

## SECTION A – EMPLOYEE ACKNOWLEDGMENT

Ver. March 2026

1. **The Universal Maintenance Safety & Tools Acknowledgment** is for members of the Merion Residential maintenance team (all positions).
2. The acknowledgment explains the company's workplace health and safety guidelines, practices, and expectations, as well as the hand tools requirements for all maintenance staff members.
3. This acknowledgment confirms your receipt and understanding of the information presented in this communication and any revisions, including the workplace safety guidelines and hand tools requirements.
4. You also understand that the information presented in this acknowledgment is supplemental to the company policies presented in the Employee Handbook, including but not limited to the Health and Safety policy, as well as your job description which outlines the essential requirements, duties and responsibilities for your position, and training courses that are assigned to employees for completion, including mandatory compliance training in various topical areas such as workplace safety and fair housing.
5. Company policy materials such as the Employee Handbook, and related training and health and safety information are published on the company intranet, Jostle. Jostle Login: <https://login-prod.jostle.us/login.html>

**BY SIGNING BELOW, YOU UNDERSTAND AND ACCEPT THAT YOU ARE BOUND BY THE PROVISIONS THEREIN AND THAT YOUR CONTINUED EMPLOYMENT IS CONTINGENT ON FOLLOWING ALL COMPANY POLICIES, GUIDELINES, AND PROCEDURES.**

Employee Name (printed):

Employee Signature:  Date:

## SECTION B – WORKPLACE SAFETY GUIDELINES

## EMPLOYEE WORKPLACE SAFETY GUIDELINES

All employees are responsible for maintaining a healthy and safe work environment, not only for their own well-being but the well-being of their colleagues, our residents, and business guests. Please note that for the purpose of the following guidelines, the term "work area" can include a resident's apartment home.

1. Be safe. Avoid performing any act in the workplace that is hazardous or that may result in an injury to yourself or to someone else.
2. Use common sense. While the Employee Handbook provides general health and safety rules for the workplace, and your worksite has additional protocols in place to protect the health and safety of all team members, it is impossible to cover every scenario. It is critical that you always use good judgment and not disregard common sense when it comes to decision-making in the workplace.
3. Look out for your colleagues. Before or while operating any equipment or making any repairs, make sure that your work area is clean and clear to avoid injuring others.
4. Assist new employees. Sharing your safety knowledge with new employees can help to prevent accidents.
5. Immediately report unsafe practices and conditions to your Community Manager for corrective action.
6. Always maintain good housekeeping. Cleanliness has a positive impact on safety.
7. Promptly report all workplace accidents (including any that occur in a resident's apartment home) to your Community Manager.
8. Under no circumstances should an employee place themselves or a coworker in a hazardous situation. Under no circumstances should an employee report to work under the influence of alcohol or a controlled substance. Employees observed ingesting or in possession of alcoholic beverages or controlled substances while conducting company business will be subject to appropriate disciplinary action.
9. Work areas are to be kept neat, orderly, and clean. Avoid conditions that can create safety hazards. Report unsafe conditions to your supervisor immediately.
10. To minimize exposure to hazards that can cause serious workplace injuries, personal protective equipment (PPE) must be worn when completing certain on-the-job tasks (such as chemical, physical, electrical, mechanical, or other workplace hazards). Refrain from wearing loose jewelry or clothing.
11. Follow good lifting practices. Ask for help when needed and help others lift or carry heavy or bulky objects. Stack materials safely.
12. Do not start or attempt to operate company vehicles or equipment unless authorized to do so, and only when the company vehicle or equipment is in good working condition.
13. Never touch or operate any electrical switches or buttons unless authorized to do so. Do not attempt to repair defective electrical equipment.

