



QM CORPORATION / INTERVAL MANAGEMENT

WORKPLACE SAFETY PROGRAM

QM CORPORATION / INTERVAL MANAGEMENT, INC.

WORKPLACE SAFETY PROGRAM

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RULES AND REGULATIONS

Nevada law requires us to have a method to ensure that our employees comply with established safety rules and work practices. Our goal is to provide you with a safe working environment with the following rules:

1. Employees must immediately report all accidents, injuries, and / or unsafe or unhealthful conditions in the workplace, including defective tools or equipment, to their Supervisor.
2. Follow established safe job procedures. Changes in regular job procedures require pre-approval from Management.
3. Employees who are not sure how to operate a machine perform any assigned task are to ask their Supervisor before proceeding.
4. Employees must not tamper with, remove, destroy or otherwise interfere with the use of any safety device or safeguards provided for the protection of employees or customers.
5. Personal protective equipment must be worn or used in any area where required.
6. Employees must use only proper tools for the job. If proper tools are not available, contact your Supervisor.
7. Employees are required to seek assistance when lifting any item, which is bulky, awkward or heavier than they feel they can lift safely.
8. If a repetitive task causes an employee discomfort, or if they feel it is unsafe or unhealthful, they must report this condition to their Supervisor immediately.
9. Safe attire for employees is a must. Your Supervisor will review the dress code for your position during your initial training or if your job responsibilities change.
10. Horseplay, including fighting and throwing articles, as well as running is forbidden.
11. It is every employee's responsibility to help keep aisles and walkways clear and to pick up litter. A scrap of paper, a loose wire, a forgotten box, an opened drawer or liquids on the floor can cause an injury to another employee or guest. Remember good housekeeping is everyone's job and helps prevent accidents.
12. The task of our Management team is to work in good faith for all, enforce the safety regulations and change unsafe behavior.
13. Discipline for violating safety rules is handled on a case-by-case basis, depending upon the seriousness of the incident, the employee's length of service and other contributing factors. The Company reserves the right to invoke any level of discipline at any point but normally will follow progressive discipline:
 - The first violation, the supervisor will discuss the behavior with the employee and make sure the employee understands the nature of the violation and the consequences that would result if there is a repeat violation. The verbal warning will be documented in the employee's personnel file.
 - Additional violations will result in an employee receiving a written warning, which will be placed in their personnel file.
 - Continued violations shall result in the employee being placed on an unpaid disciplinary suspension; termination may result if the safety violation continues. This action shall be review first with the Manager, Supervisor and the Human Resources (H.R.) Manager.

RESPONSIBILITIES

All employees are responsible for safety and health in the workplace. Specific safety responsibilities have been assigned as follows:

Human Resources Department:

- Maintains up-to-date information on local, state and federal safety standards and requirements.
- Implements and maintains the Workplace Safety Program, ensuring it is followed.

- Communicates directly with senior management regarding the status, recommended changes to, and the results of the Workplace Safety Program.
- Plans, organizes and coordinates safety and health training.
- Monitors medical treatment of injured employees. This includes maintaining first aid equipment and supplies, training designated first aid providers, and implementing procedures to provide additional medical treatment when necessary.
- Reviews accident reports and investigations and makes recommendations to the Safety Office to prevent recurrence.
- Maintains all records pertaining to the Workplace Safety Program, and ensures that each employee receives and signs an acknowledgement regarding this Program.
- Reviews and evaluates results of the Workplace Safety Program and reports same to the Safety Officer.

Managers and Supervisors:

- Provide leadership, and demonstrate an interest in the Safety Program by actively participating in the Program, and follow safe work practices.
- Maintain current information about safety and health regulations, which pertain to their department.
- Ensure each employee receives safety and health training and understands how they are to perform their jobs, and coordinate training dates with the H.R. Department.
- Make sure that each employee is able to complete each task to which they are assigned in a safe manner.
- Make sure that all machines and equipment are maintained in safe operating condition.
- Make sure that employees follow all safety and health regulations and work practices, including using required personal protective equipment.
- In the event of an accident help the employee complete the accident reporting forms; and, investigate accidents immediately within their department to identify any and all witnesses, and document actions necessary to prevent a similar accident from reoccurring.
- Maintain adequate inventory, order and verify delivery of supplies needed to execute the Workplace Safety Program.
- Immediately report any unsafe or unhealthful conditions which they cannot correct themselves to the Safety Officer.
- Assist and cooperate with the Safety Committee.

