

## **SAFETY PLAN CY-2018**

### **INTRODUCTION**

This safety program has been developed by the employers with collective inputs from its organic managers, staffs and employees to include of those reference regulations and policies of approving government and private authorities for safety. This serves as the basis for the hotel integrated safety and health management program which satisfies the requirements of the labor code prescribed by DOLE, building standards prescribed by the Manila City Engineers, fire safety standards prescribed by Manila Bureau of Fire Protection, the health and sanitation standards prescribed by Manila City Health Office and the environmental sanitation standards prescribed by DENR.

The essential elements of this program include: top management's commitment and involvement; the establishment and operation of safety committees; provisions for safety programs and training; accident response; accident investigations and recordkeeping; and workplace safety rules, policies, and procedures.

It is intended that this manual be enhanced and continuously improved by the hotel management. Any section of this manual can be modified to accommodate revision which may be derived from changes of actual hotel operations and work practices, distribution and reproduction of this safety plans and programs shall reach the smallest departments and offices of WMRC organization and to be disseminated constantly to their respective personnel/workers.

The safety plan of the *WINFORD Manila Resorts and Casino* is based in the essential element safety that includes the following;

- I. **Management Commitment to Safety**
- II. **Safety Committee Organization**
- III. **Safety Programs & Training Modules**
- IV. **Emergency Response**
- V. **Accident Investigation**
- VI. **Safety Records Management**
- VII. **Accident Management Flowchart**

### **Section I -Management Commitment and Involvement**

#### a. General Intent

Safety is paramount and mandatory hence, it is the intent of the owner/developer of WMRC for safety plans and programs to exist with the common objective of eliminating accidents/incidents that can inflict injuries to both of the hotel clients and its workers. Accidents might occur if there were no policies and work standards to be followed, communicated and implemented and that hotel facilities should conform to building standards, fire safety standards, and health safety standards as well as with environmental sanitation standards which are prescribed and mandated by the accrediting government agencies and other private approving authorities.

#### b. Policy Statement

The WMRC top management is committed to provide employees with safe and healthful workplace hence; safety policy should involve employees in hazard reporting system in order to achieve early detection of unsafe areas,

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conditions and acts that will lead to accident. No such report will result in retaliation, penalty, or other disincentive to be instigated by the hotel management.

Employee's recommendations to improve safety and health conditions will be given thorough consideration by the hotel management team and to prioritize the correction of unsafe conditions by providing all logistical resources available within its capability. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

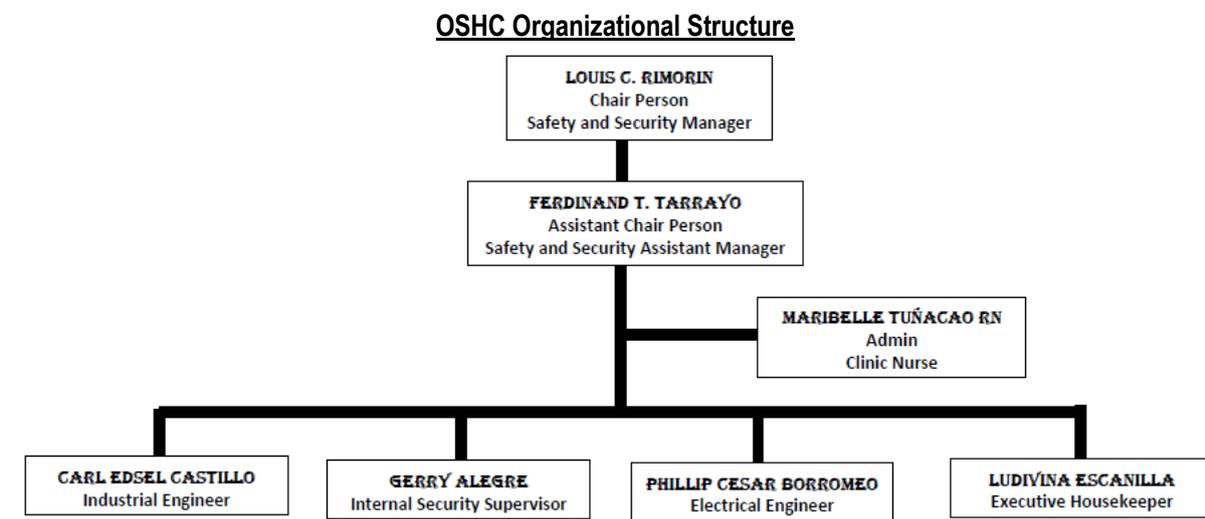
**Name: MR. ANCIETO VICENTE**

**Title: Director for Safety & Security and Chairman of WMRC Occupational Safety & Health Committee**

This policy statement serves to express management commitment and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this hotel organization. Compliance with the safety rules will be required of all employees as a condition for employment.

