

Williamson Housing Authority
1612 W. 6th Avenue
Williamson, WV 25661

SAFETY & SECURITY POLICY

Adopted by Agency Board of Commissioners

Resolution No.: _____

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Authorized Use by the Williamson Housing Authority

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SAFETY & SECURITY POLICY

FORM 1: SAFTY & SECURITY POLICY - AGENCY ACKNOWLEDGEMENT

The reason for the existence of the Williamson Housing Authority (herein referred to as Agency) is to provide decent, safe and sanitary housing for the low-income people of the community.

The safety and good health of the residents, the employees that serve them and the public who visit the properties is of the utmost importance to this Agency. Of the three, residents' safety will be given the top priority.

All individuals, residents, employees, whether in management or hourly workers, and visitors will be expected to adhere to all safety rules, policies or practices, put in place to achieve safety at this Agency.

Employees will see their attitudes and actions, relative to safety measures, reflected in their job performance evaluations. Residents who don't comply with the safety policies established at this Agency could be evicted if the situation is of grave enough concern. Visitors will likewise be expected to follow those policies that clearly pertain to them, or they will be required to leave and asked not to return.

This Agency pledges to make every effort to comply with all city, state and Federal safety and health regulations. The policies stated in the accompanying safety manual will have that goal as its focus.

Executive Director

Date

Board Chairman

Date

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FORM 2: SAFTY & SECURITY POLICY - RESIDENT ACKNOWLEDGEMENT

1. The cooking range must be kept free of grease on the cook stove, oven or vent hood.
2. Food cooking in grease must not be left unattended.
3. Electrical appliances, especially those designed for cooking, must be connected directly into a wall outlet, never by connecting it to an extension cord.
4. Electrical appliances should be checked often for proper operation and to assure that cords are safe and not frayed or cut.
5. Never leave your unit without unplugging such appliances as toasters, heaters, electric blankets, etc.
6. Never leave your unit without turning off Christmas tree lights.
7. Candles should only be used by adults.
8. Keep matches and lighters away from children.
9. Smoking in bed is prohibited at all times.
10. Proper receptacles must be provided for ashes and spent smoking materials. Never empty hot ashes into trash cans.
11. Do not store gasoline or other flammable liquids inside your unit.
12. Do not store lawn mowers or other gasoline powered equipment inside of your unit.
13. Storage of flammable materials or clothing in the water heater closet or the central heater closet is prohibited.
14. To abide by local and state ordinances or laws with respect to possession and/or use of a firearm.

It shall be considered a prohibited activity, a material breach of a Tenant's Lease Obligation, and grounds for termination of this Lease, for any Tenant or anyone in the dwelling unit with the Tenant's consent to do any of the following upon PHA property:

- a) To intentionally, knowingly, or recklessly carry on or about his/her person an illegal weapon as defined by local or state law;

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- b) To display a deadly weapon in connection with a verbal or non-verbal threat of bodily harm;
- c) To inflict any injury upon another person through the reckless, careless, or negligent use of a deadly weapon;
- d) To damage any property through the intentional, reckless, careless, or negligent use of a deadly weapon.

A deadly weapon means a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. A deadly weapon shall include, but not be limited to, a club, explosive weapon, firearm, knife or knuckles as those terms are defined by the local State Penal Code.

- 15. Resident units must be kept neat so as not to provide clutter that could become a fire hazard, or cause someone to be injured in a fall.
- 16. Do not attempt to put out an electrical or grease fire with water. These types of fires respond best to Class B, C or K type fire extinguishers.
- 17. Grease fires can sometimes be extinguished by covering with damp towels.
- 18. All fires must be immediately reported to the local fire department and to the Agency.
- 19. Do not use aerosols near open flames or near individuals who are smoking.
- 20. Ovens must not be used for supplemental heat as asphyxiation may occur.
- 21. Have children put away toys or other sports equipment that may trip someone.
- 22. Check the rear of vehicles for children or other items which may be damaged by a moving vehicle, prior to moving the vehicle.
- 23. Report any hazardous conditions to the Agency as soon as observed.
- 24. Report water leaks from faucets, valves, roofs, etc. as soon as they are observed.
- 25. Abide by all posted speed limit and posted warning signs on the Agency premises.
- 26. Report improperly charged or inoperative devices such as fire extinguishers, smoke detectors, etc.

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27. Report any defective, broken, or inoperative equipment such as windows, doors, loose floor tile, etc.

All adult residents in the unit signature required.

Signed: _____

SAFETY

A. Safety Rules - Residents, Other Than Family

1. No company may perform services on the Agency premises without proper insurance coverage, a copy of which assurance will be provided to the Agency by the carrier/agent prior to start of work.
2. All unsafe conditions which become apparent must be corrected if within the scope of work, or reported to the Agency if not the responsibility of the contractor.
3. No work must be executed that endangers residents, employees of the Agency or visitors.
4. No flammable liquids, gasoline engines, etc. are permitted within the facilities.
5. No firearms are permitted. The Agency will post a sign in its office(s) stating that firearms are prohibited per applicable federal and state laws. This prohibition includes B-B and Taser guns.
6. Only authorized activities, as noted in the contract, may be conducted on the Agency premises.

B. Safety Rule Enforcement

1. Resident

Residents who reside in the units comprising the Agency are subject to safety practices which will protect not only them and their families, but will protect the rights of other families living on the premises. All residents will be counseled on safety practices as new residents, and in ongoing safety meetings designed to eliminate unsafe practices and attitudes.

Residents who disregard safety instructions, rules and regulations enacted to protect life and property of the residents of this Agency will be held accountable.

For the first infraction that results in a preventable accident, the resident(s) will receive a verbal warning and instructions that, if followed, will lessen the chance of a recurrence.

The second incident indicating disregard of safety rules and regulations, and resulting in an accident, will result in a written warning to the resident that another such action will cause the resident and family to be evicted.

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The third accident caused by a resident's careless disregard of the safety rules and regulations, will cause the resident to be evicted.

2. Resident (Other)

People who visit residents and contractors who do work for the Agency or for residents in possession will be subject to the same safety rules and regulations as Agency employees and residents who reside on the premises.

If a visitor does not abide by the rules and regulations expected of the resident, the resident may be advised that the visitor is not welcome at the Agency property. Repeated violation of safety regulations could result in the resident being asked to vacate the premises on a permanent basis.

Contractors who do business with the Agency are expected to abide by the same safety rules as those expected of the Agency employees. Contractors are to be covered by all of the types of insurance and in the amounts described in the current General Conditions, Form HUD 5370, as though a part of the contract. No contractor will be allowed to work on the premises without such insurance.

C. Construction Site Visits

All third parties visiting construction sites must wear appropriate safety equipment and approved hard hats. This includes:

- Executive Director/Chief Executive Officer (CEO)
- Safety Coordinator(s)
- Risk Control Manager
- Development Safety Representative
- Safety Committee Member(s)
- Maintenance/Facilities Control Coordinator
- Accident Investigator(s)
- Disaster Coordinator(s)
- Other Visitors

D. Safety Duties

1. Executive Director

The Executive Director of the Agency will assume the primary position in the safety process. He or she will see that each member of the safety team, consisting of practically every person who lives, visits or works at any Agency site, will follow the rules, regulations and policies that outline what constitutes a safe place to live, work and/or play.