Safety Committee:

The Safety Committee consists of employees from various departments, facilities or locations. Every year volunteers from the workforce will be sought to serve on the Committee. Additionally, the Company will appoint one person to serve on the Committee, who will not be a voting member, nor have authority to reject the Committee's actions. The Company-appointed member will serve as a liaison with management. The Safety Committee Members are responsible to:

- Serve a two-year term.
- Bring vital safety issues, ideas and solutions to the attention of Management.
- Meet at least four times per year; and determine its next meeting date, time and location before adjourning each meeting. Time spent traveling to and attending meetings, will be considered time worked.
- Select a chairperson and secretary from among its members.
 - The Chairperson will lead the meeting discussions, coordinate the Committee's efforts, and ensure the Safety Suggestion Boxes are maintained and accessible to employees. The chairperson is to collect the Safety Action Request Forms from the Suggestion Boxes at least one week prior to each meeting to bring to the meeting.
 - The Secretary will keep minutes of each meeting and send a signed copy of the minutes to all Committee members one month prior to the next meeting.
 - Each Committee member will be responsible to update and maintain their own Safety binder, which indicates, but is not limited to, copies of the Workplace Safety Program, Safety Action Request Forms, Safety Inspection Reports and minutes.

- Participate in regularly-scheduled safety inspections of the resort facilities. The inspection findings will be documented and attached to meeting minutes.
- Help plan safety training programs.
- Communicate safety issues to employees and management.
- Create and maintain an active interest in safety and health among employees.
- Review potential safety or health hazards of current and new processes, methods, or materials in the workplace; and, immediately inform management of safety hazards, which are observed to them.
- Understand and accept that their role and responsibility is NOT to negotiate safety issues and health hazards with employees or state officials, but to review and analyze accident reports – from the perspective of suggesting how such situations can be avoided in the future.

TRAINING

Effective safety training will result in benefits to our Company, including, the reduction of injuries, damage to property and supplies, retraining time, Company liability, absenteeism; and an increase in communication, productivity, morale and profits.

- General Training / Orientation by Human Resources:
 - Provide a copy of this *Workplace Safety Program*;
 - Give an overview of the Safety rules and enforcement policies, how to report unsafe conditions, and how to report an injury;
 - Distribute the pamphlet entitled, *Workplace Safety; Your Rights and Responsibilities*;
 - Provide a list of names and addresses of all medical providers under contract to treat employees for work-related injuries and illnesses.
- Specific / Departmental training on how to safely perform assigned jobs will be conducted by each department to include, but not be limited to:
 - Safety rules of the department in which you will work.
 - Correct job procedure(s) for your particular job, emphasizing that doing a job incorrectly may cause personal injury or property damage.
 - All information pertinent if you work in high-risk jobs or areas, or with hazardous materials, complex types of machinery or other equipment;
 - How to use personal protective equipment required to perform your job;
 - Additional training when your job responsibilities change, new hazardous materials are introduced, new machines / tools or equipment are used, new safety protection equipment is needed, or incidents recur causing injuries. Restraining will be provided to anyone who does not understand proper safety procedures; and
 - Any other specific or special training the department Supervisor feels appropriate.

When you receive training, you are prepared to complete your job properly and safely. The initial training will be documented on an orientation check list, signed by you, your supervisor and an H.R. representative, and retained in your personnel file. Employees will be asked to sign a list acknowledging their participation in any special training session.

If temporary personnel are used from a temporary agency, the Supervisor shall provide specialized training for the jobs they will be performing.

INSPECTION & AUDITS

In order to comply with state and federal regulations, the Safety Committee shall conduct regular and frequent inspections of the facilities, which allows the Company to identify and correct unsafe conditions and work practices enabling the Company to achieve its goal of maintaining a safe and healthy workplace. All Managers and Supervisors are responsible for routinely inspecting their area of responsibility, documenting their findings and turning their findings in the Committee. Inspections include:

- Violations of safety rules.
- Machinery or other equipment without necessary guards.
- Unsafe use or storage of chemicals, including flammables.
- Obvious violations of good housekeeping practices.
- Personal protective equipment not being used where required or being used improperly.
- Machinery, hand tools or other equipment in poor condition or being used improperly.
- Areas where there have been recurring injuries.
- Any deviation from safe work practices.

COMMUNICATIONS

The following system for communicating safety issues through the organization is essential to management, to enable management to receive unfiltered and exact information from employees about safety hazards and / or their safety needs. Safety memos, reminders, posters, etc., will be posted on department bulletin boards on a regular basis. In addition, management will periodically conduct training with all employees.

