

*Whitefish
Properties LLC*

*Health & Safety
Manual*

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INTRODUCTION

The health and safety of all employees are of great concern to Whitefish Properties LLC. To help ensure your safety, this manual has been created. It is meant to be a guide to safe work practices, to creating a safe work environment and it also explains what steps should be taken to report unsafe conditions. A safe workplace requires the cooperation of every employee. Safety begins with you!

The Health and Safety Director works with the Health and Safety Committee, Managers, Supervisors, and you to maintain a healthy and safe workplace. The Health and Safety committee meets monthly to identify and help resolve issues of health and safety. Managers are responsible for providing hazard-controlled or hazard free working areas and properly working equipment. They also investigate all accidents, enforce all regulations and procedures, support training sessions and work with the Health and Safety Committee as needed. Supervisors are responsible for training and educating employees in safety, enforcing the proper usage of equipment, supervising and evaluating employees overall performance and they actively support the Health and Safety Committee. All employees are responsible for attending safety training, properly using and maintaining equipment, following Company Policies and Procedures, and for informing their manager/supervisor about any concerns they have regarding their health and safety.

We want your experience at Whitefish Properties LLC to be enjoyable and productive; and to that end, we make every effort to provide you with a safe place to work. Don't take chances. You should report any and all potential hazards to your manager/supervisor or a member of the Health and Safety Committee.

GENERAL SAFETY

RULES TO WORK BY

The following rules apply in all company work places. Each work unit may have additional job specific safety rules in addition to, but in conflict with these rules:

1. Read and know the safety precautions of your area
2. Dial **911** in an emergency, Call the front desk "0" if you cannot get an outside line or you cannot give good directions to your location.
3. Employees are expected to focus on their work. Practical joking and horseplay may result in an injury and are inappropriate to the work place. Such behavior will not be tolerated.
4. All accidents, whether vehicular or bodily, and regardless of severity, are to be reported immediately to a manager/supervisor.
5. All injury, no matter how slight, is to be reported to the manager/supervisor. Only the manager/supervisor may dispense First Aid. Do not attempt to treat yourself or another employee.
6. In case of sickness, report to manager/supervisor.
7. No employee will be assigned to work under unsafe conditions or with unsafe tools or equipment. If such a condition arises it should be reported to a supervisor immediately. DO NOT proceed without a supervisor's approval.
8. Any employee operating power equipment should exercise extreme caution. Employees should be trained how to use equipment by their supervisor.
9. Employees will use appropriate safety equipment such as safety glasses, gloves, toe guards, hard hats, breathing masks.
10. Shut off machines, vehicles, or power equipment before cleaning, adjusting, or repairing. Lock equipment if possible when you are finished using it.
11. Employees will dress appropriately to their work. Avoid wearing loose clothing or jewelry while working on or near equipment.
12. Do not attempt to lift or push objects that may be too heavy for you. Learn to lift the correct way in order to avoid back injury. Bend your knees, keep back straight and body erect, then push up using your leg muscles.
13. Employees should use common sense when working on elevated surfaces. Do not jump from truck beds, platforms, fences or other elevations unless necessary to the performance of the job.
14. Always check ladders before climbing on them. Make sure the ladder is in good repair. Make sure it has safety feet and, if possible, have a co-worker hold it while you use it.
15. Never use makeshift or defective scaffolding, rigging or stages.

16. Never use defective tools. Flying chips from tools with mushroomed or split heads cause injury. Repair them or inform manager/supervisor that they need to be replaced.
17. Warning signs and signals posted to point out dangerous conditions are to be obeyed by all employees.
18. Employees will not take shortcuts through or over dangerous places. Please keep in mind that weather may affect the safety of an area requiring you to adjust your route accordingly.
19. Employees will refrain from running unless necessary to the performance of the job in an emergency.
20. Slippery floors cause falls. Always keep the floor clean. Always post signs while washing the floors.
21. All traffic laws are to be obeyed by employees operating any company vehicle.
22. Seat belts are to be worn at all times by all passengers in any company vehicle while it is in operation.
23. Learn the location of all fire exits and alarm boxes in your department. Make certain that exits, fire-fighting equipment, alarm boxes, electric lighting, power panels, etc are not blocked by anything. Fire doors must be kept clear.
24. Learn the location of the fire extinguisher in your area. Be sure to use them appropriately.
25. If you are uncertain of the safe way to do something, ask for help.