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In doing so, the Executive Director assures that the Agency meets or exceeds the goals of the safety policy dictated by this guide.

The Executive Director is the Safety Coordinator and will provide the necessary training or information to assure the job is properly carried out. New information or regulations that become pertinent will be made available to those who need to know.

The Executive Director is responsible for anyone under his/her jurisdiction, in that he/she is to see that they follow all rules and regulations dealing with safety.

The Executive Director will see that all management personnel and all levels of workers are evaluated with safety as a factor in those evaluations.

The Executive Director will conduct the operations of the Agency in a manner that will ensure that all personnel, residents, and visitors will be aware that safety and the safety program are of the utmost importance in the operation of the facilities.

The Executive Director is to coordinate the employee and resident safety activities throughout the development.

The Executive Director assures compliance with all state, federal and local regulations that control the development's safety activities.

The Executive Director will be responsible for developing safety policies for all of the inhabitants of the Agency. His/her goal will be to reduce the potential loss exposure for life and property.

The Executive Director will conduct or arrange to be conducted, all of the safety training required to fulfill the training required by this guide. The emphasis to be placed in the training will be to reduce the most common occurrences that lead to loss of life or property.

2. Risk Control Manager (RCM)

The Risk Control Manager (RCM) (Director of Operations) is responsible to the Executive Director and coordinates the risk control program for the entire Agency. His/her duties include, but are not limited to:

- a. Overall planning, direction and coordination of the risk control program for all residents, employees, and visitors, both for work or social reasons.

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- b. He/she will analyze the accident history of the Agency, at least once per quarter, adjusting policies, rules, and regulations as necessary to assure that they are accomplishing the goals of the safety policies. The goal is to reduce the type and frequency of the accidents that are taking place.
- c. He/she will conduct the Agency's safety meeting at least monthly.
- d. He/she will reinvestigate any serious loss of property or life with the intention to eliminate the potential of reoccurrence.
- e. The RCM will follow-up each accident investigation to assure that it was properly conducted and assure that the proper preventive measures were taken to stop reoccurrence of the same type. Also, the RCM will determine if enforcement action needs to be used against any employee, resident or contractor.
- f. The RCM will coordinate all safety inspections conducted on the dwelling buildings, the office complex, or the exterior buildings and grounds.
- g. The RCM will coordinate accident investigations and assist with reporting.
- h. The RCM will analyze the information in the accident reports and advise the Executive Director of dangerous situations and suggest corrective action to make corrections.
- i. The RCM will assure that the safety training activities within the development comply with the overall risk control program.
- j. The RCM sits on the Agency's safety committee and is liaison to the development's residents.
- k. The RCM assists with all required safety inspections conducted in the development.

3. Director of Operations

The Director of Operations has the responsibility to arrange for the upkeep of all the facilities and grounds of the Agency. This includes all systems that comprise the complex.

He/she is responsible for the maintenance system that can provide for repairs as they are needed, and for preventive maintenance on all systems to prevent breakdown. The safety of residents and employees is part of the system.

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He/she is to inspect or have inspected all of the systems which require compliance with regulations of the state, Federal and local governments.

He/she assures that maintenance personnel take part in all ongoing inspections on the resident units, facilities and grounds.

He./she assures that "safety responsibilities" are part of each employee's evaluation.

4. Employees

This category of worker includes all of the employees, including management employees. The responsibilities include:

- a. Follows all safety rules set forth by the Agency for employees.
- b. Attends all regular safety meetings required by the risk control program.
- c. Attends all specialized training that is required by the regulatory bodies.
- d. Abides by all Federal, state and local regulations that apply to their occupation.
- e. Reports unsafe acts and conditions that may endanger the public or residents.
- f. Reports unsafe conditions immediately as they are observed throughout his/her area and/or any Agency premises.

5. Residents

Must follow all safety regulations that pertain to residents as presented in this policy.

Must abide by all city, state or Federal regulations required of residents.

Must use only household appliances and equipment approved by Underwriters Laboratories (UL) or American Gas Association (AGA) laboratories.

Responsible for their own safety and that of the family that shares the unit.

Must not create or add to any unsafe practice or condition.

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Parents are responsible for controlling the actions of their children in all areas within the Agency, especially the playground.

6. Residents (Other Than Family)

Responsible for following all resident (other than family) safety rules.

Contractors are responsible for having their employees abide by the Agency's employee safety rules.

Must abide by the contract agreements between them and the Agency.

E. Safety Committees

1. Agency Safety Committee

The Agency intends to immediately set about creating a safety committee to assist in protecting life and property on its developments.

The Safety Committee for the Agency will attempt to bring together, all facets of Agency life, residents, workers, and management, so that all can work together to reduce loss of property, life, or injury to residents, workers, or visitors to the Agency. By regularly holding safety meetings, where all input from those who live and work here may be utilized to reduce those losses, a significant reduction in damage may be realized.

The safety committee will consist of the following:

- Director of Operations
- Executive Director or appointee
- Representatives of all other departments

The Safety Committee for the Agency will meet every quarter after the Development Safety Committee meets.

During the Safety Committee meeting, the panel will try to form a consensus of opinion as to how to address problem areas and eliminate hazardous conditions that are a potential threat to life or property.

Another facet of the Authority-wide safety meetings is to find out if previously addressed issues have been successfully resolved. If further corrective actions are found to be necessary, follow-up should continue until a solution to the problem is found.

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Minutes of the Agency Safety Committee meeting should be forwarded to the following:

- Executive Director
- Agency file

F. Safety Training

Since safety is such an important part of the goals of this Agency, it is only fitting that all members of the staff and all residents who live at the Agency, be trained in the many aspects of safety that are required of each. It will be the goal of the Agency to train each employee and each resident to be conscious of safety, in their work and in their lives at this Agency.

The responsibility for the safety training of both employees and residents of this Agency rests with the Executive Director first. Some aspects of the training program may be assigned to other staff members as they become capable of imparting the proper information. However, ultimately, the Executive Director is responsible to see that the proper training is provided.

1. Employee Orientation

The first step in the training process is the orientation of each employee. As each employee begins his job, he/she should be given the impression that safety is his/her first priority. No job is as important as the safety of the person doing it or those who are or could be affected by an employee doing the job. Of equal importance in the orientation process, is that the employee understands that his/her job performance will be rated with an eye to how safely he/she has completed the jobs assigned.

Below are listed the risk control areas which will be covered with each new employee:

- a. The safety policy
- b. Employee safety rules as they are found in the Agency's safety manual.
- c. Employee safety responsibilities as they appear in his/her job description.
- d. Disciplinary action program to enforce the safety rules.
- e. Prevention of slip, trip, and fall accidents.
- f. Hazard awareness.

