



ESSEX

PROPERTY TRUST, INC.

SAFETY PROGRAM

Prepared by Human Resources

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Safety & Health Policy Statement

Essex Property Trust, Inc. is committed to providing our associates with a safe work environment. At Essex Property Trust we believe safety is a very important part of the culture.

Our objective is to complete all work without injury or losses to associates or equipment and to eliminate or minimize all job hazards.

We encourage every associate to report any unsafe or unprotected exposure that may pose a potential threat to their safety and health to management so that it can be corrected as soon as possible.

Safety & Health Goals

- (1) Provide all associates with a safe work environment.
- (2) Conduct routine/regular workplace inspections.
- (3) Provide proper equipment to ensure safety of the job.
- (4) Provide ongoing safety training.
- (5) Enforce safety rules and appropriate discipline.
- (6) Provide open medium to report unsafe and unprotected hazards.

The Company is committed to providing a safe and healthful work environment. Accordingly, it has implemented an Injury and Illness Prevention Program (IIPP). Every Associate receives safety training as part of this program. A complete copy of the IIPP is available on the Company's intranet (Buzz) and through the Human Resources department.

The Company strongly encourages every Associate to report any unsafe condition or accident (no matter how minor) so that it can take prompt corrective action.

Essential components of the Company safety policy are:

- No Associate should undertake a job until he/she has received instructions on how to do it properly and safely and is authorized to perform the job;
- No Associate should undertake a job that appears to be unsafe;
- No Associate should undertake any job or use any machine or vehicle while under the influence of illegal drugs, alcohol or a prescription or over-the-counter drug that impairs the Associate's attention, alertness or ability to safely operate any machinery or equipment or to perform tasks;
- Every Associate is required to promptly report to a manager or other designated individual any unsafe condition encountered during work;
- Every Associate must take all legally required breaks during the workday;
- An Associate must promptly report to management any work-related injury or illness sustained, no matter how slight; and
- Associates must promptly report any accident or injury sustained by a resident, vendor, or guest to a manager or other designated individual.

Responsibility of the Community Managers /Maintenance Supervisors

Maintenance Supervisors and Community Managers are required to review the Essex Property Trust Safety Program with their direct reports, including new associates. It will be the responsibility of the Community Manager and Maintenance Supervisor to ensure that our associates are provided with a safe work environment.

Maintenance Supervisors and Community Managers are required to ensure the following items area completed within their first week:

Maintenance Team:

- Introduce and review the IIPP.
- Review locations of safety equipment and emergency shut off.
- Review and discuss the Company's Safety Policy.
- Review and demonstrate proper lifting techniques.
- Discuss the importance of using the proper equipment for the job and its appropriate use per the manufactures safety instructions.

Maintenance Supervisors are also required to do the following:

- Report all work related injuries to HR within 24 hours.
- Conduct monthly safety meetings.
- Conduct accident investigations for all accidents, near misses and incidents.
- Escalate any serious hazard to the HR department.

Safety & Training

All in-house safety and training sessions will be coordinated by the Human Resources and Learning and Development departments.

Maintenance Supervisors are required to review the policies and best practices below with their associates:

- Mold and Asbestos
- Safe lifting techniques
- Personal protective equipment
- Lock out/ tag out
- Blood borne pathogens program
- Heat Stress
- Safe Driving Policy
- Confined space entry
- Confined space location
- Flat Roof policy
- Respiratory Protection Program
- Proper Ladder Use