**Section II -Occupational Safety & Health Committee (OSHC)**

a. **OSHC Organization** -In order to have authorities to instigate programs and plans for safety and to closely monitor and supervise its implementation, a OSH Committee is created which compose of the following;



b. **OSH Committee Responsibility** -The committee shall be responsible in providing assistance to the hotel management on matters pertaining to safety communication and information and to evaluate the effectiveness of control measures implemented to protect employees from health and physical hazards in the workplace. This will include the following management areas;

b1. Review and update workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

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b2. Enhance workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence (Accident/Incident Analysis)

b3. Evaluate employee accident and illness prevention programs, and promote safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

b4. Facilitate safety training and assist hotel management in monitoring workplace safety education to ensure its effectiveness, and to instigate documentation of all safety communication and activities for a certain calendar year

**c. Meeting and Conferences**

OSH Committee meetings will be held quarterly and for such occasions that the chairman may direct. Safety Committee Secretary shall post the minutes of each meeting in a conspicuous place accessible for the information of all employees. This will be made following the minute's format below;

1	
2	
3	
4	<b>Winford Leisure and Entertainment Complex</b>
5	MJC Drive Sta Cruz Manila
6	
7	<b><u>OSH COMMITTEE MINUTES OF CONFERENCE</u></b>
8	
9	
10	
11	<b>AGENDA:</b>
12	
13	<b>ATTENDEES:</b>
14	
15	<b>DATE/TIME:</b>
16	
17	<b>VENUE:</b>
18	
19	
20	1. Amenities
21	
22	2. Discussion
23	
24	3. Conclusion
25	
26	4. Resolution
27	
28	5. Recommendation
29	
30	<b>Adjournment:</b>
31	
32	<b>Signed By:</b>
33	<b>All Members of the OSH Committee</b>
34	

**Section III -Safety Programs and Training**

a. **Safety Programs** –The committee shall work in the formulation of safety plans and programs to be implemented, evaluated and assessed for a certain calendar year. These include programs on the following areas;

a1. Identification and determination of Occupational hazards thru the paradigm of anticipation, recognition, evaluation and control (Appendices-B)

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a2. Management and prevention of Occupational hazards in hotel setting such as; chemical, physical, biological and ergonomics (Appendices-C)

a3. Enhanced program for accident reporting system, emergency response and management as well as investigation procedures (Appendices-D)

a4. Enhanced program for fire and earthquake safety thru effective procedures of response and building evacuation (Appendices-E)

a5. Sound maintenance of all engineering equipment with emphasis to firefighting and other safety instrument to include periodic inspection of all assets, equipment and installation which are high risk to hazard vulnerability such as; electrical and telephone wirings, water pipes and sewages for leaks including floors, stairs and elevators

a6. Periodic conduct of fire and earthquake drill (semi-annual)

b. **Safety Training Program** –The WMRC management believed in the premise that education and training is best suited strategies for the enhancement of human resource specifically in terms of improving the knowledge and skills of its workforce and that the following training module and program for safety enhancement were programmed to be conducted annually; (Appendices-F)

- b1. Industrial Hygiene Lecture
- b2. Accident Investigation Lecture
- b3. Earthquake and Fire Safety Lecture
- b4. Fire and Earthquake Evacuation Plan
- b5. Electrical Safety Lecture
- b6. Safety Inspection Lecture
- b7. Anger and Stress Management Lecture

**Section IV -Emergency Response**

**a. Medical Response and First Aid Procedure**

**a1. First Aid**

- Inform your supervisor and your supervisor will call for ESCU responder
- The ESCU responder will administer first aid and recommend for further treatment to the hotel medical clinic and/or to the nearest hospital if necessary
- The ESCU responder shall provide details and information for the completion of the accident investigation report.

