guidelines are simply common sense; others have evolved from Federal, State and/or Local laws and regulations.

By following these guidelines, Safety Bulletins, laws, regulations and company policy and procedures, serious accidents and injuries can be prevented.

Working conditions may change from day to day. To prevent accidents, you need to be aware of your work environment and the equipment being used.

If you have any questions or concerns, or notice anything you believe could be hazardous and/or unsafe to those we serve and/or employees please talk to your supervisor, safety committee member, or program director. You will not be disciplined or terminated for bringing attention to safety concerns.

GENERAL RULES

Familiarize yourself with emergency procedures for each work location assigned. Employees are responsible for knowing how to react in an emergency situation. See the Emergency Preparedness, Evacuation, and Recovery Plan for further details.

Good housekeeping should be maintained at all times. Walkways and work areas are to be kept clear of materials, trash, equipment and debris.

Fire equipment (hydrants and extinguishers) must be accessible at all times.

Pranks and other types of horseplay are unacceptable.

Report accidents immediately to your supervisor and Risk Management Department. Follow instructions given to you when referred for medical treatment for any injury and retain documentation. **All injuries must be reported on the date of occurrence.**

Wear appropriate clothing and any required personal protective equipment (PPE). A shirt and proper footwear should be worn at all times. Safety glasses or hearing protection must be worn when operating equipment or performing work where eye or ear damage could potentially occur.

Medication which might interfere with alertness or ability to perform work should be used only under a doctor's direction. If any medication is impairing your work, please discuss this with your supervisor. Do not work while under the influence of illegal drugs or alcoholic beverages.

Be aware of general location safety concerns, including extreme temperature conditions, physical surroundings, indigenous critters and nasty plants.

HAND TOOLS

Use the right tool for the job. **Do Not** use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you are unfamiliar with the equipment, have any questions or feel that you need additional training.

Ensure that all equipment is in proper working order and that all protective guards are in place and used.

Do Not attempt to alter, modify, displace, or remove any existing safety equipment. Saw guards, safety switches and other safety mechanisms are installed for your protection. Tag ("**Do Not Use**") and report any damaged or malfunctioning equipment.

Wear appropriate personal protective equipment (PPE) and be aware of flying debris.

HAZARDOUS MATERIAL SPILLS

If there is a spill of hazardous material, the department director or designee will notify individuals to move to a safe area. The supervisor is responsible to ensure the individual served and employees are accounted for and in a safe place. See Emergency Preparedness, Evacuation, and Recovery Plan, Chemical Spills section for further details.

INFECTIOUS DISEASES

Infectious Disease Exposure

Occupational exposure occurs when reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood and other potentially infectious materials results from the performance of an employee's job responsibilities. Employees in any position where they are directly exposed to body fluids are considered to be at risk of occupational exposure to the HIV virus or Hepatitis B virus.

Infection Disease Control

Universal precautions are a system used to control infectious disease. An employee should assume every direct contact with body fluids is infectious. This is a method of reducing risk by avoiding direct skin contact, mucus membrane or eye contact with body fluids, by providing barriers to infectious agents in the form of personal protective measures and/or equipment. The following procedures should always be followed.

- Gloves will be worn:
 - during all procedures that involve possible contact with blood and/or body fluids

- when handling of items or surfaces soiled with blood or body fluids
 - during performance of venipuncture
 - and discarded after use.
 - and have the assistance of paper towels when picking up and discarding any solid waste materials including vomit and/or feces.
- Hands and skin surfaces must be washed immediately and thoroughly:
 - after contamination with blood or body fluids
 - before and after removing gloves
 - using soap and running water to rinse away debris and dirt
 - by rubbing hands together and working up a lather, utilizing a minimum of 20 seconds
 - including scrubbing between fingers, knuckles, backs of hands and under nails
 - and a paper towel must be used to dry them thoroughly and used to turn off the water and then thrown away
 - Items or surfaces contaminated with blood or body fluids should be destroyed or disinfected immediately.
 - all used disposable items such as tampons, bandages, diapers, bibs, dressings, etc. must be placed in a plastic-lined trash bag and disposed of prior to the end of the given shift.
 - Used disposable needles should:
 - not be recapped, broken or manipulated by hand.
 - be placed directly into a puncture resistant, closable, leak proof, labeled, color coded container.

Hand washing facilities are available and accessible to all employees and individuals supported in all LMC facilities. Soap, paper towels, sanitary gloves and plastic bags are available in all LMC facilities. Sanitary gloves and antiseptic hand cleaners are available in first aid kits and travel folders for off-grounds activities. Disposable wash cloths are available for employee's use in assisting individuals served with cleaning after meals, after toileting and for bathing.