Content can be found on Buzz > Learning and Development and/or IIPP

Safe Work Practices

General Safety

- Associates must attend safety and training meetings.
- Report to work well rested and physically fit to be able to give full attention to the job.
- Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others.
- No person shall be permitted to remain on the premises while under the influence of alcohol or illegal drugs.
- No person shall be permitted to remain on the premises while their ability to work is so affected by prescription or non-prescription or other substance, so as to endanger their health or safety or that of any other person.
- Inappropriate behavior, such as horseplay, fighting and practical jokes are extremely dangerous and will not be tolerated.
- Smoking is prohibited within our premises and vehicles at all times. Smoking is only permitted outside buildings where "NO SMOKING" signs are not posted
- Avoid shortcuts – use stairs, ramps, walkways, and ladders.
- No running on the property.
- All associates shall report unsafe conditions or practices to their immediate supervisor.
- All work-related injuries and illnesses must be reported to Human Resources.
- Heavy-duty work boots are suggested however rubber soled shoes are acceptable.
- Work areas must be kept clear.
- Fire extinguishers shall be properly maintained. Never block fire extinguishers
- Use handles when closing desk drawers, file cabinets, etc. Do not leave drawers open when not in use.
- Do not stand in front of closed doors as they may be opened suddenly.
- Never stack, store or place items that block sprinklers, exits, exit ways, exit signs, fire extinguishers, electric service panels, or gas shut offs.

- Read mail and other materials while stationary - not while walking.
- Clean up all spills immediately.
- Keep kitchen areas clean and do not walk on freshly mopped floors. Obey wet floor signs.
- Deliberate abuse or misuse of equipment will not be allowed and will result in disciplinary action, including possible termination.
- All persons driving on company business should follow the Safe Driving Policy.
- Safety Data Sheets (SDS) should be reviewed with your supervisor when new chemicals are introduced to the property and as appropriate thereafter. Refer to labels and SDS's before using products for repairs, cleaning, or other work tasks.
- Equipment is only to be operated by qualified persons and then only when adequately trained in the use of the equipment and authorized to operate it. Certifications may be applicable.
- Avoid manual lifting of materials, articles or objects which are too heavy. Wherever possible, use carts and rollers to move heavy, awkward and bulky items. Do not carry loads that obstruct your view of floor conditions and hazards.

Equipment / Maintenance

- Associates are responsible for maintaining equipment in proper working order. This includes inspecting and cleaning equipment.
- If equipment is damaged or defective, associates must tag and repair or replace the equipment.
- All belts, couplings, gears, flywheels and moving parts must be properly guarded. Never remove guards while the machine is in operation or use the machine or equipment with guards removed.
- Do not operate any machine without the required guards. If removed for maintenance, guards must be replaced prior to returning machine to service.
- Use only approved cleaning solvent when cleaning tools, parts, machinery, and similar equipment in accordance with manufacture recommendations. If you are unsure, ask your supervisor for guidance. Environmentally safe solvents are advised, like Simple Green (not to be used on electrical equipment).

- Follow the Company approved Lockout/Tag out procedures when working on or repairing equipment. Always unplug tools and portable equipment before replacing blades, bits, punches and other points of operational devices.
- Always test the “start” switch of a “locked out” machine before starting work on it to be sure it will not operate, but be sure to push the off switch to make sure there are no unintended or accidental starts.
- Do not operate golf carts or any equipment if they are known to be in an unsafe condition.
- When using golf carts with flat beds for moving appliances, tie down ratchet will be used to secure the appliance and bungee cords or ropes are not to be used.
- Prior to any towing, it is recommended that the golf cart manufacturer is consulted to ensure that the cart is designed to tow or carry heavy appliances.
- When moving appliances on a golf cart with a tow hitch, always ensure the dolly and the tow hitch are both in a good working condition. Lights on golf cart must be on.
 - ❖ The golf cart manufacturer must allow for the use of tow hitch to pull appliances during delivery.
 - ❖ The appliance dolly manufacturer must allow a dolly, or loaded dolly to be hitched and towed by the golf cart, during delivery of the appliance to the unit
- Golf carts should always be operated at 5MPH or less when operating in the parking lot, parking structures and streets in the complex.
- When moving appliances, associates must always wear latex dipped grip enhancing gloves. The MS and CM are responsible to ensure that a pair is provided to each associate.
- When grinding keys, associates must always wear safety goggles.