**a2. Non-Emergency Medical Treatment**

- Inform your supervisor and he/she will assist you going to the hotel medical clinic
- Proceed to the posted hotel medical clinic to be treated by the duty doctors/nurses

- If condition requires further treatment to a hospital facility, the hotel will provide transportation if available
- Duty nurse shall provide details for the completion of the accident investigation report.

**a3. Emergency Medical Treatment**

- Call for help and seek assistance from a co-worker.

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- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request for ESCU responder for immediate medical assistance
- ESCU responder will assess the situation and to execute first aid or BLS if necessary. The medical clinic shall decide for the immediate transfer of victims/patients for further treatment to nearest hospital
- ESCU responder and/or the duty nurse shall provide details for the completion of the accident investigation report.

#### **a4. First Aid Training**

It is the safety policy of the hotel to assign and designate first aiders which are ready-available inside premises in 24/7. Thus, First Aid Training is significant to the hotel's safety program specifically with the treatment of the following injuries;

#### **Wounds:**

##### **Minor: Cuts, lacerations, abrasions, or punctures**

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

##### **Major: Large, deep and bleeding**

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth
- Keep pressure on the wound until medical help arrives.

#### **Fracture:**

- Do not move the victim unless it is absolutely necessary
- If the victim must be moved, "splint" the injured area.
- Use a board, cardboard, or rolled newspaper as a splint.

#### **Burns:**

##### **Thermal (Heat)**

- Rinse the burned area, without scrubbing it, and immerse it in cold water, do not use water
- Blots dry the area and cover it using sterile gauze or a clean cloth
- Use a board, cardboard, or rolled newspaper as a splint.

##### **Chemical**

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

#### **Eye Injury:**

##### **Small particles**

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

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**Large or stuck particles**

- If a particle is stuck in the eye, do not attempt to remove it
- Cover both eyes with bandage

**Chemical**

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

**Neck and Spine Injury:**

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

**Heat Exhaustion:**

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

**b. Medical Accident Response**

b1. Ensure that the injured person will be provided first prompt medical treatment. For severe injuries notify site Hotel Emergency Active Response Team (HEART) immediately, which will activate emergency response procedures while for minor injuries, direct or escort the injured to the site health services.

b2. Ensure safe act in handling the area of accident to prevent further injury and maintain facts and conditions surrounding the accident

b3. Notify appropriate people as outline in your sites Accident Investigation Procedure

b4. Secure the area for protection of evidence. For security or HEART will secure the area in the case of a severe injury until released by the HEART leader, while in all cases the scene shall not be disturbed unless necessary to eliminate a hazard

b5. Organize appropriate investigation team, in terms of size, qualifications and seek advice with the legal department and risk management.

**Section V -Accident Investigation**

**a. Accident Investigation Procedures**

a1. Responding; this step includes first aid procedures, area protection and the creation of requires Investigation Team

a2. Gathering; this step includes facts collection, enter viewing and documentation

a3. Analyzing; this step includes evaluation of facts and root cause analysis in order to come up with sound, apposite and conclusive report

a4. Recommending; this step includes assessment tools and result of evaluation and come up with appropriate corrective measures to be recommended

b. **Accident Information & Investigation Report Form** will be crafted to have standard sequential order and that will follow the format below;

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**Safety & Security Department**

**ACCIDENT INVESTIGATION REPORT**

- I. Authority
- II. Matters to be Investigated
- III. Facts of the Case/Accident
- IV. Discussion
- V. Conclusion

**c. Accident Reporting System**

c1. Safety is paramount and it is beyond responsibility of every person, hence, reporting of accidents and building hazard were encouraged to all personnel. It can be done via telephone call and/or verbal and handwritten report to security department wherein the Safety Committee Chair hold office. Specific areas to be inspected include the following;

- ✓ Guest Rooms, Offices/Departments and Comport Rooms
- ✓ Building Walls, Hallways, Ceilings and Floorings
- ✓ Electrical and Machineries Installations and Recreation Areas
- ✓ Equipment, Water Pipe & Drainage System Installations

c2. Checklist form for the inspection of the above identified areas shall follow the format below;



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**Safety & Security Department**

**Workplace Inspection Recording Form**

Inspection Location:							
Date & Time:							
Department/Areas Covered:							
<b>OBSERVATIONS:]</b>							
Location	Hazards Noted	Repeat		Recommended Action	Responsible Person	Action Taken	Date
		Yes	No				

