
The Safety and Health Policy and Plan for

Premier Placements

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Primary SIC: 7363
Primary NAICS: 56131

Sunday, January 23, 2011

Reviewed and Revised

Date:	Signature:
3/15/2011	Donald Weidler

Premier Placements Management Safety Policy

It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions. No such report will result in retaliation, penalty, or other disincentive.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

Shelby Weidler

3/15/2011

Signature of CEO/President

Date

Safety Procedures for SIC # 6513, 6514, and 6515 Apartment Building Operators

OFFICE PERSONNEL

Along with the guidelines set below, OSHA, Fair-Housing Regulations and the Standard Operation Procedures of the Client for Premier Placements, LLC should be followed at all times. Any conflict in requested procedures from on-site personnel must be reported immediately to Premier Placements, LLC.

Office Safety

1. Close drawers and doors immediately after using them.
2. Do not stand on furniture to reach high places.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Open one file cabinet drawer at a time.
5. Put heavy files in the bottom drawers of file cabinets.
6. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
7. Use the handle when closing doors, drawers and files.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
9. Do not tilt the chair you are sitting in on its back two legs.
10. Carry pencils, scissors and other sharp objects with the tips pointing down.
11. Use the ladder or step stool to retrieve or store items that are located above your head.
12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed or locked position when it is not being used.
14. Do not use paper-cutting devices if the finger guard is missing.
15. Keep your fingers away from the ejector slot when loading or testing stapling devices.
16. Do not use extension or power cords that have the ground prong removed or broken off.
17. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
18. Do not place your fingers in or near the feed of a paper shredder.
19. Do not plug multiple electrical cords into a single outlet.
20. Do not throw matches, cigarettes or other smoking materials into trash baskets.
21. Keep doors in hallways fully open or fully closed.
22. Use a staple remover, not your fingers, for removing staples.
23. Turn the power switch to "off" and unplug office machines before adjusting, lubricating or cleaning them.
24. Do not use fans that have excessive vibration, frayed cords or missing guards.
25. Do not place floor type fans in walkways, aisles or doorways.
26. Use the handrails when ascending or descending stairs or ramps.
27. Obey all posted safety and danger signs.
28. Do not use frayed, cut or cracked electrical cords.

29. Do not store or leave items on stairways or walkways.
30. Do not run on stairs or take more than one step at a time.
31. Do not jump from ramps, platforms, ladders or step stools.
32. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

MAINTENANCE PERSONNEL

Along with the guidelines set below, Fair Housing, EPA, OSHA Regulations and the Standard Operation Procedures of the Client for Premier Placements, LLC should be followed at all times. Any conflict in requested procedures from on-site personnel must be reported immediately to Premier Placements, LLC.

General Maintenance Procedures

1. Use only metal receptacles labeled "Oily Rags Only" for disposal of oily shop rags.
2. Store liquid containers labeled "Flammable" only in cabinets, rooms or buildings designed and labeled for "Flammable Storage."
3. Wear safety goggles, face shields or safety glasses when striking, cutting, grinding or drilling.
4. Wear welding helmets, shields or goggles during welding repair work.
5. Do not place material such as boxes or trash in walkways and passageways.
6. Do not store or leave items on stairways.
7. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
8. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
9. When lifting heavy objects in confined spaces, such as replacing toilets, always seek assistance from a co-worker.
10. Always use precautions, such as wearing protective gloves and eye wear, when taking apart pipe traps in kitchens and bathrooms. The pipe trap may contain caustic drain cleaner.
11. Remove protruding nails or bend them down into the lumber by using a claw hammer.
12. Wear rubber gloves when handling caustic drain cleaners.
13. When using a power snake for sewer clean outs make sure a minimum amount of snake is exposed to prevent injury from it twisting around itself.
14. Always wear rubber gloves when performing repairs on plumbing equipment that might expose you to raw sewage.

Hazardous Chemicals

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled *Flammable, Corrosive, Caustic or Poisonous*.

3. Before pouring, dispensing or transferring any liquid from a bulk container labeled “Flammable,” observe the following safety procedure:
 - (1) Only use red color-coded metal containers for transferring the liquid.
 - (2) Electrically ground and bond the containers as follows:
 - i. Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground-driven steel stake.
 - ii. Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - iii. You are now ready to dispense the liquid from the bulk container into the open receiving container.
 - iv. Upon completion, replace the lid on the receiving container and remove the bonding wire.
4. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
5. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not smoke while handling chemicals labeled “Flammable.”
8. Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
9. Use only metal receptacles labeled “Oily Rags Only” for disposal of oily shop rags.