A Suggestion Box has been set up in various locations (Corporate office in the break room and at the Resorts in the support offices), for you to report a safety hazard or make a suggestion to improve safety and / or health conditions in the workplace. If there are no proper forms near the Suggestion Box, a plain sheet of paper will do. We encourage and welcome all suggestions. However, urgent items should be reported to a committee member, your Manager or Supervisor, or to the H.R. Department immediately, so that the items may be acted upon. Anyone who submits a suggestion will receive a written response from the Safety Committee, which will include the date and type of action taken, and if no action was necessary, an explanation as to why.

HAZARDOUS CHEMICALS & MATERIALS

The Hazard Communication Standard (29 CFR SS1910) is a regulation established by U.S. Occupational Safety & Health Administration (OSHA) and adopted by the Nevada OSHA. OSHA requires that every business using hazardous chemicals establish a comprehensive hazard communication program, which includes these basic elements:

1. WRITTEN PROGRAM that informing employees of potential hazards associated with
2. TRAINING PROGRAM, actively informing employees of potential hazards associated with these materials and the precautions they should take when using them. Anyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the safe use of hazardous chemicals by their Supervisor, to include the following:
 - Operations in their work areas in which hazardous materials are used, and the names and physical characteristics (color, odor, gas, liquid, etc.) of these chemicals.
 - Any potential health hazards associated with the use of the chemicals including signs and systems of exposure to chemicals.
 - What to do in the event of spills or leaks of hazardous materials in the work area.
 - Methods used to detect the presence of release of chemicals in the workplace.

- Proper handling of chemicals to protect employees from its hazards, including appropriate work practices, personal protective equipment and emergency procedures and equipment (eyewash, showers, etc)
 - How to read and understand the Material Safety Sheets (MSDS), the location and availability of MSDS's, the information provided by labels and details of the labeling system.
 - Dealing with hazards associated with non-routine activities. This includes tasks performed infrequently or activities which employees have not performed previously.
 - When new hazardous material is introduced, additional training will be provided.
3. LABELING of all hazardous chemical containers in work areas with either the producer's original label or as in-house chemical hazard identification label and include the name of the hazardous substances, and warnings of physical and health hazards.
 4. INVENTORY of hazardous materials in the workplace (below is a partial list), and Material Safety Data Sheet (MSDS) for each material, made available to employees.

SAMPLE LIST OF HAZARDOUS MATERIALS IN THE WORKPLACE:

OFFICES: Crazy glue Liquid paper

HOUSEKEEPING:

Bromine cleanser Bleach Bromine tablets
Furniture polish Mr. Blue Cleaner Glass cleaner

MAINTENANCE / SPECIAL PROJECT (products such as):

Silicone Spackling Sealant
Epoxy Kwik Seal Spray texture
Liquid Nails Muratic acid Spray paint
Defoamer Tub & Tile Caulk Tube Magic Lube
WD40 Lubricant Polyseams Turbine oil

MATERIAL SAFETY DATA SHEET (MSDS) – detailed information prepared by the chemical producer, which describes the physical and chemical properties and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. The information provided on the MSDS assists the Company in selecting safe chemicals and helps us to respond effectively and safely to daily use situations.

Departments will maintain binders containing the MSDS documents for each chemical used specifically in their department. The Purchasing Department will maintain and update a master MSDS binder of all chemicals/brands at the Company. All employees shall have access to these binders during normal business hours. Each department Manager or Supervisor will be responsible for requesting an MSDS for each new chemical purchased. Any employee requesting a chemical from a vendor, even on a trial basis, must ensure that an MSDS is received prior to or with the chemical shipment. Managers and Supervisors are authorized to deny acceptance of any chemical into the facility for which an MSDS has not been received. On an annual basis, a complete chemical inventory will be performed by a Purchasing Department designee to ensure that MSDS's have been obtained for all hazardous chemicals used. This inventory list will be available for inspections by employees, auditors and appropriate regulatory agencies.

Disposal of Hazardous Waste: Potentially hazardous waste materials will be separated from other waste and garbage and will be disposed of in accordance with local, state and federal regulations. Managers are responsible for stocking, ordering, placing red bags and sharps containers at appropriate locations in their departments and facilities, and for maintaining records regarding the specific biohazards waste disposal practices for their facility and / or department. Each Manager will identify specific waste disposal activities that take place in their assigned areas (for example, emptying waste containers, preparing biohazard containers for removal, sealing sharps containers, etc.), and identify appropriate PPE and apparel requirements for these tasks.