Copies to:							
Inspected by:							
For Action:							
For Information:							

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c3. Accident Report Form shall follow the basic format comprising the six (6) elements of appropriate reporting system

**What** (Description and nature of accident)

**Who** (Persons involved in the accident)

**When** (Date and Time of the accident)

**Where** (Place/Location of the accident)

**Why** (Motive/Reason/Root Cause of the accident)

**How** (Circumstances of the accident)

**Section VI Safety Records Management**

**a. Records Documentation**

- Safety records should be documented accurately and in timely manner; readily accessible and permit prompt retrieval of information, including statistical data of accidents/incidents recorded for a certain calendar year
- It should contain complete information to identify the victims of the accident/incident, the immediate response undertaken to include corrective measures implemented.
- No safety records/reports should be furnished to anybody without the approval of the Hotel Manager as recommended by the Safety Committee Chair and likewise should be managed with confidentiality

**b. Storage and Disposal**

- All safety records, files and documents should have designated filing cabinet and to follow the following procedures of safekeeping documents:
  - ✓ It should be secured to a filing cabinet with padlock.
  - ✓ All files and documents officially requested by other offices/persons shall be recorded into a logbook by the safety file custodian
  - ✓ Records and the document's color-coding in terms of priority shall be the following;

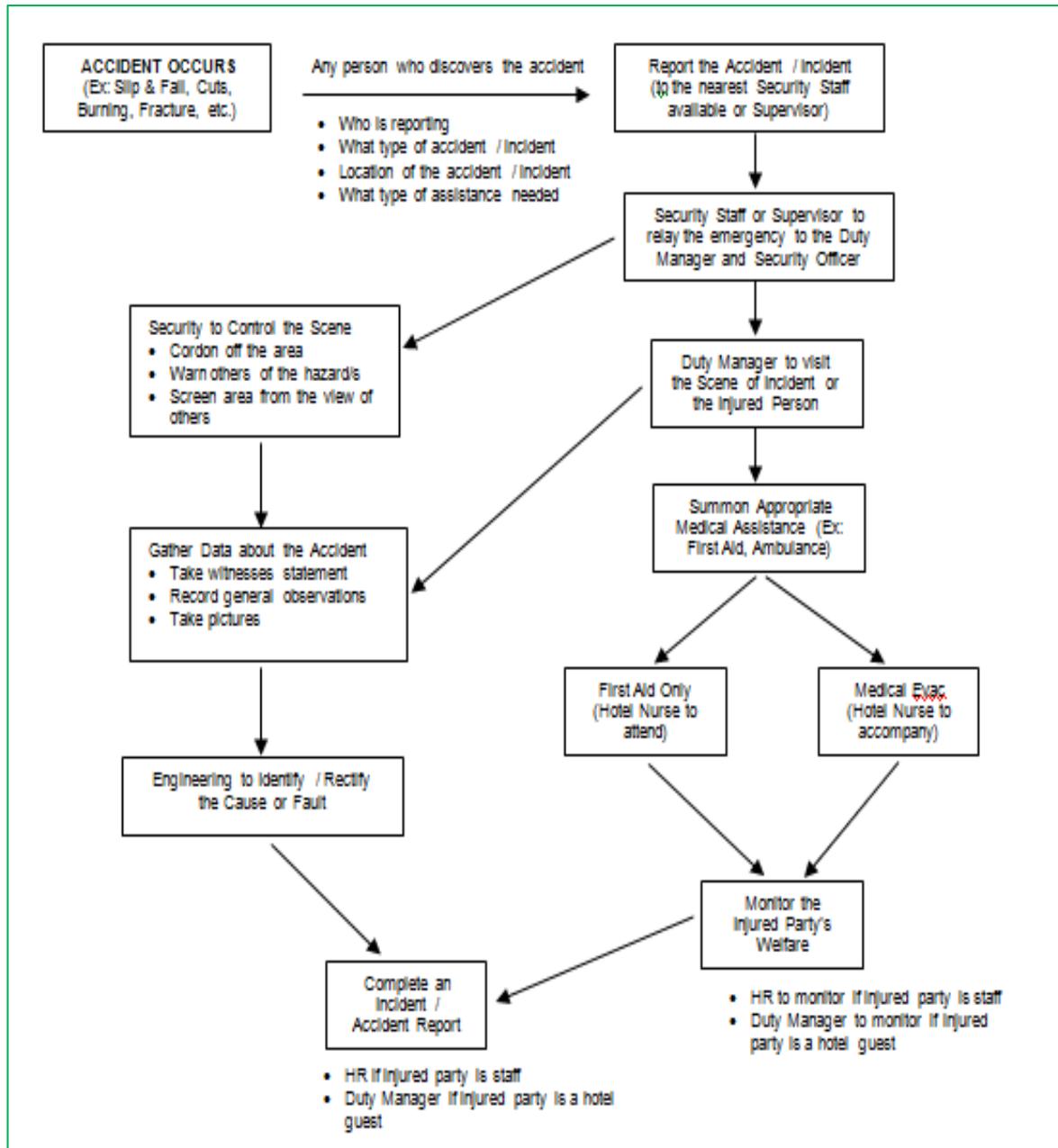
following;