Manual Lifting and Material Handling

- One of the major causes of injuries is improper lifting and handling of objects, tripping, slipping, or falling. The following procedures must be followed in order to avoid injury.
- Before lifting or moving an object, assess the weight of the load. Reasonable weight is <50lbs. anything over 75lbs requires additional assistance (i.e. carts, appliance dollies,

slings, or team lift. When necessary, use carts, appliance dolly's or slings or ask for assistance.

- When moving appliances, all associates are required to perform a pre-task assessment.

The pre-task assessment is to include the following:

- ❖ Assess the appliance(s) to be moved to ensure good condition (stable, solid, secure, etc.)
 - ❖ Assess delivery location prior to start.
 - ❖ Identify the proper tools to be used.
 - ❖ Identify appropriate travel path and make sure it is clear.
- At least two associates should be involved in lifting, pushing or pulling heavy objects at ALL times.
 - To reduce slipping, tripping or falling, check the path of travel or destination to make sure it is clear.
 - Clear the path before moving the object and avoid stepping on slippery or uneven surfaces, avoid curbs, drop offs. Be aware of pinch points and crush hazards.
 - Always use an appliance dolly to move ALL appliances. Properties without an elevator may request a stair lifter or non-manual dolly. This will require approval from the Community or Regional Manager and will be approved based on property needs.
 - It is the responsibility of the Maintenance Supervisor and the Community Manager that necessary and proper equipment, (i.e. appliance dolly, gloves, and glasses) is provided to the associates.
 - Inspect the dolly to ensure that it is in a safe condition. Any dolly with loose or worn out wheels may not be used. Any dolly with signs of abrasion, cuts, or holes on the strap may not be used. The tie down strap, ratchet hook, or locking devices on the dolly must always remain in good condition.
 - If a property requires more than one dolly, the request should be considered for approval based on the size and needs of the property. It will require a CM/RPM approval.

Guidelines for Lifting:

- Use a wide balanced stance to reduce the likelihood of slipping or jerking movements.
- Keep the lower back in its normal arched position while lifting. Bend at the knees to maintain the normal arched position.
- Bring the object or load as close to the body as possible.
- Keep the head and shoulders up as the lifting motion begins and flex your stomach while breathing out during the lift. Do not hold your breath during the lift.
- Lift with the legs and stand up in a smooth, even motion. Avoid lifting with straight legs.
- Move the feet (pivot) if a change in the direction of travel is necessary.
- Communicate when two or more individuals are involved in the material handling. Always choose one to direct the activity and follow that persons instructions.
- Back belts are optional. However, the Maintenance Supervisor or the Community Manager can furnish one upon request.
- When using back belt, the associate must understand the following:
 - ❖ The back belt must be used together with the practice of proper body mechanics, and posture.
 - ❖ Wear your belt whenever necessary but as little as possible.
 - ❖ Do not rely on the belt to increase your lifting capabilities.
 - ❖ Make sure the back belt is properly sized.
 - ❖ The width of the back belt should cover the low back and sacrum area and is comfortable to wear when cinched.
 - ❖ Cinch the back belt tight during manual material handling tasks and let loose during light task and breaks.
 - ❖ Always follow manufacture recommendations.
- The Maintenance Supervisor will coach and enforce proper lifting techniques and team lift.
- When moving an appliance to a unit that has a narrow opening/steps (due to building configuration), vendor delivery/installment option should be considered. It will require an authorization from the community or regional manager. It should be approved on a case - by - case basis.

Guidelines for Goggles:

- Always wear safety goggles when working in an area that has particles, flying objects or dust (including key grinding, blowing leaves, sanding, sawing, or working with any loose contaminants).
- If you are working with chemicals, please wear safety goggles.

Pressurized Containers

- Treat all cylinders as if they are full.
- Fuel and Oxygen should be separated by at least 20ft.
- Secure all cylinders to a wall or vertical support by use of chains or support in a safety stand supplied by the manufacturer, in an upright position.
- Keep all caps and valve guards in place.
- Do not try to listen for a leak by placing your ear on or near the cylinder.
- Keep valves closed when not in use.
- Cylinders shall be kept away from electrical wiring where they could become part of the circuit.