- g. Disaster control plan.
- h. Electrical safety.
- i. Fire prevention.
- j. Medical emergencies, First Aid/CPR.
- k. Safety pertaining to their job.
- l. National Gas Pipe-line Safety Act responsibilities.
- m. Equipment operation.
- n. Driving an Agency vehicle safety practices.

2. **Ongoing Employee Training**

Since the orientation program is similar to a crash course in that so much information is given at one time, more training in the basic responsibilities is needed so that the employee can become aware of the requirements of safety. Therefore, it is the intention of the Agency to provide training on an ongoing basis to help the employee become proficient in the safe way of doing the job. At least once each month, the employee will be given additional training in the safest way to accomplish one or more of the tasks assigned. Over time, the employee should then become a safer worker, knowledgeable in the safe way to do his job.

Some of the topics to be covered in the safety training program are listed:

- a. All areas mentioned in the orientation program, but one or two at a time.
- b. Any new safety procedure or rule that is implemented.
- c. Any new process that needs additional attention.
- d. Any time there is a regulatory change made pertaining to safety.
- e. Any time, after an employee creates or causes to be created, an unsafe condition within the facilities and premises.

Training sessions may be held in groups, or if needed, one on one.

G. Disaster Control Program

1. Disaster Control Plan

The primary goal of the Agency in dealing with any disaster is to limit damage to life and property. To do that effectively, it is necessary to already have a plan and an organization among the inhabitants of the developments that understands what to do when they are confronted by a disaster. In forming an organization among residents, it must be stressed that each member has to take seriously the responsibility that each is assigned. Other people are depending on each member to carry out his/her duties so that everyone can minimize risks inherent in each type of crisis.

The size of the organization will probably vary with the size of each development, but the ideal is to function in such a way as to allow all who are involved to participate, carry out his/her duties, and still have time to worry about his/her own safety and that of his/her own family members.

The plan for the response to a disaster will also be different in some ways depending on the disaster. A tornado for instance will need a different response than that for a hurricane, a fire, or an earthquake. The warning time, or the time that allows for the execution of duties of each member of the response team, will also vary. Hurricanes usually have a long preparation time, compared to a fire or tornado. What must be done to prepare for a hurricane differs also. What is constant is that with a plan, all residents will have been advised what to do, what role they play, and how to prepare for each disaster.

Forming a group or committee that telephones or by other means advises a smaller group of residents, and thereby advises all of the residents of a development, need not be a huge task. What is of importance is that with such a committee, all residents will know in a short time, of a threat or actual disaster. Such a committee should be the first order of business in such a plan. A consensus can then be developed to determine for what task, each part of the committee is responsible.

2. Alert and Human Protection Procedures

a. Fire and Explosion

Fire and explosions occur on Agency properties more frequently than any other disaster, so its prevention should take precedence in the disaster training program. Residents and employees should be trained in how to prevent fires and what actions to take when one occurs. The Executive Director/RCM should be the person to be in charge of this type of disaster,

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both before and in the event of a fire, and is responsible to develop the plan for dealing with the fire. The Maintenance Mechanic on call will contact Executive Director and Director of Operations. A list should be kept of the different duties to be performed and who is responsible for each.

The following is a listing of the tasks which should be completed in the event of a fire:

- 1) The fire department must be notified. A telephone call to a posted number has to be made. All residents should know the number and have it posted in a specific place. Children should be educated not to hesitate to call the number when they see a fire.
- 2) Residents and employees throughout the development must be notified of a fire that might affect them. It's better to advise someone who will not be affected than not to notify someone who will.
- 3) If evacuation is necessary, the residents should be assisted in the orderly evacuation of all affected buildings.
- 4) If it's possible, every attempt to extinguish a small blaze should be taken with the means at hand, fire extinguisher, or hose, when personnel are trained to do so and can fight the fire safely.
- 5) The Maintenance Mechanic is to meet the public fire department vehicle and/or ambulance at the logical entry to the development and guide/direct them to the fire.
- 6) The Maintenance Mechanic is to redirect all unnecessary vehicular traffic away from the area so that the fire department can operate effectively.
- 7) Resident and employee cars should be moved out of the way as quickly as possible, to prevent damage by the fire or fire department.
- 8) If arson is even remotely suspected, the proper authorities should be notified and the immediate fire scene left unobstructed. Security of the area should be assured.

b. Post Fire Action

To minimize the damage and loss caused by fire, the following actions should take place:

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- 1) Ensure that all fire protection equipment is restored to its intended usefulness; fire extinguishers, damaged smoke and/or fire alarms.
- 2) If, and until the above is complete, watchmen or guards should be placed in service to provide proper protection.
- 3) When it is possible that the fire may ignite, the Maintenance Mechanic will stay and observe the fire until the threat is gone.
- 4) If unauthorized entry is a possibility, the RCM will sentry or otherwise secure the location with proper barriers or other method.
- 5) All practical steps will be taken in the judgement of the coordinator to salvage what materials can be salvaged and to protect any materials and machinery from further damage.
- 6) All systems, lights, water, gas, will be restored as soon as practical at the direction of the coordinator.
- 7) Before reoccupation of any building suffering a fire, an inspection should be made to assure all exists are accessible and all fire and smoke alarm devices are working properly.
- 8) All exit lights and hardware will be properly repaired or replaced as necessary.
- 9) All outside agency inspections will be secured prior to re-occupancy.

c. Fire Prevention and Protection

The following is a list of activities that are to be prohibited because of the danger they present for fires to start:

- 1) No outdoor rubbish fires or bonfires shall be permitted on the Agency property.
- 2) Matches shall be properly stored at all times by both the residents and employees.
- 3) Smoke and flame lighting devices shall not be permitted in any place of assembly except for ceremonial purposes. When these devices are used, means for proper extinguishment will be provided on site.

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- 4) Combustible and flammable material shall be properly stored in approved containers, fire cabinets or flammable storage rooms. Storage methods must be in accordance with the National Fire Protection Association Standards.
- 5) Fire extinguishers shall be provided in close proximity to any welding equipment, torches, etc. being used. Other fire extinguishers within all facilities shall be placed in accordance with the city fire protection requirements and OSHA standards.
- 6) Any employees or residents expected to use fire extinguishers shall be fully trained in the proper use of fire extinguishers.
- 7) All means of egress should be properly marked and kept clear of all obstacles. Exit doors shall not be locked against the flow of traffic in an escape route.
- 8) Doors which are normally designed to be kept closed during a fire shall be provided with a self-closing mechanism. A door designed to be kept normally closed shall have a sign reading as follows: "Fire door, keep closed at all times."
- 9) All heat producing appliances, chimneys, vents and exhaust systems shall be properly installed and maintained. The manufacturer's suggested guidelines shall be used in maintaining such equipment.

d. Fire Prevention for Decorations

For the prevention of fires in resident dwelling units, each resident will follow these guidelines when decorating their apartments, both during the year and at special holiday periods when decorations are used:

- 1) Flame proofing
 - a) All draperies, tapestries and decorations should be flame proofed or fire-rated.
 - b) Commercial laundries with fire department approval may fireproof the above items for use in the units.
 - c) Residents shall seek other means of fireproofing materials to be used in the units from the local fire department. Art work should not be placed on walls near exit doors.