GENERAL SAFETY PERSONAL ERGONOMICS

Before beginning a task, take a couple of minutes to consider the following:

1. Do I have the correct tools?
2. Do I have the required personal protective clothing?
3. Can I arrange my work area so that the stress of my body, particularly by back and arms, is minimal?
4. If a task is hard on my back or arms, can I rotate it with another task?
5. If a task is repetitive, can I rotate it with another task?
6. I should report any of the following signs to my supervisor: pain, numbness, burning, swelling, weakness, loss of dexterity.

GENERAL SAFETY LIFTING AND MOVING MATERIAL

1. Always lift with your legs, not your back. Bend your knees, firmly grip the material, and lift in a slow, continuous motion straightening your legs. Thus, most of the weight is on your legs. Do not twist your body lifting or carrying. Keep the object carried against your body and thighs.
2. If the material is heavy or cumbersome, always ask your supervisor to get additional help. You will save time in the long run by asking for help and taking your time when lifting.
3. If you have a back weakness or problem, whether temporary or permanent, inform your supervisor now. Arrangements will be made, whenever possible, to allow you to avoid lifting situations while you recover.
4. Use mechanical lifting devices or carrying devices as much as possible.

GENERAL SAFETY ENFORCEMENT

Whitefish Properties LLC is serious about safety; therefore safety is a part of every employee's job description. Failure to obey the health and safety rules set out in the Health and Safety Manual is seen as failure to perform assigned work. Enforcement of the rules is as follows:

1. Verbal Warning – issued by the Manager
2. First written warning - issued by the Manager, Restraining provided
3. Second written warning – issued by the Manager, Follow up conducted by the Health and Safety Director
4. Third written warning – issued by the manager. Mandatory meeting with employee, Manager, and Health and Safety Director to discuss possible termination
5. Termination of employee

In the event that a rule infraction leads to a potentially life threatening situation or results in bodily injury the first three steps may be by-passed.

FIRE SAFETY

IN CASE OF FIRE:

1. Sound the alarm.
2. Contact at least one other employee to assist you (preferably your manager)
3. Depending on the size, location and composition of the fire, do one of the following two things:
 - ❖ Put out fire, if possible or contain fire, if possible by shutting the door. **DO NOT ATTEMPT TO PUT OUT A SMALL FIRE IF YOU ARE UNCERTAIN OF ITS COMPOSITION (GREASE, CHEMICAL OR ELECTRICAL). USE A FIRE EXTINGUISHER - NOT WATER - TO PUT OUT A FIRE.**
 - ❖ Call 911. Give the dispatcher specific directions to your location.
4. Meet the Fire Department at the front entrance

FRONT DESK:

Upon notification that there is a fire:

- ❖ Assist in building evacuation by contacting, by phone each unit in the building
- ❖ If necessary obtain assistance to contact each unit of the building in person
- ❖ Contact neighboring buildings that may be affected.

FIRE PREVENTION:

1. Make sure all the emergency exits in your area are clearly marked and are free of obstacles
2. Make sure illuminated EXIT signs are in working order
3. Know the location of the alarm boxes in your area
4. Know the location of the fire extinguisher in your area. Make sure they are clearly marked and in working order
5. Identify and correct any unsafe practices or fire hazards in your work area. Notify your manager.
6. If you are concerned about a situation in your area or Whitefish Lodge & Suites as a whole please notify the Health and Safety Director

Each department is responsible for developing a specific, detailed plan that includes:

1. Educating employees regarding location and/or use of fire alarms and extinguishers.
2. Conducting drills periodically, where necessary.
3. Who is to inform in case of fire and location of lists of emergency numbers.