Red	-1 <sup>st</sup> Priority
Yellow	-2 <sup>ND</sup> Priority
Blue	-3 <sup>rd</sup> Priority

- All safety records and files shall be disposed three (3) years through shredding and smoldering.

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**Section VII Accident Response Flow Chart**



**Attachments:**

- Appendices A Safety Standards in the Workplace
- Appendices B SOP on Identification and Determination of Occupational Hazards
- Appendices C SOP on Management and Prevention of Occupational Hazards
- Appendices D SOP on Hazard and Accident Reporting System
- Appendices E Earthquake and Fire Evacuation Plan
- Appendices F Safety Training directive and Program of Instruction (POIs)
- Appendices G Annual Safety Programs

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**Housekeeping Department Safety Standards in the Workplace**

**a. Cleaning Bathrooms**

- Upon discovery of wet floors, take short steps when walking on them.
- Place the rubber bath mat on the floor of the tub when stepping in to bathtubs.
- When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section
- Do not stand on the edge of bath tubs, sinks, toilets or cabinets
- Do not open shower curtains suddenly; the curtain rod may fall
- Do not pick up broken glass, needles or razor blades with your bare hands. Use a dust pan and broom
- Use caution signs or cones to barricade slippery hallways

**b. Vacuum Cleaners and Floor Polishers**

- Keep power cords away from the path of vacuum cleaners and floor polishers
- Disconnect the vacuum cleaner from the outlet by pulling on the plug, not the cord
- Do not operate vacuum cleaners on wet floors
- Do not operate vacuum cleaners or floor polishers that have a frayed, worn, cut, improperly spliced or damaged power cord
- Do not operate vacuum cleaners or floor polishers if the ground pin from the three pronged power plug is missing or has been removed.

**c. Dusting/Trash Removal**

- Turn off light switch and allow 5 minutes for the bulb to cool before cleaning light bulbs and do not use a wet rag to clean light bulbs
- Follow this procedure to pick up any bags that have sharp objects protruding from them
- Grab the top of the bag above the tie-off with two hands and hold the bag away from your body

**d. Changing Linens**

- Get assistance from a co-worker when picking up king sized mattresses and when moving heavy furniture
- When picking up towels and bed linens, grab two corners of the towel or sheet and lightly shake it to remove any needles, razor blades or broken glass that may be bundled in it
- Wear latex gloves when handling sheets and towels that are stained with blood or other bodily fluids.

**e. Pushing Carts**

- Move carts by pushing them rather than by pulling them
- If your view is obstructed, use a spotter to assist in guiding the cart around corners and through corridors

**f. Cleaning Chemicals**

- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace
- When spraying tile and window cleaner, hold the spray bottle at arm's length away and direct the spray away from your body.

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**g. Laundry Procedure**

**For Equipment;**

- Do not wear loose clothing or jewelry in the laundry room
- Long hair must be contained under a hat or hair net, regardless of gender
- Read and obey safety warnings posted on or near any machinery
- Do not try to stop laundry as it goes through the press rollers. If the machine becomes jammed, disconnect the power before clearing the jam
- After the dryer stops, allow the contents to cool for a few minutes before emptying the dryer
- Before returning irons to storage, test irons for heat by putting the surface to a dry cloth and touching the cloth. If the cloth is hot, allow the iron to cool before placing it in storage
- Disconnect the tool from the outlet by pulling on the plug, not the cord
- Do not stand in water or on wet surfaces when operating irons or electrical appliances
- Do not operate electrical appliances that have a frayed, worn, cut, improperly spliced or damaged power cord

**For Dirty Linens;**

- When picking up towels and bed linens, grab two corners of the sheet or towel and lightly shake it to remove any needles, razor blades or broken glass that may be bundled in it.
- Wear latex gloves when handling sheets and towels that are stained with blood or other bodily fluids.