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- d) Art work and/or teaching materials on wall should not exceed 20% of the wall area.
- 2) Christmas trees
 - a) Christmas trees should not be live trees.
 - b) Only non-combustible and flame-proofed decorations shall be used.
 - c) All lighting sets shall be in good condition and UL approved.
 - d) Trees shall be stored outside until needed.
 - e) Trees shall be located away from exits, stairways, elevators and sources of heat.

e. Fire Prevention - Housekeeping

Housekeeping is a key area in reducing the areas where fires can originate. Good housekeeping must be maintained at all times in the shops, offices, public facility areas and resident units. The following information will be adhered to by all concerned:

- 1) Hazardous Chemical Storage
 - a) Flammable liquids must either be stored outside or, if indoors, inside of approved cabinets away from heat producing appliances and ignition sources.
 - b) No flammables or combustibles shall be stored beneath stairways or near paths of egress to the exit doors.
 - c) Rags that are soaked in oil or solvents shall be maintained inside an approved container with automatic closing lid. All flammable waste must be emptied into the proper containers outside of the building at the end of each day.
- 2) Material and Equipment Storage
 - a) Lawnmowers and other gas operated equipment shall not be kept inside buildings where residents or the public are allowed.
 - b) All materials must be stored, at least 18" below any sprinkler heads in storage rooms.

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- c) Materials may not be stored in hallways that lead to the exits or in front of exit doors.

3) Smoking

- a) Smoking shall be restricted in areas where flammables or highly combustible materials are located.
- b) There shall be sufficient ash trays located where smoking is allowed.
- c) Trash containing cigarette butts shall be emptied outside the building after each activity or meeting.
- d) Residents shall assure themselves that all cigarette butts are no longer hot before emptying them into trash bins.

4) Housekeeping Procedures

- a) Good housekeeping practices shall be enforced with the residents and all occupants of the Agency.
- b) Periodic inspection shall be made of all the facilities including those used by outside organizations but which belong to the Agency.
- c) Keys for all areas such as Agency storage rooms, shops, equipment garages etc., shall be readily available and kept in the area assigned for them.

f. Fire Prevention - Electrical Hazards

Some of the major causes of electrical fires are overheated electrical equipment, short circuits, temporary wiring, insulation breakdown, improper installation, overloaded circuits, lightning and sparks. In an effort to eliminate those causes of fires that can be forestalled, the following guidelines must be adhered to by residents, employees, guests, and contractors on the Agency sites.

1) Electrical Faults.

- a) Wiring and equipment in each facility shall have periodic checks by a competent electrician to prevent electrical faults.
- b) Employees shall be required to report any electrical faults on any electrical machines or wiring that are observed.

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- c) Residents shall be constantly reviewing their electrical wiring and their electrical appliances for faults.
- 2) Extension Cords.
- a) Shall be used only for short-term operations. They are no substitute for permanent and approved wiring.
 - b) Extension cords shall not be run across aisle-ways or any other pathways where people or equipment is being moved.
 - c) Make sure that extension cords, when utilized, are large enough for the current draw of equipment or appliances.
 - d) Extension cords should be of the 3-wire type and grounded. They shall only be used with 3-wire grounded equipment.
- 3) Electrical Outlets.
- a) All electrical outlets shall be of the 3-slot type with grounded receptacles.
 - b) If a 2-slot receptacle is utilized, it shall be equipped with an adaptor plug with grounding clip/wire attached to the cover plate screw.
 - c) Make sure that equipment is not pushed up against the wall, thus crushing and damaging the connections on a plug-in. Sometimes space blocks might be in order, especially when equipment is on rollers and can be easily pushed into the wall.
 - d) The bridging of fuses or blocking of circuit breakers shall not be permitted.
 - e) All fuses and breakers shall have the UL seal.
 - f) Make certain that the replacement fuses are of the correct type and size.
 - g) All fuses, switches, and breakers shall be labeled.
- 4) Electrical Panels.
- a) All electrical panels and disconnect boxes shall be properly labeled.

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- b) The panel area shall be accessible with at least 3 feet of clearance.
- c) All panel boxes, switches, and outlets shall have cover plates or doors. Doors shall not be left open except when in use.

g. Fire Prevention - Heating Systems

A major cause of fires is a malfunction of the heating systems in units and buildings. To minimize the occurrence of this type of accidental fire, the following measures will be taken:

1) Defective Systems.

- a) Ongoing maintenance shall be conducted on chimneys, flues, and furnaces to assure they are not stopped up, etc., and prone to overheat. An annual check-up in the fall of each year shall be used to assure safe performance.
- b) Limit switches and automatic shut-offs shall be inspected, at least yearly, by competent inspectors.
- c) Appliances and wall or central heaters will also be inspected annually by a qualified inspector.

2) Fire Heating Systems.

- a) Maintenance shall utilize care when heating devices or systems are fired, especially at the beginning of each season.
- b) Only properly installed heating systems shall be used to heat units. It is improper to use the oven or stove burners for that purpose.

3) Auxiliary Heating Devices.

- a) Kerosene space heaters shall be prohibited with the Agency facilities and dwelling units.
- b) Care should always be taken to use space heaters carefully.
- c) Space heaters shall not be used where there are flammable liquids or combustible dust.
- d) Space heaters shall not be placed in high traffic areas where there is potential for damage.

h. Fire Prevention - Commercial Kitchen Areas

Commercial kitchens on the development site are often the site of accidental fires. The following guidelines shall be observed at all times in the kitchen areas:

- 1) Appliances and Equipment.
 - a) Removable hood filters must be inspected periodically and cleaned as needed.
 - b) Range hoods and ducts shall be cleaned on a regular basis.
 - c) All gas appliances shall be equipped with automatic gas shut-offs and manual shut-off valves.
 - d) Shut-off valves shall be labeled and accessible for ready access. They shall be placed a safe distance from the appliance so they can be turned off safely during a fire.
 - e) All gas appliances shall be on a preventative maintenance program and inspected periodically by qualified personnel.

H. Safety Maintenance

A good preventative maintenance program is critical to accident prevention. While all of the maintenance employees have the prime responsibility to the maintenance of the grounds, buildings and dwelling units, residents must be schooled in reporting any and all unsafe conditions they observe on the premises. A good risk control program constantly seeks out any unsafe condition and corrects them prior to their contributing to an accident that could cause loss of lives, injury or property damage. The success of a good preventative maintenance program depends upon:

A good reporting system is a must. The system must be established to allow and encourage residents, employees, contractors and other public concerns to report unsafe conditions to the Agency.

The unsafe condition reporting system must assure that unsafe conditions are quickly reported to the maintenance department, RCM.

The reporting system must be documented from the time the unsafe condition was reported to the time the condition is corrected or repaired.

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All unsafe conditions reported, on the safety inspections or other methods must be repaired promptly. If repairs cannot be made promptly, the area shall be protected until corrections can be made. Documentation of all repairs must be made and maintained.

