

NEW ASSOCIATE SAFETY CHECKLIST

ASSOCIATE: _____

MANAGER: _____

DATE

HIRED/RE-

ASSIGNED: _____ COMMUNITY: _____

MANAGER: Check off each item as you discuss it with the new Associate. NEW ASSOCIATE: Initial each item as it is discussed with you.

- Associate provided with company safety policy and Injury Illness Prevention Plan (IIPP).
- Manager reviewed injury-reporting procedures with Associate.
- Associate issued proper personal protective equipment as needed; trained to use and care for such safety equipment.
- Associate shown location of first aid kits and informed of local urgent care or hospital facility and reporting incidents and injuries to supervisor or community manager by end of shift.
- Reviewed with Associate Safety Hazard Report, location of safety data sheets and how to read a Safety Data Sheet (SDS).
- Indicated when and where to report unsafe conditions or unsafe work practices (anonymous reports)
- Associate understands the importance of responsibility for the prevention of accidents, agrees to fully cooperate with the safety efforts of Essex Property Trust, Inc follow all safety rules, and use good judgment concerning safe working behavior.

Training

- Implementation and maintenance of the IIPP Program.
- Review and understanding of the emergency response plan (*Emergency Procedures Manual*) which provides guidance on dealing with emergencies such as earthquakes, fires, etc.
- Prevention of musculoskeletal disorders, including proper lifting techniques and use of hand carts
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- Prohibiting roughhousing and other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.

- Hazard communication, including worker awareness of potential chemical, environmental, biological hazards and proper PPE and labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.