SEVERE CONDITIONS

This area covers 3 major situations.

1. Blizzards
2. Tornadoes
3. Forest Fires

Storm shelters are located as follows:

Whitefish Lodge & Suites

1. Lower level rooms
 - Board room
 - Laundry Room
 - Hallway
 - Public restrooms

Manhattan Beach Lodge

- The basement
- Public restrooms

The National Weather Service issues Severe Weather Watches and Warnings as conditions dictate. A watch means conditions exist that may cause a tornado or severe weather. A warning means a tornado has been spotted be prepared to take shelter.

The city of Crosslake has severe weather sirens, which will sound if necessary. In the event that severe weather seems likely please switch all radios to KLKS 104.3 FM.

NOTE: Sirens will sound the first Wednesday of every month at 1:00 pm as a test.

FRONT DESK

Once the front desk has received notification of severe weather by siren or by emergency services they will contact the Operations Manager.

For Kista call 218-821-3999

For Becky call 218-821-4049

For Tracy call 218-820-5388

INJURY ON THE JOB

Even with Health and Safety precautions in place, accidents do happen. All injuries must be reported to your manager, who, in turn, will report it to the Health and Safety Director.

If you are injured on the job, get help. **DO NOT ATTEMPT TO TREAT YOURSELF!**

If a co-worker is injured on the job, get help. **DO NOT ATTEMPT TO TREAT ANYONE.**

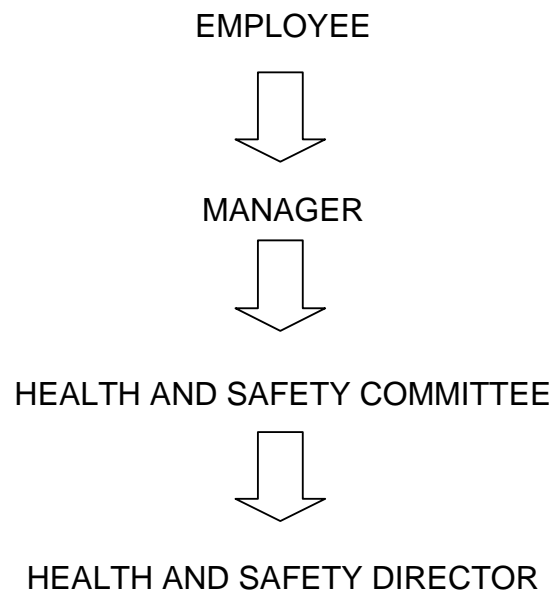
For a serious injury or any type of back injury, dial 911. **DO NOT ATTEMPT TO MOVE SOMEONE WHO HAS INJURED HIS OR HER BACK.**

Report all minor injuries to a manager. They will determine and, if possible, implement the proper treatment.

Whitefish Properties LLC use specific physicians and clinics for Work Comp claims. Accident forms must be completed. Please contact the Health and Safety Director for necessary forms.

REPORTING UNSAFE CONDITIONS

You can readily correct some unsafe situations. If there is a spill on the floor, wipe it up. If a box is blocking an exit, move it out of the way. Other situations require more effort or authority to correct. The chain of responsibility is as follows:



If you feel that your manager is not taking appropriate steps to correct an unsafe condition or if you notice an unsafe condition that is outside your department, please contact a member of the Health and Safety committee.

HAZARD COMMUNICATION/RIGHT TO KNOW STANDARD

Some of the chemicals or other material used could be dangerous and require that specific precautions be taken to protect our employee's health and environment. It is essential that any hazards associated with the handling of these materials during normal job operations be communicated to employees involved. Management, department heads, or trainers must obtain and distribute the proper information.

According to OSHA, the EMPLOYER must:

1. Inventory chemicals by name, distributor, locations, and use in the business
2. Obtain Material Safety Data Sheets (MSDS) for each chemical and review them for clarity and completeness.
3. Determine which chemicals are "hazardous" as defined by the OSHA standard 1910:1200, the major categories being; confirmed or suspected carcinogens, health hazards, and physical hazards.
4. Develop a WRITTEN Hazard Communication Program

It will be the responsibility of the employees to be aware of the Hazard Communication Program, following safe practices and procedures and to know where to find any special instruction or warnings and the emergency first aid procedures for eye contact, skin contact, inhalation or ingestion.

