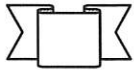


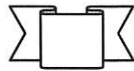
# **Penn Apartment Staffing**

## **A Guide to Safety and Workers' Compensation**

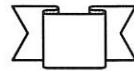
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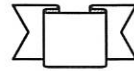
**Workplace Safety Rules**



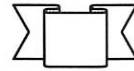
**HazCom**



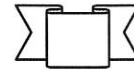
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## Workplace Safety Rules

Your safety is the constant concern of this company. Reasonable precautions have been taken to provide a safe workplace. Penn Apartment Staffing makes regular site evaluations and holds regular safety meetings. We take your safety seriously and any willful or habitual violation of safety rules will result in disciplinary action, which may include termination.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your Penn Apartment Staffing Director of Sales and Operations. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager, and procedures published in any safety material given to you. Always be thinking of safety as you perform your job.

**Accident Reporting.** Any injury at work-no matter how small-must be reported immediately to your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager.

**Prohibited Work List.** After reporting to work, should your assignment unexpectedly change to include an of the work listed below, please advise your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager:

- Any work of over one story in height (indoors or outside) where the use of a ladder or scaffolding is required.
- Work with contractors or other customers where the work takes place on the roof.
- Any work activity such as excavating, trenching or work in tunnels or sewers.
- Work requiring the use of personal self-contained breathing apparatus.
- Work where there is exposure to known dangerous chemicals.
- Work involving paint, lacquer or solvent manufacturing mixing or blending.
- Work requiring mixing, handling or using pesticides or poisons.
- Work requiring the handling of acids of any kind.
- Work moving heavy objects such as furniture, appliances, etc.
- Work inside mechanical or boiler rooms.
- Work involving forklifts or similar mechanical devices.
- Work involving welding or soldering of any kind.
- Any work requiring a license or certification required by local, state or federal law or regulation.

## **WARNING!**

The above list is not all-inclusive. If work involves direct exposure to other obvious safety hazards, please contact your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager for further instructions.

**Specific Safety Rules and Guidelines.** To ensure your safety and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for your job.
- In case of sickness or injury, no matter how slight, report at once to your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager. In no case should an employee treat his own or someone else's injury.
- If you do not have current First Aid training, do not move an injured person.
- Report any unsafe condition to Penn Apartment Staffing immediately.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil or grease immediately.
- Place trash in proper containers and not in cans provided for cigarette butts.
- Appropriate clothing and footwear must be worn on the job at all times. **DO NOT** wear loose clothing or jewelry around machinery.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hairnets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR!**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it.
- Observe smoking regulations.
- Observe Lock-Out/Tag Out procedures.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are prohibited.
- Do not block access to fire extinguishers.
- Do not tamper with electric control or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.

**Safety Checklist.** It's each employees' responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following lists—or any other possible hazardous situation—be consciously aware of the hazards and report them to your supervisor.

- Slippery floors and walkways.
- Tripping hazards, such as hose links, piping, etc.
- Poorly lighted stairs.
- Loose handrails or guard rails.
- Loose or broken windows.
- Dangerously piled supplies or equipment.
- Unlocked doors and gates.
- Electrical equipment left operating.
- Open doors on electrical panels.
- Leaks of steam, water, oil, etc.
- Blocked aisles.
- Blocked fire extinguishers, hose and sprinkler heads.
- Blocked fire doors.
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas.
- Roof leaks
- Directions or warning signs not in place.
- Safety devices not operating properly.
- Machine, power transmission, or drive guards missing, damaged, loose or improperly placed.

**Safety Equipment.** Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them.

**Safety Glasses.** The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

**Seat Belts.** All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on company business.

**Good Housekeeping.** Your work location should be kept clean and orderly. Keep objects out of the center of aisles and walkways. Clean up spills, drips and leaks immediately to avoid slips and falls.

*If, at any time, management has a reasonable basis for suspecting an employee's performance, conduct, attendance, or punctuality is affected by the use of a non-medically prescribed controlled substance or alcohol, the employee will be tested for the presence of drugs and alcohol. If the evaluation indicates use of a non-medically prescribed controlled substance or alcohol, the employee will be terminated. If an employee refuses to be tested, the employee's employment will be terminated.*

## **HAZCOM – The Hazard Communications Program**

It is common sense and the law to know the hazards of the chemical you may use on your work assignments. Employees and employers share a responsibility to keep a safe work environment. As an employee of Penn Apartment Staffing, you must be informed of your rights to know and to have access to a written program about the chemicals you work with.