Smoking

- Smoking is prohibited when working with or around flammable materials. This includes refueling of equipment and vehicles.

Tools

- Do not operate power tools or equipment unless you have been authorized to do so.
- Inspect tools prior to use to ensure that they are in proper working order. Do not use damaged or defective tools.
- Use tools for their intended purpose and in the manner intended.
- All power tools and electrical devices must be properly grounded or double insulated.

- Keep guards and protective devices in place at all times. Never use tools or equipment from which guards have been removed.
- Do not use electric power tools and equipment when standing in water.
- Only qualified persons are to repair electric tools or equipment.
- All extension cords shall be the 3-pronged type with a rating appropriate for the job.

Trash Compactors

- Never enter the inside of a trash compactor for any reason.
- Never operate a trash compactor that is in any way damaged.
- Make sure all persons are clear of the unit before activating the controls. This includes any and all body parts, or clothing.
- Never operate a trash compactor while any part of your body is inside or near the opening of the compactor.
- Any repairs requiring entry into the compactor must be performed by an approved vendor.
- An associate performing repairs to the exterior of a trash compactor shall, where appropriate, follow the safety procedures outlined in the electrical safety and lock out/tag out sections of this manual.
- Operate a compactor only after training on equipment has been completed.
- Never alter the original factory design of the trash compactor.
- All controls must be clearly labeled. Replace any danger or caution decals that have been removed or are unreadable.
- Never attempt to override or by-pass electrical safety switches or control relays.
- The hydraulic cylinder access door must be secured at all times.
- The trash compactors' safety control circuits should be routinely checked along with checking for leaks and proper operation.

Roof Work

- All work on any pitched roof is prohibited
- All work on any flat roof must be conducted in accordance with the safety procedures outlined in the Roof Work Safety Procedures

Office Safety

- Do not leave chairs, wastebaskets, and similar objects in aisles where they constitute a tripping hazard.
- Keep electrical cords out of aisles and walkways.
- Do not leave desk drawers, cabinet doors, and file drawers open while unattended.
- Only one file drawer in a cabinet shall be opened at any one time to prevent tipping.
- Do not place broken glass or other sharp objects in wastebaskets unless protected.
- Only approved ladders or step stools shall be used to reach material on high shelves or other similar locations. Boxes, crates, or chairs shall not be used for such purposes.
- Whenever anything is spilled on the floor, it must be cleaned up immediately to remove the slipping hazard.
- Open all doors slowly.
- Do not use any office equipment that appears to be damaged electrically or has loose wiring, plugs, or missing ground plugs.
- When you use an extension cord, use the proper size for the situation and make sure it does not get pinched, stepped on, run over, placed under carpet, or draped over doorways
- Space heaters are only permitted in an office building owned by Essex. No space heaters permitted in leased buildings.
- Office heaters pose a serious fire hazard, because they generate a lot of heat in a small area. Do not drape coats over the space heater or place the heater near cushions or wastebaskets. Position the heater so that it will not tip over or force heat on to the carpet. Never leave your space heater on while away from your workarea.
- Take a two to three minute stretch break from every two hours of repetitive work.

- Periodically change your posture throughout the day by alternating between sitting and standing.
- Build movement into your day by performing 15 minutes of non-keying activity every 2 hours of keying.
- Periodically focus eyes on an object at least 20 feet away to reduce eye fatigue.
- Use a headset instead of cradling the telephone between the shoulder and neck while typing.

Accident Investigation/reporting

All injuries/illnesses must be reported to management as soon as possible.

It is the practice of Essex Property Trust, Inc. to have all injuries/illnesses investigated by the Workers' Compensation Manager within 24 hours of the incident. A formal accident investigation from (available on Buzz) must be forwarded to the Workers' Compensation Manager workcomp@essex.com as soon as possible, but no later than 24 hours after the incident.

It is important to that all incidents are reported, no matter how slight.