

13.6. Recordkeeping Procedures

Risk Management will control and maintain all employee accident and injury records for a minimum of three years. These records will include:

- **Workers' Compensation WC Report Form and employees claim file.**
- **Log and Summary of Occupational Injuries and Illnesses (OSHA 300)**

13.7. Protection Training Program for New Hires

It is extremely important all Community Managers and Maintenance personnel complete Royal American's Protection Program Training at time of hire or transfer. Employees must review the programs and plans within the Protection Training Program located on the RAM Intranet to ensure full understanding. There are power point presentations located in Grace Hill and under Chapter 13 of the RAM Procedures Manual which are required of all new hires or transfers. After viewing in Grace Hill, the employee will confirm, and will receive credit on their Grace Hill transcript.

The following files must be maintained on site with easy access in case of an OSHA inspection: each employee's completed Hazardous Chemical Communication Program Worksheet and Respiratory Protection Plan, OSHA Appendix D. Upon employee completion, a copy will be sent from Training to the property. A recommended location for these safety files is with or near the Safety Data Sheet (SDS) book.

The Protection Training Program consists of the following programs and plans:

- Hazardous Chemical Communication Program
- Personal Protective Equipment Plan (PPE)
- Respiratory Protection Plan

13.7.1 Personal Protection Equipment (PPE) Station

Each site is required to have a Personal Protection Equipment (PPE) Station. This PPE Station is to be in a readily accessible area in every maintenance shop. Below is a list of items, if not already on site, that you will need to completely furnish your PPE Station. This is not an all-inclusive list, additional items to be added based on property needs.

- Eyewash Station
- Eye Protection
- Rubber Boots
- Cut Proof Gloves
- Back Brace
- MSDS Kit
- Lockout Tag Out

- Hard Hat
- Earmuffs
- Masks
- Painters Suit
- First Aid Kit
- Hazard Assessment Form Binder

13.7.2. Hazard Assessment Forms

A Hazard Assessment Form is to be completed for each tool used and task performed at the community. These forms are located on The Dispatch in the RAM Intranet under home page of procedures manual Chapter 13 – Safety (Hazard Assessment Forms).

Some of the tools and tasks have already been completed, however, all tools and tasks performed at the site may not be listed. In this event a blank copy of a Hazard Assessment Form has been provided to use.

13.8. Safety Rules, Policies and Procedures

13.8.1. All Employees

Driving Safety

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Always obey all traffic patterns and signs.
3. When driving golf carts keep arms and legs inside the vehicle.
4. Do not drive golf carts into wooded areas or along steep slopes.
5. When responding to after hour calls, golf carts cannot be driven before sunrise or after sunset.
6. Take keys out when not in use.
7. Reading or responding to emails or text messages while vehicle is moving or in active traffic lanes is forbidden.

General Housekeeping

1. Do not place materials such as boxes or trash in walkways or passageways.
2. Do not store or leave items on stairways.
3. Do not block or obstruct stairwells, exits or access to safety and emergency equipment such as fire extinguishers or fire alarms.
4. Return tools to their storage places after use.
5. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
6. When using chemical cleaning supplies always read the label and use as directed. Do not mix with other chemicals.
7. Wear rubber gloves when handling caustic drain cleaners.