

# THE SAFETY OBSERVER

Safety Information for Employees

## LEASING OFFICE AND WORKSHOP

All employees spend some part of their working day in the leasing office. It is the responsibility of all employees to keep the office safe. Maintaining a neat and clean office will leave a positive impression and create a safer working environment.

### General Safety in the Leasing Office

- Never overload electrical outlets. Valuable electrical equipment (i.e. computers, copiers, electronic key safes, etc.) must be plugged into a surge protector.
- Do not run extension cords or wires across walking areas, under carpet or through doorways.
- All petty cash is to be kept in a location not visible to anyone other than the Property Manager. It is to be kept locked up at all times in a lockable drawer, or preferably in an in-ground or bolted down safe.
- All office doors and windows must be locked when an employee is not present.
- Visitors and/or residents must never be left unaccompanied by an employee.
- Do not leave checks or money orders in the office overnight whenever possible. Deposits are to be made daily.
- Never burn candles, lanterns, wax, or potpourri in the office. Never leave an open flame unattended, such as stoves, sternos, or ovens.
- All employees must follow the company policy on key control.
- The employee(s) closing at night must exit into a well-lit and openly visible part of the office. Never exit from a back door or area where landscaping, retaining walls, or fencing will hide the entranceway.
- All employees must know the location of fire extinguishers and first-aid kits.
- Slippery walking surfaces must be well marked or covered with a non-slip rug or mat.

### Maintenance Shop Safety

Besides safety, a well-organized maintenance shop has many benefits to those who use them. Keeping a well-organized maintenance shop requires teamwork among all employees who use it. All tools must be in good working condition to prevent injury.

- All pool chemicals, paints and solvents should be kept elevated from the floor on a sturdy shelf no higher than eye level.
- Lids to chemicals should always be sealed tightly to prevent spills and injuries.
- Use a flame-proof cabinet for combustibles.
- Maintain a designated location for all PPE.
- All extension cords should be properly rolled up and suspended.
- Maintain good lighting and use a non-slip floor surface.
- Keep a First-aid kit regularly restocked.
- Ensure surge protectors are used where applicable.
- Fire extinguishers should be maintained per fire code and made readily available.