**For Housekeeping;**

- Upon discovery of wet or soapy floors, take short steps when walking on them
- Mop up water around sinks and washing machines
- Straighten or remove mats that do not lie flat on the floor
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors
- When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section
- Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands

**For Handling of Chemicals;**

- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace
- Use personal protective clothing or equipment such as rubber gloves, and protective eyewear when laundry chemicals labeled "Poisonous"
- Do not use chemicals from unlabeled containers.

**Engineering (Building Maintenance/Groundskeepers) Safety Standards in the Workplace**

**a. For Ladders and Step Ladders;**

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud
- Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work
- Allow only one person on the ladder at a time

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- Face the ladder when climbing up or down
- 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 the ladder
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder
- Do not stand on the top two rungs of any ladder
- Do not stand on a ladder that wobbles or leans
- When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing
- Secure the ladder in place by having another employee hold it
- Do not place ladders on barrels, boxes, loose bricks, pales, concrete blocks or other unstable bases
- Do not carry items in your hands while climbing up or down a ladder
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it
- Do not use a ladder as a horizontal platform.

**b. For Electrical Powered Tools;**

- Do not use power equipment or tools on which you have not been trained
  - Keep power cords away from path of drills, saws and floor polishers.
  - Do not use cords that have splices, exposed wires, or cracked or frayed ends
  - Do not carry plugged in equipment or tools with your finger on the switch
  - Do not carry equipment or tools by the cord
  - Disconnect the tool from the outlet by pulling on the plug, not the cord
  - Turn the tool off before plugging or unplugging it
  - Do not leave tools that are "On" unattended
  - Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors
  - Do not operate spark inducing tools such as grinders, drills, or saws near containers labeled "Flammable"
  - Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
  - Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
  - Do not remove the ground prong from electrical cords.
  - Do not use an adapter such as a cheater plug that eliminates the ground.
  - Do not use portable power tools unless they have a color-coded green band taped to the handle. These green labeled tools have Ground Fault Circuit Interrupters incorporated into the plug end of the power cord. The use of these power tools are required when working in older buildings or temporary work locations where the work environment is often damp, and the available electrical outlets may not meet our wiring standards.
  - Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
  - Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- 
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
  - Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

**c. For Bench Grinders/Power Saws;**

- Replace the guards before starting machines, after making adjustments or repair
- Do not remove, alter or bypass any safety guards or devices when operating any power saw or grinder
- Do not wear loose clothing or jewelry in the machine shop
- Long hair must be contained under a hat or hair net, regardless of gender

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- Read and obey safety warnings posted on or near any machinery
- Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw or bench grinder
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam
- Turn off the saw before making measurements, adjustments or repairs
- Keep your hands away from the exposed blade
- Operate the saw at full cutting speed with a sharp blade to prevent kickbacks
- If the saw becomes jammed, turn off the power before pulling out the incomplete cut

**d. For Hand Tools;**

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged
- Keep the blade of all cutting tools sharp and carry all sharp tools in a sheath or holster
- Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person
- When using knives, shears or other cutting tools, cut in a direction away from your body
- Do not chop at heights above your head when working with a hand axe
- Do not use "cheaters" on load binders or "boomers"
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platform
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

**e. For Files/Rasps;**

- Do not use a file as a pry bar, hammer, screwdriver or chisel
- When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other
- Clean the grooves of a file with a wire brush.

