

Safety

POLICY

HTA is committed to maintain a safe environment designed to prevent injuries and accidents to anyone using these premises.

FIVE ELEMENTS OF SAFETY

HTA's safety program is focused around the following five elements.

- Safe Equipment
- Safety Exits
- House Keeping
- Safe Behaviors
- First Aid

Following specific procedures shall be followed to support HTA's safety objectives:

Safety Equipment

1. Fire Extinguishers will be provided at the HTA premises, located in clearly marked locations, free from any obstacles (18" clearance on either side). As a minimum, annual inspections will be conducted to insure that they are in proper operating condition.
2. Items deemed as potential fire hazards will be stored properly and labeled.
3. Extension cords will be used properly to avoid electrical overload. Frayed and damaged cords will not be used.
4. Parking lot will have clearly marked handicapped parking spots as well as speed limit will be posted.

Safety Exits:

1. Main hall and all HTA premises will have a minimum of two safety exits. The exits will be free from any obstructions will be clearly marked with a sign.
2. A building layout map will be posted with exit routes clearly identified.

Housekeeping:

1. HTA will make every effort to keep orderly and clean premises. Some of the items included are walkways are free from obstructions, trash is placed in proper receptacles, stored items will not be a stack higher than 4 feet, furniture is located and stored properly, and the aisle ways are at least 36" wide.
2. The power and other cords routed on the floor will be taped to prevent a trip hazard.
3. The floor and the exits will be free from any slip or trip hazards.
4. Room occupancy limit will be posted in the main hall.
5. All potential electrical and fire hazard items will only be permitted to be used only with appropriate precautions.
6. All containers stored in the temple will be properly labeled with the contents.
7. Care must be taken to avoid use of items with sharp edges.

SAFE BEHAVIORS:

1. Users/ visitors to HTA premises will be encouraged to use safe practices: which include avoiding running around, and horseplay.
2. The volunteers will be encouraged to use proper equipment for the tasks.
3. The volunteers will be encouraged to use safe lifting, bending, kneeling, reaching and extending postures to prevent injury. The use of ladders needs to be done in a safe manner.
4. HTA will conduct an annual safety audit of the premises to identify safety issues. HTA board will be responsible for correcting the safety audit findings in a timely manner. This audit is in addition to any building audits that may be required to meet the Code requirements.

FIRST AID:

1. HTA will keep a first-aid kit in a location accessible to all.
2. Emergency phone number and HTA contact phone numbers will be posted at the HTA bulletin board.
3. HTA will also have an operable phone for use in emergency situation.
4. HTA resident priest will be trained in performing CPR.