The maintenance department shall produce a schedule of all fire equipment, such as unit heaters, water heaters, etc., and other equipment subject to fires due to faulty condition or unsafe conditions, and assure they are inspected in a timely manner, with the inspections documented and recorded.

Maintenance work on elevators, or other complicated equipment should only be performed by qualified personnel.

Contractors shall be monitored by qualified maintenance personnel to assure that they are not creating hazards while performing work on the site.

A person from the maintenance department should accompany the inspector on any inspection of facilities on the premises.

Maintenance crews must be trained to do their jobs safely and monitored to assure they do not create any unsafe conditions for the residents and public within the confines of the Agency.

1. Premises Inspections

Grass and weeds are fire hazards and must be kept mowed low especially in the fall and winter. Grass and weeds should especially be cut low when they are around buildings with combustible or wood outer surfaces and air conditioners.

Extreme care must be taken when using lawn mowers. A primary concern is protecting the residents and visitors, therefore, employees mowing shall consider the following conditions:

- a. They should make sure children, residents and other visitors are kept well away from lawn mowing operations.
- b. Prior to mowing, all debris, such as glass, cans, rocks, or other objects which might be thrown by the mower are picked up.
- c. Lawn mowers must not be left running while the operators are not cutting grass. To pick up debris, turn off the mower.
- d. Refueling of the mower should only occur when the mower is turned off and not hot enough to cause a fire.

- e. Smoking is never permitted while refueling a mower or other machine.

2. Slip and Fall Prevention

Many of the accidents which cause the most costly bodily harm both in terms of pain and suffering and in dollar costs to the Housing Authorities could be prevented with the proper care and a concerted effort exerted by all concerned. Both Agency personnel and residents must be aware of unsafe conditions and report them to the proper personnel. In the resident orientation session and in employee continuing training programs, everyone must be impressed with the need to report all unsafe conditions that might cause an accident. All need to be aware of the following:

- a. Note areas of the premises that do not have adequate light at night and report same.
- b. Make certain that all outside walk surfaces are level and free of any obstacles that could cause a fall.
- c. Be certain that clotheslines are placed out of the traffic pattern where someone might be hurt by walking into a line.
- d. Make certain that no obstructions are erected by residents who might create a garden or flower bed too close to walkways.
- e. Be especially aware of holes, depressions or other uneven area throughout the developments. Make certain these receive prompt attention and correction.
- f. Always be looking for open pits, trenches, dislodged gratings and open manholes, which may cause injury.
- g. Allow no inoperative vehicles to be resting on jacks or other supports in parking bays; they attract children as places to play.

3. Structures

A thorough inspection of all outside structures will be conducted at least annually, and recorded as having been completed by the maintenance department. This inspection will concentrate on finding and correcting any building component that is not in a sound condition. Some of the areas that should be concentrated on or listed here:

SAFETY & SECURITY POLICY

- a. Any part of the building that has become worn, loose, rotten, and could pose a problem to a passerby, either by falling on someone, or being blown loose in a windstorm.
- b. Look for loose roof tiles, of shingles, loose parts such as vent caps, gable vents, T.V. antenna parts, soffit or fascia parts that have come loose.
- c. Check the height and condition of electrical house drops, either owned by Agency or by the electrical company supplying power.
- d. Check components of the exterior wall, such as bricks, window and door screens, decorative trim such as shutters, window air conditioners, to assure all are in good sound condition, properly fastened to the structure.
- e. Check gas line and water line entrances to buildings that might have become old or worn and could leak or break, or might have been hit or damaged accidentally by the resident.
- f. Check steps, walks, or porches for broken or uneven concrete surfaces that could cause tripping or a fall.
- g. Check all exterior storage buildings for soundness and good physical condition.
- h. Again check the condition of the yard to see that there are no holes or depressions that could cause a fall or someone to twist an ankle or worse.
- i. While making these inspections, question any resident about any unsafe condition they may know about but haven't reported, either inside their unit or anywhere on the premises.

4. Playground Safety

Playgrounds provided on the premises will be inspected at least annually and the inspections recorded. Any corrective action required will be reported and the corrective action taken will be documented.

A list of things to look for follows:

- a. Is the equipment stable?

Playground equipment should be firmly anchored. All anchoring devices, such as horizontal bars or concrete footings should be located below ground level to eliminate tripping hazards.

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- b. Is there a bar or panel at the top of the slide?

A child needs something to hold onto as he/she reaches the top, sits down and prepares for descent.

- c. Is the slide too steep?

The slide incline should be 30 degrees or less to ensure a safe sliding speed. No span of the slide should be steeper than 50 degrees.

- d. Is the platform at the top safe?

There should be no gaps between the platform and the top of the sliding surface. The platform should be at least as wide as the slide, with length at least 22 inches.

- e. Is the slide exit adequate for children?

Slides over 4 feet high should have an exit 7 to 15 inches off the ground. Slides up to 4 feet high should have an exit not more than 11 inches off the ground.

- f. Are the swings hung properly?

Hangers at the top of the swing should be placed slightly wider than the swing seat, to limit side-to-side motion. Unidirectional swings (e.g., traditional swings) should be located at least 30 inches from the support structure and at least 2 feet apart. No more than two swings should be hung in one bay.

- g. Are the swing seats safe?

Swing seats should be made of lightweight, impact-absorbing materials, such as rubber or plastic, and not be large enough to hold more than one child at a time. Tot (bucket-type) swing seats should support the child on all sides.

- h. Are stairs and steps spaced properly?

All steps and stairs should be spaced evenly. To prevent entrapment, the space between open step and stairway treads used by preschoolers must be more than 9 inches or less than 3.5 inches; for older children, more than 12 inches or less than 3.5 inches.

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- i. Are overhead rings spaced properly?

The distance between adjacent rungs of horizontal overhead ladders should be greater than 9 inches so that a child's head cannot become trapped. Rung to rung distance should not be more than 15 inches. The diameter of the overhead rungs should measure 1 to 1.55 inches.

- j. Can the children grasp the handrails easily?

Handrails and climbing bars should measure 1.25 inches in diameter, although .95 to 1.55 inches in diameter is acceptable.

- k. Should playground equipment have guard-rails?

Any elevated platform should have guardrails if it is within a certain height range. For preschoolers, guard-rails should be installed on platforms more than 21 inches and less than or equal to 30 inches high. For school-age children, guardrails should be installed on platforms more than 31 inches and less than or equal to 48 inches high.

I. Safety Inspection Program

The purpose of a safety inspection program is to seek out unsafe conditions and events and fix the problems and/or relay the information to the proper personnel so that the problems may be taken care of in a timely fashion. The inspection program should be periodic and the individuals doing the inspections must cast a critical eye at all elements of the physical environment and activities of the individuals who live on the premises.

1. Outside Inspections

The Agency will cause to be conducted, inspections by outside concerns such as fire department, city inspectors, or by outside firms who specialize in safety and are therefore more critical, bringing a different slant to an inspection than one conducted by a maintenance man who is primarily concerned with the fact that the system or building is in good repair. Although most outside concerns usually inspect only such safety equipment as fire extinguishers or smoke detectors, they can be hired to inspect all safety concerns on the site(s).