**f. For Chisels;**

- Keep the cutting edge of the chisel sharp
- Do not use chisels with damaged striking ferrules
- Hold a chisel with a tool holder if possible
- Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel

**g. For Hammers;**

- Use a claw hammer for pulling nails
- Do not strike nails or other objects with the cheek of the hammer
- Do not strike one hammer against another hammer
- Do not use a hammer if your hands are oily, greasy or wet
- Do not use a hammer as a wedge, a pry bar or for pulling large spikes

**h. For Saws;**

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- Keep control of saws by releasing downward pressure at the end of the stroke
  - Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut
  - Do not use a saw that has dull saw blades, oil saw blades after each use and do not a saw by the blade.
  - When using a hand saw, hold the work piece firmly against the work table.
- i. **For Screwdrivers;**
- Always match the size and type of screwdriver blade to fit the head of the screw
  - Do not hold the work piece against your body while using a screwdriver
  - Use an awl, drill or a nail to make a starting hole for screws
  - Do not use a screwdriver as a punch, chisel, pry bar or nail puller
  - When using a spiral ratchet screwdriver, push down firmly and slowly
- j. **For Wrenches;**
- Do not slip a pipe over a single head wrench handle for increased leverage
  - Do not use a shim to make a wrench fit
  - Size the adjustable wrench to fit the nut before turning
  - Do not use a wrench with broken or battered points
  - Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice
- k. **For Pliers;**
- Do not use pliers as a wrench or a hammer
  - Do not attempt to force pliers by using a hammer on them
- l. **For Vises;**
- When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, saw horse or box
  - Do not uses a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise
- m. **For Handling Chemicals;**
- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
  - 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".
  - Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage
  - 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
  - Only use red color-coded, plastic or metal containers for storing flammables
  - Do not use chemicals from unlabeled containers and unmarked cylinders.
  - Do not drag containers labeled "Flammable".
- n. **For Animals and Insects**
- Watch for and stay away from guest's pets in the rooms and cars
  - Use a long-distance insecticide to destroy wasp nests

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**o. For Gasoline Powered Lawn Maintenance Tools;**

- Do not operate powered equipment on which you have not been trained
- Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged
- Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall
- Tag damaged tools "Out of Service" to prevent accidental start up or use
- Do not alter or by-pass any safety device provided by the manufacturer
- Only use grip locations as specified by the manufacturer as a handhold when operating the unit
- Do not pour fuel into the tank of a running engine
- Do not smoke while servicing, using or refueling a gasoline powered tool
- Keep body parts and clothing away from the running engine and the cutting blade
- Do not run a gasoline engine inside the storage shed
- Turn off the engine when you are not cutting or trimming
- Allow the engine to cool before performing maintenance or refueling
- Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts
- Allow the engine to cool before covering or storing it in the storage shed

**p. For Line Trimming and Backpack Blowers;**

- Before refueling, remove the trimmer from your harness, place the trimmer on the ground and allow the engine to cool
- When edging or trimming along roads or the parking lot, stay as close to the curb as possible
- Do not use the blower to clean yourself
- Do not direct the blower toward bystanders.

**Food and Beverages Department Safety Standards in the Workplace**  
**(Cooks, Servers, Stewards, Bartenders, Banquet Staff)**

**a. For General F & B Safety;**

- Do not handle hot or frozen items with your bare hands. Use dry pot holders or towels
- Cap all open Sterno flames before pushing the banquet carts
- Place the lid on coffee pots and pots of hot liquids before picking them up to move them
- Use a dry towel or an oven mitt when taking plates out of the plate warmers
- Do not submerge hot glass in cold water or submerge a cold glass in hot water
- Do not use a drinking glass to scoop ice from the ice machine
- Get assistance from a co-worker when carrying tables during banquet room set up or tear down.
- At all times, use personal protective clothing such as gloves, rubber boots, shoe covers, rubber aprons when performing dishwashing works to avoid injury being inflicted

**b. For F & B Housekeeping;**

- Mop up water around sinks, drink dispensers, freezer floors and ice machines
- Straighten or remove floor mats that do not lie flat on the floor
- Upon discovery of wet floors, take short steps when walking on them.
- Immediately clean up spills, water, cooking oils and other liquids from the floor.
- Use caution signs/cones to barricade slippery areas such as freshly mopped floors
- Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

**c. For Kitchen Appliances;**

- Replace the guards before starting grinders and slicers, after making adjustments or repairs