FIRST AID/BLOODBORNE PATHOGENS

1. First aid kits and eye wash stations are provided. It is the responsibility of every employee to know their locations. Find the first aid kit and take a look inside before you use it, report any missing items. Learn how to use the eye wash stations.
2. Each kit is fully stocked with health aids, including disposable gloves. It is the responsibility of supervisors to check the first aid kit periodically and to maintain a supply of basic items.
3. Never help an injured person, where blood is present, or participate in the cleanup of blood or other bodily fluids, with out using disposable gloves. In rare instances, do to the location of blood, the possibility may exist of the blood splashing or being thrown, such as by a machine of some sort. If this is the case, further Personal Protective Equipment, such as a face shield may be required.
4. All businesses are required by OSHA standard to develop and exposure control plan, provide training to those employees potentially exposed to blood borne pathogens, implement engineering and work practice controls, provide and enforce the use of protective equipment, offer a Hepatitis B vaccine, have a system for exposure evaluation and follow up and use proper labels to warn of potential hazards.

RETURN TO WORK PROGRAM

1. Our company has a fully implemented return to work program for its injured employees.
2. Management will be in contact with you and or your medical provider regarding your condition and recovery.
3. Based upon your doctor's advice, you will be given a job description. As your condition improves, this job description could change until you are back to normal health and work.
4. Whitefish Properties LLC feels it has an obligation to our employees and will do everything reasonable to find a job description, which fits your condition, with little or no lost time. This could involve alternate job descriptions, lighter duty, avoiding certain aspects of the job, such as lifting, or part time work while you are recovering.
5. Management may be in contact with your medical provider and may ask that you see a different provider regarding your condition, treatment plan or return to work plan.

FRAUD

As of January 1, 1992, and person who files or contributes to the filing of a false worker's compensation claim is committing a felony, a crime punishable by a prison sentence of up to 5 years, or by a fine up to \$50,000 or both.

What is a fraudulent claim? Here are some examples of activities for which you could be prosecuted.

1. Filing a claim for a non-existent injury
 - ❖ If you file a claim for an injury or illness that does not exist, you are guilty of worker's compensation fraud.
2. Filing a claim for a non-work related injury
 - ❖ If you are injured off the job, but pretend it happened at work so you can collect worker's compensation benefits, you are committing a felony.
3. Aiding a Co-Worker in filing a false claim
 - ❖ If you make a false statement to support a fellow employee's claim for benefits, you are participating in a crime.

NEW EMPLOYEE ORIENTATION

No new employee will begin work without first being given an orientation by a manager. Each new employee must be familiar with, and agree to abide by, all policies including safety regulations. Consideration will be given during the orientation to achieving the development of a good attitude and motivation toward safety and the prevention of accidents.

The orientation of a new employee must be documented and signed by the employee and the lead person involved.

The following points must be emphasized and understood by the employee during the orientation process:

1. Management is sincerely interested in the safety of every employee and is dedicated to provide a safe working environment.
2. Accidents may occur, but safe working habits, training and daily awareness by every employee can prevent most of them.
3. Every employee is required to report to their supervisor any unsafe conditions or actions observed.
4. Employees should be trained for their job. Do not proceed on a job if unsure of the methods or safety requirements. Ask your supervisor.
5. No employee should ever undertake a job that appears to him or her to be unsafe.
6. All injuries, even if they appear slight, must be reported to the supervisor or the office immediately.
7. The Whitefish Properties LLC Safety Manual will be reviewed with each new employee, with emphasis placed on the Company Policy Statement, Employees Responsibilities, General Safety Rules, Disciplinary Procedures, Return to Work Program, and Safety Incentive Plan.

I have read and received the Whitefish Properties LLC Safety Manual

Signature

Date