



## Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

---

### Sandstone Housing Safety Program

It is Sandstone Housing's Safety Policy to focus on accident prevention. We will do this by supplying employees with safety training and awareness.

It is each Property Manager's responsibility to ensure that every new employee receives safety training via safety videos. It is every employee's responsibility to report safety hazards and dangerous and/or questionable practices.

It is each property's Maintenance Supervisor's responsibility to keep a record of hazardous materials in a MSDS binder, which is readily available for all employees.

It is each property's Maintenance Supervisor's responsibility to inform employees of the location and proper use of PPE.

It is each Property Manager's responsibility to be aware of and follow the Sandstone Housing "Worker's Compensation Policy and Procedure" when an employee is injured.

It is each Property Manager's responsibility to keep and make each employee aware of the first aid kit in case of minor injuries.

It is each Property Manager's responsibility to make each employee aware of medical emergency healthcare facilities. Each Property Manager needs to develop a procedure for transporting an injured employee to the healthcare provider.

As stated in Sandstone Housing's "Worker's Compensation Policy and Procedure", Employees, Managers, and the Human Resource Manager are responsible for carrying out the steps stated in the "Worker's Compensation Policy and Procedure."

It is the responsibility of each Property Manager to ensure that each employee receives a copy of "Safety Tips for Employees."

Studies suggest that 85 percent of all work-related injuries could have been prevented by either the injured individual or a co-worker. Each employee must take responsibility for his or her individual safety and should encourage co-workers to do the same. This is achieved by training and being an example. Employers and managers must take the lead in setting a personal example of safety awareness and good safety habits. Your employees will adopt the attitude you set.