Electrical Safety

1. Do not use an electrical tool if its housing is cracked.
2. Do not use electrical tools while working from a metal ladder unless the ladder has rubber feet.
3. Turn the tool off before plugging or unplugging it.
4. Do not leave tools unattended that are “On.”
5. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
6. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable,” or in an explosive atmosphere such as a paint spray booth.
7. Do not carry equipment or tools by the cord.

Ladder Usage

1. Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or oil.
3. Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking and post the sign “Detour.”
4. Allow only one person on the ladder at a time.

5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
7. Do not stand on the top two rungs of any ladder.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not stand on a ladder that wobbles, or leans to the left or right.
10. When using an extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Secure the ladder in place by having another employee hold it.
12. Do not place ladders on boxes, concrete blocks, or other unstable bases.
13. Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.
14. Do not move a rolling ladder while someone is on it.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged-in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the power switch of the tool to “Off” before plugging or unplugging it.
8. Do not leave tools that are “On” unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable” nor in an explosive atmosphere such as a paint spray booth.
11. Turn the power switch of electrical tools to “Off” and then unplug from the outlet before attempting repairs or service work. Tag the tool “Out of Service.”
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not plug multiple electrical cords into a single outlet.
16. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
17. Do not drive over, drag, step on or place objects on a cord.
18. Do not stand in water or on wet surfaces when operating power hand tools, or portable electrical appliances.
19. Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.
20. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
21. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
22. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

23. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
24. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
25. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

General Chain Saw Safety

1. Wear safety goggles, gloves, hearing protection, a hard hat, chaps and safety shoes while operating a chain saw.
2. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure the saw by tying it down with rope to prevent fuel spillage and damage.
3. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body, and position the guide bar to the rear.
4. Do not remove the chain brake or alter handles, chain brake, chain or cover.
5. Always start a chain saw with a 10-inch or larger bar on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull starter rope.
6. Do not place a chain saw on your knee when starting it.
7. Always use both hands to maintain control of the chain saw.
8. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
9. Do not operate a chain saw above your shoulder height.
10. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
11. Do not set a saw down while the blade is engaged.
12. Stop the engine and turn the switch to "Off" when the chain saw is to be left unattended.
13. Tag damaged chain saws "Out of Service" to prevent accidental use.
14. Do not pour fuel into the tank of a running engine of a chain saw.
15. Do not smoke while servicing, using, or refueling a chain saw.
16. Keep your body parts and clothing away from the running engine and the cutting blade.
17. Allow the engine to cool before performing maintenance or before fueling.
18. Stop the engine and disconnect the spark-plug wire before cleaning, inspecting, adjusting, or repairing anything driven by the engine.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.

7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears or other cutting tools, cut in a direction away from your body.
9. Do not chop at heights above your head when you are working with a hand axe.
10. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
11. Do not perform “make-shift” repairs to tools.
12. Do not use “cheaters” on load binders or “boomers.”
13. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
14. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
15. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Pool Cleaning

1. Close outdoor pool operations during electrical storms and go inside the building.
2. Keep electrical cords away from the pool area.
3. Never operate electrical equipment bare-footed. Wear rubber-soled or insulated work boots.
4. Wear rubber gloves when handling pool products such as chlorine or muriatic acid.

Pesticide and Fertilizer Spraying

1. Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.
2. Visually inspect the area to be sprayed for trip hazards, low branches, and clotheslines before beginning the job. Avoid these hazards as you spray.
3. Keep containers labeled “Pesticides” tightly closed when you have finished using them.
4. Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.
5. Do not transport a pesticide container in the cab of a service vehicle.
6. Always spray downwind; do not stand downwind when others are spraying.
7. Do not smoke or carry smoking materials while handling or spraying from containers labeled “Pesticide” or “Fertilizer.”
8. Wash pesticide-contaminated clothes separately from other clothing.
9. Carry fresh water and soap in the service vehicle when you are going to a pesticide or fertilizer-spraying job.
10. Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers labeled “pesticide.”
11. Walk through areas to be sprayed before spraying, and remove or “flag” low branches and clotheslines before spraying. Stand clear of these trip hazards as you spray.
12. Do not use empty or washed containers labeled “Pesticide” as eating or drinking containers.
13. At the end of the workday, spray operators must remove their work clothes and take a shower in the employee locker room before going home.
14. Refill the containers labeled “Hand wash,” “Soap Cleanser” and “Drinking Water” that are on the service vehicles before going to a pesticide or fertilizer-spraying job. Do not

drink from the “Hand wash” container; do not wash hands from the “Drinking Water” container.