All employees will receive training that outlines the hazards and PPE requirements as well as the procedures for waste disposal before they begin work as new hires, when their jobs / work duties change, and when there are changes in procedures.

The following waste materials will be separated and disposed of as hazardous waste:

- Blood and blood products;
- Body fluids;
- Contaminated sharps; and
- Human wastes such as urine and feces are not usually regulated as infectious; however, they may be sorted as such if separating them from the above is not practical.

EMERGENCIES

In the event of a release of or threatened release of a toxic chemical or material, Management must be notified immediately to report or authorize you to report to one or more of the following:

- | | |
|--|---|
| • The Fire Department | 911 |
| • Nevada Emergency Management Division | 775-687-4900 or
775-687-2830 (after hours) |
| • Nevada Environmental Commission | 775-687-4670 |
| • National Response Center | 800-424-8802 |

Be prepared to give the following information:

- Your name and company name (QM Corporation or Interval Management)
- Phone number and extension.
- Nature of the emergency and the assistance you require (Fire Department, Paramedics, Police, etc.)
- Location of the injury / illness including the building address, which part of the building, and nearby cross-street(s)
- Prepare to have someone meet the emergency vehicle in front of the building. Make certain to have a copy of the MSDS if the injury / illnesses is chemical related, give this to the Emergency Personnel.
- Identity of substance (chemical name)
- Degree of hazard, physical nature and volume.
- Impact on the environment.
- Information about numbers of people injured, and the extent and type of injuries. During business hours, you must call the H.R. Department and give them information about the emergency.
- If the emergency occurs after hours and the H.R. Department is not available, you should carefully documented the emergency and give it to your Supervisor, Manager or H.R. as soon as possible.
- Write down the name and title of each person you report this to.

EMERGENCY EVACUATIONS

Managers, Supervisors and their employees must become familiar with the evacuation routes for their work areas. Managers and Supervisors are responsible for the safe evacuation of their employees in the event of an emergency. To be prepared for an evacuation, you will be shown the nearest exits and assembly areas for your work areas. Walk, DO NOT RUN, to the nearest exit then proceed to your assigned assembly area. If evacuation is necessary, Managers, Supervisors and assigned employees will perform the following:

- Attempt to contact all employees, customers, guests, etc. to order an evacuation. Repeat the order of evacuation as often as possible while maintaining your safety.
- Direct employees, customers, guests, etc. to the exits and assembly areas.
- If possible to do so safely, inspect the area to make sure all employees, customers, guests, etc. have been safely evacuated.
- Shut, but do not lock doors and ask your employees, customers, guests, etc. to wait at the designated assembly areas, in order to verify that everyone is accounted for.
- Notify employees, customers, guests, etc. when it is safe to return to the building.

BLOODBORNE – PATHOGENS EXPOSURE CONTROL PROGRAM

The Company is committed to providing a safe working environment and informing employees about potential biological hazards (biohazards) associated with their work. This Program is designed for the benefit of employees who may, in the course of their work, be exposed to blood and other potentially infectious materials. Employees who are employed in the housekeeping, laundry, security, maintenance, and special projects departments may have occupational exposure to blood borne pathogens. The objective of this program are:

- To identify the job classifications and tasks that may be exposed to blood and other potentially infectious materials.
- To establish work procedures, engineering controls and personal protective equipment requirements to protect employees from accidental exposures.
- To provide information and training to employees regarding blood borne pathogens, other potentially infectious materials and this Exposure Control Program when they begin employment and at least once a year thereafter.
- To establish a company-wide program for Hepatitis B vaccination.
- To establish procedures for the evaluation and follow-up of accidental exposures to blood borne pathogens.

Training: Training for all employees will be conducted before initial assignment to tasks where occupational exposure may occur. The following topics will be discussed:

- The OSHA standard for Blood borne Pathogens
- Symptoms of blood borne diseases.
- Procedures which might cause exposure to blood or other potentially infectious materials at all facilities, and modes of transmission of blood borne pathogens.
- Exposure Control Plan methods, which will be used at all facilities to control exposure to blood or other potentially infectious materials.
- PPE available at all facilities and who should be contacted concerning PPE
- Post Exposure evaluation and follow-up
- Signs and labels used at all facilities.
- Hepatitis B vaccine program at all facilities.