Regardless of the type of inspection made by outside concerns, the Agency will take advantage of the expertise brought to the inspection and consider all findings carefully. Any unsafe conditions brought to the surface by the inspection will receive the proper corrective action in a timely manner.

2. In-house Inspections

On the following pages, are several different types of inspection sheets to be used by in-house inspection teams. These have been adjusted to follow the needs of this Agency. Whenever possible, a maintenance man, someone from Agency management and a resident will make the required inspection, giving a better view, a different slant, to the inspection. If possible, cross inspections will be performed, with the maintenance man from some other area of the development inspecting an area not so familiar to him. With that approach, perhaps the inspectors will find all unsafe conditions that need action.

The frequency of the inspections will vary, but at least annually all units, buildings, facilities, and systems will be thoroughly inspected for any unsafe conditions. These inspections will be logged, and the corrective action required and taken will be noted and filed.

Sample Inspection Forms

SAFETY & SECURITY POLICY

Monthly Fire & Liability Hazard Inspection-(High Rise/Common Entrance)

Location _____ Date _____

Inspector _____ Time _____

Instruction: Review each of the following areas and note deficiencies and their locations. If other deficiencies are found, or there is not enough room on the form, attach a sheet of paper with the additional information. Also, check the "Yes" if OK and "N/A" if not applicable.

EXTERIOR

Yes N/A

[] [] Sidewalks - No holes, cracks, uneven areas; clear of snow & ice; salted/sanded to reduce slipperiness during snowfall.

[] [] Trees - Trimmed back and above eye level; dead limbs/ branches removed; roots well below ground, not lifting sidewalks.

[] [] Grass & Weeds - Grass & weeds are cut low, especially next to air conditioners, etc. and combustible buildings.

[] [] Grounds - Trash removed/cleaned up; no broken glass; no holes, protrusions, wires or other hazards which could cause tripping.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Municipal Lighting Operating

[] [] Utility/Light Poles - Not leaning; supports covered (no sharp edges or points).

[] [] Signs - Not bent; properly oriented.

[] [] Hydrants - Not hidden by brush or other obstructions, curb demarcated in yellow.

[] [] Driveways - Driveways are in good condition with no holes and are not blocked by parked automobiles or other items.

[] [] Doors - Glass type well marked; secure to prevent unauthorized access; illuminated for easy access.

SAFETY & SECURITY POLICY

INTERIOR

Yes N/A

[] [] Sprinkler System - heads unobstructed; valves chained open; valves accessible to fire department; fire dept. hookups covered.

[] [] Alarms/Bells - Distinct from other building sounds; audible to residents.

[] [] Pull Boxes - Available, visible; functional.

[] [] Smoke Detectors - Tested with smoke; functional.

[] [] Emergency Instructions Posted

[] [] Evacuation Maps Posted

SAFETY & SECURITY POLICY

Yes N/A

- Fire Doors/Emergency Exit Doors - self-closing; unobstructed; kept closed; unlocked; equipped with panic hardware (if necessary); identified by illuminated signs (if exits); illumination working.

- Fire Extinguishers - Proper type available; unobstructed; fully charged; annual servicing by outside firm; current servicing up-to-date; hung or mounted.

- Emergency Lighting - Functioning (battery charged); illuminates hallway/walking area; adequate for area.

- Emergency Generators - Weekly operation, records of operations, inspections, maintenance.

- Stairwells - Clean and unobstructed, no storage; well illuminated; equipped with slip resistant surfaces.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Handrails (on stairs, in stairwells) - Available; secure; proper height (30-34" from floor surface).

[] [] Floors - Carpeted, free of holes or bunching; secure; flat; not curling up.

[] [] Walls - Limited use of hanging combustibles (paper, rugs, other hangings); draperies, or curtains fire-rated or flame proofed.

[] [] Hallways - Well illuminated; no storage.

[] [] Furniture - In good repair (stable, secure); free of sharp edges or protrusions.

[] [] Trash Chute Openings - Equipped with self-closing door; door close functional; not propped open; door self-latches; located in trash room; room equipped with self-closing, B-rated fire door; door kept closed; chute terminal room door kept closed.

SAFETY & SECURITY POLICY

Yes N/A

- [] [] Elevators - Well-lit; inspection certificates current; sign posted indicating non-use in case of fire; elevator emergency instructions posted; car stopping flush with floors.

- [] [] First Aid Kit - Available; accessible; supplies stocked; supplies distributed only by qualified staff, Red Cross certified person or by other staff with list prepared by the Agency's physician.

- [] [] Electrical - Electrical panels labeled and closed; electrical cords to lamps and other electrical machinery in good repair; electrical outlets and switches in good repair.

- [] [] Kitchens - Stove and fire-hood clean of grease; all fire protection equipment in place; all gas appliances equipped with automatic and manual shut-off valves; vapor proof lights are used over ovens and stoves; preventions taken to keep foreign objects out of food.

- [] [] Banquet and Meeting Rooms - Marked for occupancy; no smoking signs in place; exits are marked and unlocked; egress to exit clear.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Hazardous Materials - Flammable materials are stored in approved cabinets; all other hazardous materials are properly locked away from residents and visitors.

SAFETY & SECURITY POLICY

Monthly Fire & Liability Hazard Inspection-(Low Rise/Private Entry)

Location _____ Date _____

Inspector _____ Time _____

Instruction: Review each of the following areas and note deficiencies and their locations. If other deficiencies are found, or there is not enough room on the form, attach a sheet of paper with the additional information. Also, check the "Yes" if OK and "N/A" if not applicable.

EXTERIOR

Yes N/A

[] [] Sidewalks - No holes, cracks, uneven areas; clear of snow & ice; salted/sanded to reduce slipperiness during snowfall.

[] [] Trees - Trimmed back and above eye level; dead limbs/ branches removed; roots well below ground, not lifting sidewalks.

[] [] Grass & Weeds - Grass & weeds are cut low, especially next to air conditioners, etc. and combustible buildings.

[] [] Grounds - Trash removed/cleaned up; no broken glass; no holes, protrusions, wires or other hazards which could cause tripping.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Municipal Lighting Operating

[] [] Utility/Light Poles - Not leaning; supports covered (no sharp edges or points).

[] [] Signs - Not bent; properly oriented.

[] [] Hydrants - Not hidden by brush or other obstructions, curb demarcated in yellow.

[] [] Driveways - Driveways are in good condition with no holes and are not blocked by parked automobiles or other items.

[] [] Doors - Glass type well marked; secure to prevent unauthorized access; illuminated for easy access.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Sprinkler System - heads unobstructed; valves chained open; valves accessible to fire department; fire dept. hookups covered.

[] [] Alarms/Bells - Distinct from other building sounds; audible to residents.

[] [] Smoke Detectors - Tested with smoke; functional.

[] [] Emergency & Evacuation Instructions Posted - If applicable.