Penn Apartment Staffing provides you basic orientation on this page. Your job-site supervisor will provide specific job-site and HazCom training that includes:

- Program explanation
- Safety data sheet and labeling
- Directions for care and use of any personal protection equipment required at your site.

The written program shows how the HazCom standard works and explains the employees' rights to know about the materials involved in each specific assignment. This includes an inventory of chemicals used, chemical labels, and a Materials Safety Data Sheet, known as a MSDS, for each chemical.

### **Be Safe – Be Informed**

Penn Apartment Staffing wants to keep our workers safe, so we demand that you exercise your rights and:

- Be informed of chemical health hazards and physical hazards/
- Be informed of how to detect a chemical presence (appearance, odor, monitor, alarm).
- Be informed on how to use the written program available to you – read the labels and the Materials Safety Data Sheet (MSDS).
- Protect yourself by using proper controls and safety equipment.
- Protect yourself by using safe work procedures.
- Protect yourself by wearing personal protection equipment (for each type of exposure).
- Know the correct first aid if you or someone else is exposed.
- Know the correct cleanup procedure if a chemical spill occurs.
- Know that the correct waste disposal system is.

**Again, if you are given an unsafe task or you are not provided with the necessary training for your job assignment, notify your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager immediately.**

## **Workers Compensation**

Penn Apartment Staffing is committed to providing a safe and healthy environment in which all of our staff can work. The following information is designed to promote a general understanding of Penn Apartment Staffing's responsibilities under the State of Texas Workers' Compensation Law.

As a Penn Apartment Staffing employee, you will want to practice good safety habits and observe appropriate precautions at all times for the protection of yourself and your coworkers. Even then, accidents or injuries on the job can happen. If you sustain a work-related injury, your medical expenses and a portion of your earnings are covered under the Penn Apartment Staffing Workers' Compensation Insurance Program.

Our Workers' Compensation program is built around an insurance plan provided by Penn Apartment Staffing. This plan has two components. First, it pays all reasonable and necessary medical care if you, as a Penn Apartment Staffing employee, become injured or develop an occupational disease due to work related conditions. Second, it provides payment to you for part of the wages you might lose if any such injury or illness disables you for more than seven calendar days. Workers' compensation coverage begins the first day you are on the job.

Under the first component, medical care is provided through a designated network of medical care providers. The medical provider network ensures that you receive that appropriate surgical, hospital, and dental care should you sustain a work-related injury or illness. The network also ensures that you receive items such as drugs, braces, crutches, or other medical supplies when prescribed by a network provider.

Under the second component, you generally are entitled to receive a wage benefit equal to approximately 2/3 of your pre-injury average weekly wage beginning on the 4<sup>th</sup> cumulative day of disability. By law, however, a wage benefit may not exceed the maximum benefit in effect for the year in which an injury occurs.

## **What To Do If You Are Injured While Performing Your Job**

- **Contact Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager immediately.** If you are unable to do so, please have your on-site supervisor make the call for you.
- **Penn Apartment Staffing will arrange transportation in case of an injury.** Someone in our office will arrange transportation for you in case if injury to one of your designated medical care providers.
- **Even if you do not think you need medical attention, contact Penn Apartment Staffing at the time of injury to complete a First Report of Injury form.** If you should require medical attention at a later date, simply contact your Penn Apartment Staffing Director of Sales and Operations or Corporate Human Resources Manager for assistance in selecting an authorized medical provider at that time.
- **Remember: Except in an emergency, contact Penn Apartment Staffing for a designated medical provider through our network.** If you have any questions regarding this policy, please contact your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager.
- **You must provide Penn Apartment Staffing with the medical documentation of your work status.** You must also inform Penn Apartment Staffing of all future medical appointments and any changes to your work status. Time away from work must be supported in writing by the authorized medical care provider.
- **Do not miss medical appointments.** If you cannot attend a medical appointment, you must give the medical care provider at least 24 hours' notice and advise Penn Apartment Staffing of the changes. Failure to comply with this requirement could jeopardize your benefits and cause disciplinary action to be initiated against you.
- **Read the Modified Duty program statement.** Once your authorized medical provider releases you to return to work (regardless of your medical limitations or restrictions) you must immediately advise your Penn Apartment Staffing Coordinator, Director of Sales and Operations or Corporate Human Resources Manager and be available to return to work.
- **Contact the Penn Apartment Staffing office if:**
  - You have questions regarding authorized medical providers.
  - You continue to have work-related medical problems and need additional medical care.
  - For assistance identifying modified duty work that is within your restrictions.