New hires and when necessary, current employees, will be required to take a BLOOD BORNE PATHOGENS ASSESSMENT TEST and complete the BLOOD BORNE PATHOGENS TRAINING VERIFICATION FORM. Managers or Supervisors will train employees in the specific procedures needed for their jobs, and review and train all employees on a yearly basis.

Bodily Fluid Disposal Kits: Departments that have been identified as having possible exposure to blood borne pathogens and other potentially infectious materials shall have at least two Bodily Fluid Disposal Kits on hand at all times. Managers and Supervisors are responsible for stocking, ordering and placing the kits and red disposal bags at appropriate locations within their departments and facilities. Disposable protective clothing included in Bodily Fluid Disposal Kits: apron, gloves, goggles, shoe covers, and face mask.

Instructions for using Bodily Fluid Disposal kits:

1. Put on protective gloves, face mask with eye shield, fluid resistant gown and shoe covers.
2. Open the pouch of absorbent and distribute evenly over body fluid spill.

3. Wait 1 to 2 minutes for the spill to be absorbed and gelled.
4. Using the shovel and scraper, pick up the gelled substance and place it in one of the red plastic biohazard bags.
5. Seal the bag tightly using one of the ties provided.
6. Disinfect the surface that was covered by the spill by wiping the surface with the germicidal towelette and allowing the surface to air dry.
7. Deposit in the second red plastic biohazard bag all of the used items the first the first red bad, the used germicidal towelette, the shovel and scraper, the shoe covers, gown, face mask with eye shield, and lastly, the gloves.
8. Clean hands with the antiseptic hand wipe. Place the used wipe in the second red plastic bad, and seal the bag using the tie provided.
9. Dispose of bad in compliance with applicable governmental regulations.

If You Or Any Other Person Is Exposed:

- **Initial Treatment:** First Aid for Biohazard Exposure
 - Wash exposed area thoroughly with soap and warm running water. Use non-abrasive, antibacterial soap, if possible, and disinfect the wound.
 - Apply a bandage if necessary.
 - If the eyes, nose, or mouth are contaminated, wash out with large quantities of water for at least 15 minutes.
- **Employee Reporting:** The exposed employee is required to complete a Notice of Injury or Occupational Disease form (C-1) obtained from the Manager or Supervisor on duty at the time of the exposure (see Workers' Compensation General Information) below.
- **Investigation:** An investigation should be completed before the end of the shift in which it occurred or as soon as possible thereafter. The Manager or Supervisor is responsible for sending all documents and reports within 3 calendar days of the incident to H.R. for appropriate action and follow-up.
- **Testing offered:** The exposed employee will be offered testing and preventative treatment at the Company's urgent care providers listed below by location, at no cost to the employee, in keeping with the recommendations of the U.S. Public Health Service.
- **Laboratory tests:** The exposed employee may have their blood drawn for testing of HIV/HBV status, but testing does not have to be done immediately, The exposed employee's blood sample may be preserved by the laboratory for up to 90 calendar days to allow the exposed employee time to decide if it should be tested. If the exposed employee decides a sample should not be tested, it will be destroyed by a laboratory according to standard procedures.
- **Source Individual Identification:** When it is possible to identify the source individual, the Company will attempt to learn the HIV/HBV status of that person. The H.R. Department will contact the source individual agrees to be tested, the exposed employee may be told the results of the test only after being informed that he / she is not to disclose the identity of the source individual to any third party, including his / her personal physician.
- **Health Care Provider Report:** Healthcare professionals shall be instructed to limit their reports (C-4) to:
 - Whether the Hepatitis B vaccine is indicated if the employee has not been vaccinated.
 - The results of his / her examination.
 - That the employee has been informed of the results of the examination.
 - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.
 - Recommended follow-up examinations and treatments.
- **Confidentiality:** All testing, preventative records and reports will be CONFIDENTIALLY maintained by the Company as required by applicable statutes and regulations.
- **Recordkeeping:** All records are maintained by the H.R. Department according to OSHA standards, applicable statutes and regulations.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND APPAREL

Every Department is required to identify the PPE appropriate to each position. All required protective clothing and equipment will be supplied at no cost to the employee. Other PPE and / or protective apparel may be required, and employees are encouraged to ask their Supervisor for additional information. Departmental PPE requirements are reviewed with each new employee before the employee begins work, when the employee's job changes, and during departmental training. Changes in department requirements are to be reviewed with all affected employees as they occur. PPE clothing includes but is not limited to the following:

- DISPOSABLE CLOTHING, i.e., gown, apron, gloves, goggles, shoe covers, and /or face mask.
- GLOVES – disposable latex or vinyl gloves are required:
 - When doing any task that has a possibility of direct hand contact with blood or other potentially infectious materials.
 - While handling containers of biohazard waste.
 - While handling contaminated laundry
 - While performing service or repairs on equipment that may be contaminated.
 - When employees are in an area and they request them.
 - Gloves must be changed when physical damage occurs to them and / or they become visibly contaminated – remove and dispose of gloves, and wash hands before leaving the work area.
- FLUID RESISTANT APRON.
- FACE PROTECTION (for eyes, nose and mouth) – when work practices and engineering controls are not feasible or not sufficient to protect the employee from splashing or spraying, and in any other areas if employees request them.
- SLEEVES that are closed at the wrist.
- BACK-SUPPORT BELTS. A support belt must be worn by any employee who is involved in heavy lifting or moving any equipment, supplies, furniture, etc. If your job requires lifting, your Supervisor will provide you with a support belt. If a belt is not provided, you must immediately request one.

Storage and Maintenance of PPE and Protective Apparel

- Disposable gloves must be thrown away immediately after they are removed.
- Safety glasses, face masks and face shields are stored in a location free from splashes, spatters and other means of contamination.
- Face masks shall be thrown away after a single day of use if visibly contaminated.
- You are responsible for cleaning and decontaminating your own safety glasses, as follows:
 1. Decontaminate with a 10% bleach solution (1 part bleach to 10 parts water).
 2. Thoroughly rinse with water to remove the bleach solution.
 3. Dry with a soft cloth as paper towels may scratch the glasses. Do not store or put glasses away when they are wet,
- DO NOT share safety glasses with other employees.
- Face shields may be decontaminated using the same procedure outlined above for safety glasses and re-used until they become scratched or cloudy.
- Protective clothing shall be removed as soon as possible and exchanged for fresh garments if a large amount of contamination occurs. Disposal shall be in red bags and / or containers according to the Biohazard Waste procedures.

The Company requires that employees whose job duties include the following tasks MUST wear the PPE designated below, to name a few:

Task / Job Duty	Required PPE
Handling laundry – for example, sheets, towels, etc.	Disposable gloves
Cleaning guest rooms	Disposable gloves
Picking up / discarding broken glass and sharps	Disposable gloves, broom and Dustpan
Cleaning up / Handling hazardous waste	Gloves, apron, Disposable goggles, shoe covers And / or face mask
Working with or around splashing water or other Fluids that contain contaminated materials	Long utility gloves, face shield and apron
Sanding, grinding	Safety glasses or goggles
Heavy lifting	Back-support belt

ON-THE-JOB INJURIES

A work-related injury or illness occurs while the employee is working and may be specific, an existing condition aggravated by work, or caused by continuous trauma developing slowly, over a period of time. The Company provides workers' compensation insurance, so in the vent of a work-related injury or illness, an employee must:

1. Immediately inform your supervisor of your injury or illness.
2. Fill out a *Notice of Injury or Occupational Disease (C-1)*. Your supervisor will preserve the accident scene – if possible, have it cordoned off so that an investigation can be conducted and obtain all witness statements. [All forms and statements must be sent to H.R. as soon as possible after the accident.]
3. Your Supervisor will assess your injury to determine if medical care is needed, and promptly make arrangements for your care and transport to a medical facility.
4. Once at the closest medical care facility (addresses shown below), identify yourself as either an **INTERVAL MANAGEMENT OR A Q.M. CORPORATION** employee – NOT a Victorian RV Park, Thunderbird, Ridge Sierra, North Lake or Tahoe Chaparral employee. [Pursuant to *our Drug & Alcohol Policy*, the care facility will do a post-accident drug and alcohol test.]

LOCATION	ARC MED Centers	NORMAL BUSINESS HRS.
SPARKS	82 Glendale Avenue [Ph:331.3361] [Between Rock Blvd. & McCarren]	Mon-Fri: 8:00am – 6:00pm
RENO	6512 McCarren Blvd., Ste D [Between Talbot St. & Kietzke Lane]	Mon-Fri: 8:00am – 6:00pm Saturday: 9:00am – 1:00pm
CARSON CITY	2874 North Carson Street [Between N. College Pkwy & Winnie]	Mon-Fri: 8:00am – 6:00pm Saturday: 9:00am – 1:00pm