[] [] Fire Extinguishers - Proper type available; unobstructed; fully charged; annual servicing by outside firm; current servicing up-to-date; hung or mounted.

[] [] Stairwells - Clean and unobstructed, no storage; well illuminated; equipped with slip resistant surfaces.

SAFETY & SECURITY POLICY

Yes

N/A

- [] [] Handrails (on stairs, in stairwells) - Available; secure; proper height (30-34" from floor surface).

- [] [] Floors - Carpeted, free of holes or bunching; secure; flat; not curling up.

- [] [] Walls - Limited use of hanging combustibles (paper, rugs, other hangings); draperies, or curtains fire-rated or flame proofed.

- [] [] Hallways - Well illuminated; no storage.

- [] [] First Aid Kit - Available; accessible; supplies stocked; supplies distributed only by qualified staff, Red Cross certified person or by other staff with list prepared by the Agency's physician.

- [] [] Hazardous Materials - Flammable materials are stored in approved cabinets; all other hazardous materials are properly locked away from residents and visitors.

SAFETY & SECURITY POLICY

Quarterly Liability Hazard Inspection- Family Unit Fire & Liability

Location _____ Date _____

Inspector _____ Time _____

Instruction: Review each of the following areas and note deficiencies and their locations. If other deficiencies are found, or there is not enough room on the form, attach a sheet of paper with the additional information. Also, check the "Yes" if OK and "N/A" if not applicable.

Yes N/A

 Floors - Carpeted, free of holes or bunching; secure; flat; not curling up.

 Hazardous Materials - There are no flammable or hazardous materials stored.

 Housekeeping - The rooms are clean and orderly with no excess trash and debris.

 Smoke Detectors - The smoke detectors are in place and operable.

 Fire Extinguisher - The fire extinguisher is properly hung and in good operating condition.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Bathroom - The bathtubs are equipped with non-slip material on the floor surface.

[] [] Electrical wiring - Electrical wiring to appliances is not frayed or damaged.

[] [] Electrical Cords - Extension cords are not being used on a permanent basis.

[] [] Electrical Outlets & Switches - Outlets and switches are properly covered and in good condition.

[] [] Stairwells - Clean and unobstructed; no storage; well illuminated; no tripping hazards.

[] [] Handrails (on stairs, in stairwells) - Available; secure; proper height (30-34" from floor surface).

SAFETY & SECURITY POLICY

Yes N/A

[] [] Stoves/Ovens & Exhaust Hoods - Clear of grease.

[] [] Hot Water Closet - Not used for storage of any combustible materials or flammable liquids.

[] [] Smoking - No evidence of smoking while in bed.

[] [] Windows - Windows are in good operating condition and not broken.

SAFETY & SECURITY POLICY

Monthly Fire & Liability Hazard Inspection-Non-Resident Facilities (General)

Location _____ Date _____

Inspector _____ Time _____

Instruction: Review each of the following areas and note deficiencies and their locations. If other deficiencies are found, or there is not enough room on the form, attach a sheet of paper with the additional information. Also, check the "Yes" if OK and "N/A" if not applicable.

EXTERIOR

Yes N/A

[] [] Sidewalks - No holes, cracks, uneven areas; clear of snow & ice; salted/sanded to reduce slipperiness during snowfall.

[] [] Trees - Trimmed back and above eye level; dead limbs/ branches removed; roots well below ground, not lifting sidewalks.

[] [] Grass & Weeds - Grass & weeds are cut low, especially next to air conditioners, etc. and combustible buildings.

[] [] Grounds - Trash removed/cleaned up; no broken glass; no holes, protrusions, wires or other hazards which could cause tripping.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Municipal Lighting Operating

[] [] Utility/Light Poles - Not leaning; supports covered (no sharp edges or points).

[] [] Signs - Not bent; properly oriented.

[] [] Hydrants - Not hidden by brush or other obstructions, curb demarcated in yellow.

[] [] Driveways - Driveways are in good condition with no holes and are not blocked by parked automobiles or other items.

[] [] Doors - Glass type well marked; secure to prevent unauthorized access; illuminated for easy access.

SAFETY & SECURITY POLICY

INTERIOR

Yes N/A

[] [] Sprinkler System - heads unobstructed; valves chained open; valves accessible to fire department; fire dept. hookups covered.

[] [] Alarms/Bells - Distinct from other building sounds; audible to residents.

[] [] Pull Boxes - Available, visible; functional.

[] [] Smoke Detectors - Tested with smoke; functional.

[] [] Emergency Instructions Posted

[] [] Evacuation Maps Posted

SAFETY & SECURITY POLICY

Yes N/A

- [] [] Fire Doors/Emergency Exit Doors - self-closing; unobstructed; kept closed; unlocked; equipped with panic hardware (if necessary); identified by illuminated signs (if exits); illumination working.

- [] [] Fire Extinguishers - Proper type available; unobstructed; fully charged; annual servicing by outside firm; current servicing up-to-date; hung or mounted.

- [] [] Emergency Lighting - Functioning (battery charged); illuminates hallway/walking area; adequate for area.

- [] [] Emergency Generators - Weekly operation, records of operations, inspections, maintenance.

- [] [] Stairwells - Clean and unobstructed, no storage; well illuminated; equipped with slip resistant surfaces.

SAFETY & SECURITY POLICY

Yes N/A

[] [] Handrails (on stairs, in stairwells) - Available; secure; proper height (30-34" from floor surface).

[] [] Floors - Carpeted, free of holes or bunching; secure; flat; not curling up.

[] [] Walls - Limited use of hanging combustibles (paper, rugs, other hangings); draperies, or curtains fire-rated or flame proofed.

[] [] Hallways - Well illuminated; no storage.

[] [] Furniture - In good repair (stable, secure); free of sharp edges or protrusions.

[] [] Trash Chute Openings - Equipped with self-closing door; door close functional; not propped open; door self-latches; located in trash room; room equipped with self-closing, B-rated fire door; door kept closed; chute terminal room door kept closed.

SAFETY & SECURITY POLICY

Yes N/A

- [] [] Elevators - Well-lit; inspection certificates current; sign posted indicating non-use in case of fire; elevator emergency instructions posted; car stopping flush with floors.

- [] [] First Aid Kit - Available; accessible; supplies stocked; supplies distributed only by qualified staff, Red Cross certified person or by other staff with list prepared by the Agency's physician.

- [] [] Electrical - Electrical panels labeled and closed; electrical cords to lamps and other electrical machinery in good repair; electrical outlets and switches in good repair.

- [] [] Kitchens - Stove and fire-hood clean of grease; all fire protection equipment in place; all gas appliances equipped with automatic and manual shut-off valves; vapor proof lights are used over ovens and stoves; preventions taken to keep foreign objects out of food.

- [] [] Banquet and Meeting Rooms - Marked for occupancy; no smoking signs in place; exits are marked and unlocked; egress to exit clear.