## **Modified Duty Statement**

Because our staff is our most valuable resource, Penn Apartment Staffing strives to accommodate employees who have been temporarily restricted from performing their regularly assigned duties, to the extent possible, by assisting these employees through temporary modification of work assignments until the employee is able to resume regular duties. This policy only covers employees who have sustained an accidental injury or occupational illness while performing duties within the course and scope of their employment with Penn Apartment Staffing.

While an employee is on a modified duty assignment, regular medical re-evaluations by the medical care provider must be performed at least once a month at the expense of the Workers' Compensation Insurance program, as provided by that program.

## **Modified Duty Assignments**

The procedures outlined below are to be followed by an employee after a work-related illness or injury has resolved sufficiently for the employee to return to work on a modified basis.

- **Evaluation by a Health Care Provider**

After an employee has visited a health care provider (physician or nurse practitioner) for care relating to the injury, the attending health care provider must determine and document in writing to Penn Apartment Staffing the temporary restrictions (if any) to be applied to the employee's work duties. This information will be forwarded to the Penn Apartment Staffing Workers' Compensation Insurance (WCI).

Upon receipt of written document from the attending health care provider that specifies the employee's temporary work restrictions, Penn Apartment Staffing Workers' Compensation Insurance will contact the employee's attending health care provider regarding modified duty and provide information regarding Penn Apartment Staffing return to work procedures.

After the attending health care provider notifies WCI that the employee may return to work in a modified capacity, WCI will forward the Penn Apartment Staffing the documentation received from the employee's health care provider regarding work restrictions. Penn Apartment Staffing will use this information for the purpose of clarifying the temporary work restrictions and/or temporary job accommodations. The results of the evaluation will be sent to the WCI, the employee's Staffing Coordinator, Director of Sales and Operations, Corporate Human Resources Manager and the employee.



If Penn Apartment Staffing is unable to accommodate the work limitation, WCI will review the case in conjunction with Penn Apartment Staffing for other options and reasonable accommodation, if possible.

- **Return to Work**

When released by his or her attending health care provider to return to modified or regular duties, the employee will call in for an assignment. If the employee refuses to return to work in response in a written *bona fide* offer of employment by Penn Apartment Staffing sent via certified, provisions of the Texas Revised Civil Statutes Annotated, Article 8303, will apply\*. The employee will be separated from Penn Apartment Staffing and his or her assignment will be filled with another candidate.

*\* A written offer of employment delivered to the employee during the period for which benefits are payable shall be presumed to be a bona fide offer, if the offer clearly states the position offered, the duties of that position, that the employer is aware of and will abide by the physical limitations under which the employee or his treating physician have authorized the employee to return to work, the maximum physical requirements of the job, the wage and the location of employment. If the offer of employment was not made in writing, the insurance carrier shall be required to provide clear and convincing evidence that a **bona fide** offer was made.*

## **Golf Cart Safety**

Penn Apartment Staffing requires that any employee operating a golf cart on a job obey the following rules and regulations. The maximum speed of a golf cart depends upon several factors. Some of which include, the terrain over which it is being driven, the conditions, total weight, number of passengers and any equipment being transported. The cart should be operated at a speed equivalent to a well-paced walk but no faster than 10 mph. Golf cart operators will observe all state and vehicle traffic laws such as lane travel, stop signs passing of other vehicles, etc.

Most golf carts are designed to carry a driver and one passenger. The golf cart should not be operated with more passengers than it is designed to carry. All golf carts should have safety belts for the driver and each passenger. All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times while in motion.

While on community grounds, the pedestrian always has the right-of-way. Golf cart operators will adhere to this policy at all times. If the golf cart is being operated in a sidewalk, the operator is to pull aside or stop the unit when approaching pedestrians.

When the golf cart is not in use, always remember to place the cart in 'neutral' and remove the key.

### **Safety Checklist**

- Never leave the keys in the golf cart when unattended.
- Always lock and secure the golf cart when not in use.
- Never shift gears while the golf cart is in motion.
- Reduce your speed to compensate for inclines, pedestrians, and weather conditions.
- Maintain an adequate distance between vehicles.
- Approach sharp or blind corners with cautions.
- Keep hands, arms, legs and feet inside the confines of the golf cart.