LOCATION	AFTER HOURS	PHONE
SPARKS	NORTHERN NEVADA MEDICAL 2375 E. Prater Way [East of Vista Blvd.]	331.7000
RENO	ST. MARY'S HOSPITAL 235 West 6 th Street [Between Sierra Street & Arlington]	323.2041
CARSON CITY	CARSON TAHOE HOSPITAL 775 Fleishmann Way [Turn WEST off Carson St. onto Fleishmann]	882.1361
SOUTH TAHOE	BARTON MEMORIAL HOSPITAL 2170 South Avenue [LEFT off US 50 / Lake Tahoe Blvd. onto 4 th St.] [LEFT onto South Avenue]	530.541.3420

- In the event of an emergency situation, and you are unable to reach one of the above – listed medical facilities, you should call 9-1-1 and go to the closest emergency facility:

9-1-1 EMERGENCY ONLY LOCATIONS

PHONE

RENO	WASHOE MED CENTER	982.4800
	77 Pringle Way WASHOE MED – SO. MEADOWS	982.7000
INCLINE	10101 Double R Blvd. COMMUNITY HOSPITAL	833.4100
	880 Alder Avenue CARSON VALLEY MEDICAL CENTER	775.782.1500
GARDNERVILLE	1107 Highway 395	

- You will be paid for the remainder of your scheduled shift if sent home by your doctor.
- The doctor or care giver will send a Report of Initial Treatment (C-4) to H.R. within 3 days of your medical treatment.
- The H.R. Department will prepare an Employee’s Report of Industrial Injury or Occupational Disease (C-3) and send to EICN within 6 working days of receipt of the C-4.
- You and / or your supervisor must contact the H.R. Department with any information that may affect your claim for workers’ compensation benefits.
- You must continually update your status with your Supervisor as well as the H.R. Department, and advise when you will be able to return to work.

Returning-to-Work Status:

- You are NOT RELEASED** by your physician to return to regular work – you are expected to call your Supervisor or the H.R. Department on a weekly basis with a current medical status. That Human Resources Department and your supervisor will work with you to establish a return to work date.
- You are released to return to MODIFIED duties** – the Company will make an effort to provide a light-duty work assignment for which you are qualified that accommodates your medical restrictions.
- You are released to return to REGULAR job duties** – the Human Resource Department will confirm that the medical release is valid prior to allowing you to return to work.
- Your return-to-work STATUS CHANGES** – you must notify H.R. immediately.

Workers’ Compensation Fraud:

You can help in reducing workers’ compensation costs by reporting suspected fraudulent work injuries or illness to the H.R. Department at (775) 355-4040, or by calling the NEVADA ATTORNEY GENERAL, WORKERS’ COMPENSATION FRAUD HOTLINE AT (800) 266-8688.

Anyone who files or contributes to the filing of a false claim is committing a serious crime which may be punishable by; imprisonment for up to 10 years, loss of all rights to workers’ compensation and liability for costs incurred to investigate and act upon the violation. Some examples of fraudulent claims which may result in prosecution are:

- Filing a claim for an injury/illness that did not happen or does not exist.
- Filing a claim for an injury or illness that is not work-related.
- Helping someone file a false claim.
- Conspiring with a medical provider to fraudulently obtain benefits.
- Conspiring with a medical care provider to overcharge or submit fraudulent bills.

DEFINITIONS

Blood – human blood, human blood components and products made from blood.

Bloodborne Pathogens – microorganisms that can cause disease that are present in human blood. This includes but is not limited to the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).

Contaminated – the presence or the possible presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry – laundry that has been soiled with blood or other potentially infectious materials or may contain “sharps” (i.e. razors, scissors, needles, knives, nail clippers or cleaners, etc.).

Culture Medium – HIV or HBV-containing culture medium, cell or tissue cultures or other solutions; and blood, organs or other tissues from humans or experimental animals infected with HIV or HBV, may be infectious.

Decontamination – the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item so that they are no longer able to transmit infectious particles, and the surface or item is safe for handling, use or disposal.

Engineering Controls – equipment, materials, etc. that isolate or remove the bloodborne pathogens hazard from the workplace. (They include but are not limited to sharps containers, self-sheathing needles, tec.)

Exposure Incident – a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood and / or other potentially infectious material that results from the performance of an employee’s duties.