SAFETY & SECURITY POLICY

Yes N/A

- [] [] Hazardous Materials - Flammable materials are stored in approved cabinets; all other hazardous materials are properly locked away from residents and visitors.
-
-

SAFETY & SECURITY POLICY

Monthly Safety Inspection-(Playground)

Location _____ Date _____

Inspector _____ Time _____

Instruction: Review each of the following areas and note deficiencies and their locations. If other deficiencies are found, or there is not enough room on the form, attach a sheet of paper with the additional information. Also, check the "Yes" if OK and "N/A" if not applicable.

Yes N/A

 All bolts, nuts and clamps are tight.

 All hangers, hooks, frames, connections and suspensions are in good condition.

 There are no unprotected protruding bolts, screws or sharp objects.

 There are no rusted or worn parts.

 The ground surface is level and smooth; free of holes and tripping hazards.

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Yes N/A

 The grounds are free of broken glass and debris.

Accident Investigation

The primary purpose of conducting accident investigations is to prevent reoccurrence of that same type of accident. Accident investigations also provide information needed to:

1. Determine legal liability
2. Provide good safety data
3. Promote interest in safety
4. Determine preventability and/or disciplinary action to be taken
5. Provide information the insurance company needs to process the claim
6. Be kept on permanent records

In essence, accident investigation information is vital to the success of a risk control program. This information can help guide the accident prevention training program, help improve the safety environment and limit the liability on claims.

Accident Investigation Process

This Agency will set up a process to investigate each accident as it is reported. The report forms used at this Agency will always be completely filled out, signed by the investigating party, and will be on permanent file at the main office.

The accident investigations will be done by the Safety Coordinator over the area in which the accident occurred, and if available, his/her assistant. Any other appropriate personnel may accompany the investigator when applicable. The reasons for having the Safety Coordinator investigate the accident are as follows:

1. They are usually the management nearest the scene.
2. They are better known by workers and residents in that area.
3. They better understand the environment and conditions in that area.
4. They can use the experience gained in future safety training exercises.

The prime purpose for the investigation of an accident is not to find out whose fault it is, but to find out all of the facts concerning the accident. If the cause of the accident can be determined, then it can be prevented from reoccurring. If blame is to be established, it can be done at a later date, provided all of the pertinent facts were discovered and recorded before any corrective action is taken. Correct investigation methods will be the topic of safety meetings from time to time so that all employees will know what to look for and how to question witnesses to the accident.

SAFETY & SECURITY POLICY

General Liability Accident Report Form

Name of Agency: _____

Location: _____

Phone Number: _____

Name of Injured Party: _____

Social Security # _____ Phone # _____

Address: _____

Medical Information: This should include a visual description of the injury, what First Aid was administered and by whom, who moved the patient, and to where, etc., giving any and all information about the patient that is available.

Property Damages: Specific description of the property damaged and what the damages were. _____

Investigation Information: Use this space to record, the name of the employee investigating the accident, date accident reported specific time and date of the accident, specific location, a detailed description of the accident and all of the information available, such as base cause, contributing factors, recommendations as to how it can be prevented in the future, and any other available information from other people who observed the accident.

Accident Analysis and Records

The intent of the accident analysis is to prevent reoccurrence of accidents that cause loss of life, and/or property damage. After the initial investigation into the accident, giving those concerned the facts; an analysis of the accident can determine what caused the accident and seek to determine what actions need to be taken to avoid a reoccurrence.

The investigator of the accident should be contacted for his/her input, especially since they were usually the first of management to view the accident scene and to talk to actual eyewitnesses to the accident. This is the proper time to determine what actions were taken or not taken by the responsible party, provided there is one who did something wrong or didn't take some action that should have been taken.

The form on the following page may prove useful in ascertaining the facts surrounding an accident. It can also be used as the principal reporting and recording document required by management to keep records of all accidents on the premises. The recording of accidents and their causes can be an important tool in classes designed to prevent future accidents.

The usual person responsible for accident analysis would be the Risk Control Manager, but the Executive Director may appoint any responsible member of the management staff.

SAFETY & SECURITY POLICY

Accident Analysis Report Form

Name of Agency: _____

Location of fire or accident: _____

Injured Party's Information: _____

Social Security # _____ Phone # _____

Address: _____

Medical Information: _____

Property Damage: _____

Investigation Information: _____

SECURITY

A. Purpose

The primary purpose of security is to protect human life and the facilities and assets of the Agency.

B. Security Review

Prior to setting up a security program, it must be determined what your security needs are. The following areas should be reviewed:

1. Type of perimeter access
 - a. Open.
 - b. Partially closed.
 - c. Completely closed and entry controlled.
2. Type of buildings
 - a. Single entry, high-rise.
 - b. Private entry, low-rise.
 - c. Individual complexes.
3. Age Category of Residents
 - a. Over 65 plus handicapped.
 - b. Under 65.
4. Police station location
 - a. Within 2 minutes.
 - b. Over 5 minutes.
 - c. Over 10 minutes.
5. Fire station location
 - a. Within 2 minutes.
 - b. Over 5 minutes.
 - c. Over 10 minutes.
6. Past Experience
 - a. Low frequency of violence.
 - b. High frequency of violence,

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In developing your security plan, understanding that the goal is to provide a safe, secure environment for the residents is mandatory. What you need to accomplish that goal is probably not too different than what is needed by most other authorities in your area, but there probably are some unique features that only you need. A thorough review is a must.

Once you have developed your needs, and then determine how to satisfy those needs. A review may indicate, for example, that you need more personnel to guard against intrusion by outsiders. You may be able to meet that need with barriers and/or off-duty police who live on the development.

C. Safety Information Resources

West Virginia Occupational Safety & Health Administration
U.S. Department of Labor – OSHA
405 Capital Street, Suite 407
Charleston, WV 25301-1727
(304) 347-5937 Phone / (304) 347-5275 FAX

D. Risk Control Evaluation Process

At least once annually, an overall evaluation of this Agency's risk control program will be conducted. The basis for this evaluation will be the sixteen (16) evaluation areas targeted by the insurance carrier in its Housing Authority Risk Control Manual.

The purpose of our self-evaluations to determine if the steps being taken to reduce the accidents and loss of life or damage to property at the Agency, have been successful or are the accidents increasing, with a resultant higher cost of procuring insurance coverage. A careful study of accidents, their causes, and the remedial actions taken to prevent reoccurrences, should indicate either success or failure of our intent.

We will adjust our ongoing education and training of both residents and employees to meet the needs pinpointed in this evaluation. If remedial action requires a change in employee or method of training, we will make that change. If the resident is the problem, we will seek to educate the resident in the proper way to care for property or human life on the development, and if we fail to correct the problem, we will remove the resident.

We believe that education of residents and employees is of the utmost importance in preventing accidents.

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SAFETY & SECURITY POLICY

NOTICE

The Nelrod Company® has made its best efforts to comply with regulations, laws, and Federal/local policies. The Nelrod Company® does not offer advice on legal matters or render legal opinions. We recommend that the Housing Authority's general counsel and/or attorney review this policy prior to approval by the Board of Commissioners.

The Nelrod Company® is not responsible for any changes made to these policies by any party other than The Nelrod Company®.