

ASSIGNMENT OF RESPONSIBILITY

Regional CEO (Safety Director and HazCom Coordinator)

The company CEO shall serve as the Safety Director and Hazard Communication Coordinator. The CEO and the Property Supervisors shall make up the Safety Committee. The CEO's primary responsibilities are to:

- Establish, organize, and administer the Workplace Safety Program in compliance with Federal OSHA requirements, and the additional company requirements set forth in this program.
- Conduct safety-hazcom meetings with Property Supervisors (Safety Committee) whenever appropriate, at least on a semi-annual basis.
- Approve all safety-hazcom training programs, and ensure that training is adequate to provide employees with the knowledge necessary to perform work safely.

Property Supervisors (Safety Committee Members)

- Learn and abide by the *Safety Requirements and Procedures*, *Safety Rules*, and *Personnel Drug/Alcohol Policy* at all times.
- Meet with the Safety Committee prior to conducting on-site safety-hazcom audits in order to review all accident reports since the prior meeting.
- Conduct semi-annual safety-hazcom audit of all sites, followed by a meeting reviewing the results with site employees. Documentation of such audits shall be maintained both at the site audited, and in the main company office.
- Meet with the Safety Committee following the semi-annual safety-hazcom audits in order to review audit findings, and recommend changes to the program.
- Meet with the Safety Committee whenever requested by the CEO for the purpose of considering safety-hazcom issues.
- Present to the Safety Committee all additions to, or amendments of, the Workplace Safety Program that are suggested by employees.
- Recommend and assist in establishing additions to, and amendments of, the Workplace Safety Program as the need is identified.

- Oversee and supervise the on-site manager's implementation and administration of the Workplace Safety Program.
- Coordinate and distribute video training films on safety techniques to site managers in order to conduct employee training.
- Insure that all safety and hazcom training of employees is documented on *Employee Training Record, form S-10*, and that the form is filed both on-site and in the main company office.

On- site Manager (Office Manager)

- Learn and abide by the *Safety Requirements and Procedures, Safety Rules, and Personnel Drug/Alcohol Policy* at all times.
- Conduct periodic video or other training as directed by the property supervisor.
- Implementation, enforcement, and monitoring of the Workplace Safety Program at the site level. This includes, but is not limited to maintaining a current hazardous chemical inventory on the *Approved Chemicals Master List, form S-14*; and, the current MSDS for each chemical filed in the MSDS section of this program, and ensuring that the main office receives copies of the most current MSDS when one changes.
- Orientation and initial safety and hazcom training of new site employees at the time Conditional Offer of Employment is made.
- Conduct employee training meetings whenever changes are made to the Workplace Safety Program.
- Ensure that all training of employees is documented on *Employee Training Record, form S-10* and that it is filed in the *Training Records* section of this program in the site office, and that a copy of the form is forwarded to the Property Supervisor in the main company office.
- Maintain a well equipped first aid kit, respirator kits, fire extinguishers, and all other safety equipment necessary to perform jobs performed by site employees.
- Assure that proper notification is made, internal and external, in the event of an accident. This includes but is not limited to proper completion of the *First Report of Accident, form S-19*, and *Accident Investigation Report, form S-22*; and forwarding both to the Personnel Clerk in the main office.
- Make and pass on all employee suggestions for changes to the Workplace Safety Program to the Property Supervisor.

On-site Employee

- Learn and abide by the *Safety Requirements and Procedures, Safety Rules, and Personnel Drug/Alcohol Policy* at all times.
- Attend and sign documentation of all training required by his/her supervisor.
- Suggest improvements or changes in the Workplace Safety Program to the On-site Manager.
- Learn and practice the safety techniques that are taught in training in performing your daily work.
- Report all accidents on company property to the On-site Manager immediately.
- Report all situations that are a potential safety hazard for employees, residents, or the general public to the On-site Manager. In the event the employee feels adequate corrective action has not been taken by the On-site Manager, the employee should contact the Property Supervisor at the company office.