HBV – Hepatitis B Virus – Employees who have been exposed to blood or other potentially infectious material, will be offered the Hepatitis B vaccine to help prevent getting the disease. Employees who have already been vaccinated generally do not need to receive another vaccine; however, employees who are not sure of their vaccination status may receive antibody testing to determine if they have sufficient immunity. Before receiving the vaccine, the employee’s vaccination are performed at no cost to the employee by qualified medical personnel at the Company’s contracted occupational medical provider located at: 82 Glendale Avenue, Sparks, Nevada. Employees may discuss this issue with their Manager, Supervisor and / or with the H.R. Department designee to set up an appointment.

Employees who have been exposed to bloodborne pathogens and decline being vaccinated, must either show proof of prior vaccination or immunity to Hepatitis B, or they must sign a statement that they decline vaccination. An employee who initially refuses vaccination but later decides to get the vaccine, should notify their Manager / Supervisor or H.R. to set up an appointment.

HIV – Human Immunodeficiency Virus.

Human body fluids (except blood) includes: urine, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Occupational Exposure – reasonably anticipated skin, eye, mucous membrane or other contact with blood and / or other potentially infectious materials that may result from performance of an employee’s duties.

Parenteral – entering the body by some way other than through the digestive tract, as intravenous or intramuscular (i.e. needle sticks, human bites, cuts or abrasions).

Personal Protective Equipment (PPE) – specialized clothing or equipment to be worn for protection against a hazard. (General work clothes – for example, uniforms, pants, shirts or blouses, that are not intended to function as protection against a hazard – are not considered to be PPE).

Regulated Waste:

- Liquid or semi – liquid blood, or other potentially infectious materials;
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if pressed together;
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling;
- Contaminated sharps such as knives, needles, razor blades, etc.
- Pathological and microbiological wastes containing blood or other potentially infectious materials.

Source Individual – any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include but are not limited to hospital and clinic patients, clients in institutions for the developmentally disabled, accident victims, clients of drug and alcohol treatment facilities, residents of hospices and nursing homes, human remains and individuals who donate or sell blood or blood components.

Universal Individual – a method of infection control in which all human blood and certain human body fluids are treated as if they are known to be infectious for HBV, HIV and other bloodborne pathogens. The following procedures and practices are in accordance with Universal Precautions, as recommended by the Centers for Disease Control (CDC), and are to be followed by all employees:

Hand Washing – Employees are required to wash their hands with soap and water or any standard detergent product:

- Immediately after direct skin contact with potentially infectious materials or surfaces. This includes but is not limited to blood or blood products, urine, body fluids, contaminated countertops, etc.
- Immediately following any accidental exposure involving non-intact skin or parenteral contact – for example, needle sticks, cuts, etc.
- After removing gloves or personal protective equipment
- Before eating; drinking; smoking; applying cosmetics, lip balm or lotion; changing contact lenses and using bathroom facilities.

(products intended for use as surface disinfectants such as bleach, should not be used on the skin.)

Contaminated Sharps and Needles

- Contaminated needles and sharps should not be bent, broken or purposely handled.
- Contaminated needles should not be recapped or removed from syringes or vacuum systems.
- Puncture resistant devices (sharps containers) must be located close to the work area to be used for disposal of contaminated sharps.

Container Requirements – Red bags and / or red-orange containers with warning labels are designated for disposal of all infectious materials. Red bags and containers will not be used for any other purpose at QM Corporation / Interval Management.

Additional Work Practices and Engineering Controls

- Use a safety device to prevent mouth-to-mouth contact during resuscitations and CPR.
- Cover areas of non-intact skin (cuts, scratches, burns, etc.) to prevent accidental contact with blood or other potentially infectious materials.

Work Practice Controls – controls that reduce the likelihood of exposure to bloodborne pathogens by changing the way a task is done - - for example, prohibiting recapping of needles with two hands.

**ACKNOWLEDGEMENT OF RECEIPT OF
QM CORPORATION'S AND INTERVAL MANAGEMENT'S**

WORKPLACE SAFETY PROGRAM

This is to acknowledgement that I have received a copy of the 2005 QM Corporation / Interval Management Inc. (herein referred to as "the Company") *Workplace Safety Program* handbook. By my signature below, I acknowledge and agree to read and adhere to the safety rules, policies and requirements of the Company's *Workplace Safety Program*. I understand that this handbook contains important information on the general safety policies of the Company, and on my responsibilities as an employee.

The company may change, rescind or add to any section of the Safety Program from time to time in its sole and absolute discretion for the protection of employees and customers of the Company, with or without prior notice. This handbook supersedes any and all previous safety manuals or handbooks.

DATED: _____

Employee Name (PRINT)

Employee's Signature

Original signature page will be filed in Employee's Personnel file.