Painting Safety

1. Always wash your hands with soap and water after using paints. Do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove paint from your skin.
2. Store rags that have oil or paint on them in closed metal containers labeled “oily rags.”
3. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
4. Do not store food or eat where spray painting is being performed.
5. Close the lids of containers of paint and thinner tightly after each use or when not being used.

Digging Operations

1. Locate all underground utilities prior to digging.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of delivery trucks.

HOUSEKEEPING PERSONNEL

Along with the guidelines set below, Fair Housing, OSHA Regulations and the Standard Operation Procedures of the Client for Premier Placements, LLC should be followed at all times. Any conflict in requested procedures from on-site personnel must be reported immediately to Premier Placements, LLC.

General Housekeeping Procedures

1. Do not compact trash using your hands or feet.
2. Wear puncture-resistant gloves when handling trash, which may contain broken glass syringes or other sharp items.
3. When using chemical cleaning supplies always read the labels and use as directed. Do not mix with other chemicals.
4. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
5. Do not use gasoline for cleaning purposes.

Hazardous Chemicals

10. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.

11. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled *Flammable, Corrosive, Caustic* or *Poisonous*.
12. Before pouring, dispensing or transferring any liquid from a bulk container labeled “Flammable,” observe the following safety procedure:
 - (1) Only use red color-coded metal containers for transferring the liquid.
 - (2) Electrically ground and bond the containers as follows:
 - i. Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground-driven steel stake.
 - ii. Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - iii. You are now ready to dispense the liquid from the bulk container into the open receiving container.
 - iv. Upon completion, replace the lid on the receiving container and remove the bonding wire.
13. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
14. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
15. Do not use chemicals from unlabeled containers and unmarked cylinders.
16. Do not smoke while handling chemicals labeled “Flammable.”
17. Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
18. Use only metal receptacles labeled “Oily Rags Only” for disposal of oily shop rags.

Infection Control

1. Do not use gloves that are torn, cut or punctured.
2. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass, syringes or other sharp items with your bare hands.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of delivery trucks.

GROUNDS MAINTENANCE PERSONNEL

Along with the guidelines set below, Fair Housing, OSHA Regulations and the Standard Operation Procedures of the Client for Premier Placements, LLC should be followed at all times.

Any conflict in requested procedures from on-site personnel must be reported immediately to Premier Placements, LLC.

Gasoline-Powered Lawn Maintenance Tools

1. Wear safety glasses, a dust mask and closed-toe shoes when operating any mower, edger, chain saw, line trimmer, or any other gasoline powered lawn maintenance tool.
2. Do not use a chain saw, lawn mower, or any other gasoline-powered lawn tool if you are taking medication from a container labeled "May cause drowsiness."
3. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.
4. Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged.
5. Tag damaged tools "Out of Service" to prevent accidental start up or use.
6. Do not alter or bypass any safety device provided by the manufacturer.
7. Use only the grip locations, as specified by the manufacturer, as handholds when operating the unit.
8. Do not pour fuel into the tank of a running engine.
9. Do not smoke while servicing, using or refueling a gasoline-powered tool.
10. Keep body parts and clothing away from the running engine and the cutting blade.
11. Do not run a gasoline engine inside the storage shed.
12. Turn off the engine when you are not cutting or trimming.
13. Allow the engine to cool before performing maintenance or refueling.
14. Stop the engine and disconnect the spark-plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
15. Allow the engine to cool before covering or storing it in the storage shed.

Mowing

1. Before entering fenced back yards, check for dogs by shaking the gate. If a dog is present, ask the owner to restrain the dog until you finish your job; check again before entering.
2. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clotheslines and toys.
3. Never bypass the kill switches on the mower handle.
4. Only the operator is permitted to ride on a riding mower.
5. Put the mower into neutral before starting or shutting off a riding power mower.
6. Do not place hands or feet under the mower deck.
7. Do not direct the grass discharge toward bystanders.
8. Empty the grass catcher to avoid clogging the mower.
9. Turn off the mower before dumping grass catcher or removing clogged grass from chute.
10. When using a riding mower, mow up and down the slope. Do not mow across a slope.
11. To mow across a slope, use an upright mower.
12. Keep the mower in gear when going down slopes.

Edging

1. Do not start an edger with the blade touching the ground.

2. Do not allow anyone to stand in front of, or on the unguarded side of the blade while the edger is in operation.
3. Operate the edger at full blade speed.
4. When edging along roads, driveways or parking lots, stay as close to the curb as possible.
5. Wear hardhat and face shield when operating a powered edger.