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- Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery
- Do not wear loose clothing or dangling jewelry when working in the kitchen
- Long hair must be contained under a hat or hair net, regardless of gender while working in the kitchen
- Turn off slicers, dough kneaders and meat grinders before making measurements, adjustments or repairs
- Keep hands away from the exposed blade of meat slicers
- Do not try to stop any foods as they go through the meat grinders or dough kneaders. If the machine becomes jammed, disconnect the power before clearing the jam
- Do not use cords that have splices, exposed wires or cracked or frayed ends
- Disconnect the appliance from the outlet by pulling on the plug, not the cord
- Turn the appliance off before plugging or unplugging it
- Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors
- Turn off gas appliances when not in use
- Turn on the kitchen hoods when kitchen appliances are on
- Position pots and pans on the stove tops so that the pot handles do not protrude over the edge of the range

**d. For Knife Safety;**

- When handling knives and other cutting tools, direct sharp points and edges away from you
- Store knives in knife blocks or in sheaths after use
- Do not use knives that have dull blades
- Do not use honing steels that do not have handle guards
- Do not attempt to catch a falling knife
- Use knives for the operation for which they are named
- Do not use knives with broken or loose handles
- Do not use knives as a can opener or ice pick
- Do not leave knives in sinks full of water
- Do not pick up knives by their blades
- Carry knives with their tips pointed towards the floor

**Concierge & Transportation Department**  
**(Valet Parkers/Bell Men)**

**a. For Concierge General Safety;**

- Watch for and stay away from guests' pets in the guests' rooms and cars
- Use a cart or dolly to carry luggage to the guests' room
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors or wet sidewalks
- Upon discovery of wet floors, take short steps when walking on them
- Straighten or remove rugs and mats that do not lie flat on the floor
- Do not run when using stairs.

**b. For Vehicle Safety;**

- Obey all signs posted in the parking lot when parking cars
- Stand clear of vehicles driven by their owners
- Do not approach any vehicle driven until the driver stops and exits it
- Shut all doors and fasten your seat belt before moving the vehicle

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a. **For Cashiers;**

- Use a closed fist or the back of your hand to close cash register drawers
- Do not allow merchandise to accumulate on the floor behind the counter

b. **For Store Keeper**

**Uncasing Merchandise**

- Use long handled snips when cutting strapping bands away from a shipping container
- Wear safety glasses when cutting strapping bands, uncrating materials and driving nail
- Stand to the side of the strapping band when cutting it
- Store case cutters, exact knives or other tools with cutting edges in sheaths when they are not in use
- Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks
- Remove or bend nails and staples from crates before unpacking

**Stocking Shelves**

- When manually stocking shelves, position the materials to be shelved slightly in front of you, so that you do not have to twist when lifting and stacking materials
- Do not let items overhang from shelves into walkways
- Place heavier loads on the lower or middle shelves
- Remove one object at a time from shelves
- Place items on shelves so that they lie flat and do not lean against each other.

**Hand Truck/Trolley Operations**

- Tip the load slightly forward so that the tongue of the hand truck goes under the load
- Push the tongue of the hand truck all the way under the load to be move
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects
- When loading hand trucks, keep your feet clear of the wheels
- Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push
- Place the load so that it will not slip, shift or fall. Use straps, if they are provided, to secure the load
- If your view is obstructed, use a spotter to assist in guiding the load
- Do not walk backward with the hand truck, unless going up stairs or ramps
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times
- Move hand trucks at a walking pace
- Store hand trucks with the tongue under a pallet, shelf, or table.

**Clerical Office Safety Standards in the Workplace**  
**(HR/Finance/Front Office Personnel)**

a. **Office General Safety;**

- Do not kick objects out of your pathway; pick them up or push them out of the way
- Open one file cabinet drawer at a time
- Put heavy files in the bottom drawers of file cabinets
- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a coworker

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- Use the handle when closing doors, drawers and files
- Close drawers and doors immediately after use
- Keep floors clear of items such as paper clips, pencils, tacks or staples
- Do not tilt the chair you are sitting in on its back two legs
- Carry pencils, scissors and other sharp objects with the points down
- Do not stand on furniture to reach high places
- Use a ladder or step stool to retrieve or store items that are located above your head
- Do not use extension or power cords that have the ground prong removed or broken off
- Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits
- Do not place your fingers in or near the feed of a paper shredder
- Keep doors in hallways fully open or fully closed
- Use a staple remover, not your fingers, for removing staples
- Turn off and unplug office machines before adjusting, lubricating or cleaning them
- Use handrails when ascending or descending stairs or ramps
- Do not store or leave items on stairways or walkways
- Do not run on stairs or take more than one step at a time