KITCHEN SAFETY

Preventing Slips & Falls

Safeguard against slippery floors by keeping floors clean and uncluttered and, where necessary, treating floors with slip-resistant coatings or chemical treatments. Choose floor cleaning chemicals with good grease-removal and slip-resistance properties. Establish a floor cleaning schedule. When spills occur, clean them up immediately and post "caution" or "wet floor" signs until the floor is dry.

Ice machines can also create fall hazards because of the large volume of water involved. Select an ice scoop with a size and shape that minimizes spills. Place rubber or fabric-faced mats in front of the ice machine unless they introduce an additional tripping hazard. Make sure

that all ice machines and freezer doors seal properly to prevent water from leaking or freezing on the floor.

Encourage professional language when employees are moving through crowded areas. Phrases such as "behind you," "hot," "and "corner" help prevent collisions and falls. Employees should never carry large loads that obstruct their vision.

Equipment & Attire

Many accidents may be prevented by using proper equipment and attire in the Kitchen. Make sure all kitchen workers have:

- Long sleeves to reduce burns
- Closed toe, skid-resistant shoes to reduce falls and injuries from hot liquids
- Heavy pans for increased stability and fewer spills
- Sharp knives

Knife Handling

Take time to train new employees on proper knife handling. Keep your knives sharp, handles secure and store with the blades covered. Only allow trained employees to operate electric slicers. All slicing machine guards should be kept in place and in good working condition.

Moving Heavy Loads

It is common for foodservice employees to need to move loads of up to 50 lbs. Employees should know how to safely lift heavy loads in order to reduce potential back injuries. Train employees to lift with their legs, take small steps, and change direction by moving their feet, not twisting, when handling heavy items. Use a cart or dolly to lift extra heavy loads. Aisles should be wide enough for employees to lift and carry cases without hitting shelves. When possible, store heavy loads at waist height. Load trays with the heaviest items in the center.

Burn Prevention

Provide training for all employees on recognizing and controlling burn hazards. Also, take these protective measures:

- Make potholders easily accessible.
- Provide adequate room for safe handling of pots on the range top.
- Install safety devices such as temperature and pressure relief valves to help reduce the potential for explosion of pressurized water heating systems.
- Reduce the temperature on your hot water heaters to reduce the potential for scalding when using hot water in sinks.
- Train employees to stand back when using the automated lid on a braising pan or steam-jacketed kettle.
- Only allow trained employees to condition deep fryer grease, and only with proper protective equipment. Post written procedures specific to the equipment in use.

Fire Prevention

Follow these housekeeping rules to help prevent kitchen fires:

- Never leave dish rags or aprons near a hot surface.
- Never leave stoves or other equipment unattended when in use.
- Clean range hoods and stoves on schedule to help reduce build-up.
- Don't overload electrical outlets.
- Don't force three-pronged cords into two-prong outlets.
- Don't use equipment with a frayed cord or bent prongs.
- Don't use equipment that smokes, sparks or otherwise arouses suspicion.

Employees should know the building evacuation plan, what the fire alarm sounds like, how to turn on the fire alarm, where to find a fire extinguisher, and how to use it.

Hazard Communication – Safety Data Sheets (SDS)

Cleaning chemicals should be stored in a separate area away from food and heat sources, in their original container and with a tight lid. Employees should be taught to:

- Ensure there are Safety Data Sheets (SDS) on all chemicals containing carcinogens.
- Never mix chemicals.
- Use chemicals only in well ventilated areas.
- Follow label directions when disposing of chemical containers.
- Wash hands after using or touching any chemical or equipment used with a chemical.

LOCKOUT / TAGOUT

PURPOSE

This procedure establishes the minimum requirements for the lockout/tagout of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out/tagged out before performing any service or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

RESPONSIBILITY

Appropriate employees shall be instructed in the safety significance of the lockout/tagout procedures by the Facilities Director. Each new or transferred employee and other employees whose work operation is or may be in the area shall be instructed in the purpose and use of the lockout/tagout procedure. The Facilities Director will notify employees of the equipment affected in their area by the lockout/tagout procedure.

PREPARATION

Make a survey to locate and identify all isolating devices to be certain which switches, valves or other energy isolating devices apply to the equipment to be locked/tagged out. More than one energy source (electrical, mechanical, or others) may be involved. (Types and locations of energy isolating means.)

SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE

- Notify all affected employees that a lockout/tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type of magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

- If the machine or equipment is operating, shut it down by the normal procedure (example - depress stop button, open toggle switch, etc.)
- Operate the switch, valve or other energy isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. (Types of Stored Energy-methods to dissipate or restrain).
- Lockout/tagout the energy isolating devices with assigned individual locks/tags.
- After ensuring that no employees are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: RETURN OPERATING CONTROLS TO "NEUTRAL" OR "OFF" POSITION AFTER TEST

- The equipment is now locked out/tagged out, and ready for repairs to be made.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

- After the service and or maintenance are complete and equipment is ready for normal production operations, check the area around the machine or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout/tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps if more than one individual is required to lockout/tagout equipment, each shall have their own personal lockout or tagout device on the energy isolating devices. When an energy isolating device cannot accept multiple locks/tags, a multiple lockout/tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use their own lock to secure the box or cabinet. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet. If tags are used they will be filled out stating the person tagging out the source of energy, date, time and reason for tagging that source of energy. No person shall remove the tag or lock of another person thus restores the source of energy to any equipment that is tagged or locked out.

BASIC RULES FOR USING LOCKOUT/TAGOUT SYSTEM PROCEDURE

All equipment shall be locked out/tagged out to protect against accidental or inadvertent operation when such operation could cause injury. Do not attempt to prorate any switch, valve, or other energy isolating device where it is locked/tagged out.

GUARDING

All portable, power-driven circular saws having a blade diameter greater than 2 in. shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is

withdrawn from the work, the lower guard shall automatically and instantly return to covering position.

MATERIALS HANDLING

Use of mechanical equipment. Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.

Secure storage. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.

Housekeeping. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.

NATURAL DISASTERS

Please reference the Emergency Preparedness, Evacuation, and Recovery Plan

NOISE SAFETY

Protection against the effects of noise exposure shall be provided when the sound levels exceed those outlined in the Occupational Safety and Health Standards, Part Number 1910.95(a). LMC will take necessary precautions to reduce exposure to harmful noise levels.

OFF SITE SAFETY

The same principles that apply to on-site safety also apply to off-site safety.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

All PPE will be maintained in a sanitary condition. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision, thereby causing a hazard. Any PPE that can no longer be adjusted, is defective or damaged, will be removed from service and disposed of.

Employees are required to wear appropriate PPE for job being performed. Employees who need further clarification need to contact supervisor for further instruction.

Examples of PPE and clothing are face shields, gloves, respirators, goggles, head protection, safety toe shoes, hearing protection, aprons, coveralls, safety belts, and nets, etc.

POWER FAILURE

Please refer to the Emergency Preparedness, Evacuation, and Recovery Plan

REPORTING EMPLOYEE INJURY AND ILLNESSES

Employees must report work related injuries and illness by the end of their scheduled shift. Supervisors are to complete the Incident Investigation Report upon receipt of the Employee Report of Illness / Injury.

SAFETY TRAINING

LMC shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

SWIMMING POOL EMERGENCY ACTION PLAN

Please reference the Aquatics Manual and Water Safety Handbook.

TRANSPORTATION AND VEHICLES

Please reference the Employee Handbook, "Vehicle Detail Summary" section and the Transportation Procedural Manual.

VIOLENCE IN THE WORKPLACE

LMC has a zero-tolerance policy for violent acts or threats of violence against our employees, applicants, persons supported, vendors, or other stakeholders. We do not allow fighting, violent words, or violent conduct, or bullying regardless of where such words or actions occur.

No employee may commit or threaten to commit any violent act against a co-worker or other stakeholders. This includes discussions of the use of dangerous weapons, such as bombs, guns, or knives, even in a joking manner.

See the Employee Handbook and the Emergency preparedness Manual for a detail summary.

WORKERS' COMPENSATION

Safety Manual

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of the Lakemary Center Safety Manual. I further understand it is my responsibility to know and abide by the procedures and guidelines contained in the Lakemary Center Safety Manual.

I have been informed and understand the Lakemary Center Safety Manual may be updated to include additions and changes to Lakemary Center policies and procedures. I further understand that the most current Lakemary Center Safety Manual is always accessible to me on our website (www.lakemaryctr.org) or in the Employee Relations Department. Safety Manual change notifications will be provided to employees at the time payroll checks and advices are distributed. I agree to review the changes and acknowledge the effective date will begin on the date of distribution.

By my signature below, I also acknowledge that I have received a copy of the handbook, have been presented with an overview, and agree to read the procedures / guidelines contained in this handbook within one week from the date signed. Should I have questions about specific procedure / guidelines I will seek out an Employee Relations Representative for clarification. I acknowledge it is my responsibility to read and comply with the Handbook and all future revisions.

In addition, this acknowledgement serves as a formal written notice that non-compliance with all of Lakemary Center's policies and procedures are considered gross misconduct and is subject to disciplinary action up to and including termination.

Signature

Name (Please Print)

Date