14. Use tools only for their intended purposes. Do not use defective tools. Do not remove guards or safety devices on power tools or equipment. (Also see the Hand Tools section of this document.)
15. When you notice an unsafe condition, correct it. If you cannot correct it, report it to your supervisor immediately.
16. All accidents must be reported immediately to your supervisor.
17. Within 24 business hours of their occurrence, an on-the-job injury or illness should be reported to Human Resources so that a workers' compensation claim may be promptly established with the insurance carrier.
18. First Aid. Know where the first aid kit(s) are located at your community.
19. Lock Out/Tag Out (Disabling machinery or equipment to prevent the release of hazardous energy). For the safety of yourself and others, use the lock out/tag out procedure while performing any electrical repairs.
20. Workplace Apparel & Photo ID Badge. All maintenance team members are issued a Merion Residential uniform and photo ID name badge to wear in the workplace. Maintenance team members are expected to wear their company uniform and ID badge daily (including when on call). Our uniforms are commonly branded with the company logo, thus clearly designating a team member as an employee for our residents and business guests. While in uniform, the company's expectation is that you will only conduct company business.
21. Footwear. Team members are expected to wear durable shoes that provide protection from falling objects or compression.
22. Adherence to all safety guidelines, as well as strict compliance with all health and safety rules, is a condition of employment. Failure to comply with all safety guidelines can result in serious disciplinary action, up to and including dismissal.
23. Liability Precautions & Duty of Care. Work to prevent company property damage and to protect the general safety and security of company equipment. Operate and store company equipment in a safe and secure manner.

## SECTION C – HAND TOOLS: EXPECTATIONS, TERMS & CONDITIONS

### HAND TOOLS (EMPLOYEE OWNED) – MAINTENANCE TEAM MEMBERS

- ▽ The company will issue a carrying case (referred to as an all-day carry bag or "ADC" bag) to new maintenance employees after the hire date. The pouch is considered company property. The employee should use their ADC bag to store & transport their hand tools when on duty.
- ▽ All Maintenance team members should supply their own hand tools for use during the workday, as explained below. The tools are considered the personal property of the employee.
- ▽ The Hand Tools list is divided into two (2) categories – Required & Optional but Recommended.
- ▽ The hand tools are to be used for their intended purpose only and in a safe and responsible manner.
- ▽ All hand tools that are used during the workday should be in good condition and proper working order.
- ▽ Merion Residential assumes no financial responsibility for the safety or security of your personal hand tools. These hand tools are considered personal property.
- ▽ The company-provided all-day carry bag is considered company property; however, the company does not guarantee that a lost all-day carry bag will be replaced.
- ▽ The all-day carry bag must be returned to the company should your employment end (for either voluntary or involuntary reasons) prior to completing 12 months of service.

### ALL-DAY CARRY BAG:

Use your company-provided All-Day Carry bag to transport your hand tools when on duty to ensure the quick completion of routine service orders in an efficient manner. All hand tools are employee-owned and not company property.

### REQUIRED HAND TOOLS (EMPLOYEE PROPERTY)

**PERSONAL HAND TOOLS PROVIDED BY THE EMPLOYEE. PLEASE NOTE THE TERMS AND CONDITIONS OUTLINED IN SECTION C OF THIS DOCUMENT.**

TOOL(S)	DESCRIPTION	ESTIMATED COST (\$)*
Utility Knife	This all-purpose cutting tool has any number of uses, from marking wood to scoring and cutting drywall.	<\$20
Flat head 'standard' and Phillips head	The 2 most common screwdriver types.	\$5 each
Hex Keys/Allen Keys	Used to complete common repairs.	<\$25
Pliers - Needle nose & groove joint	Used to complete common repairs.	<\$10 (Needle nose) or <\$20 (Groove joint)

## OPTIONAL BUT RECOMMENDED HAND TOOLS (EMPLOYEE PROPERTY)

TOOL(S)	DESCRIPTION	ESTIMATED COST (\$)*
Battery operated drill driver OR Battery-operated impact driver	This tool is a multitasker. The tool is a drill and a power screwdriver. For everyday usefulness, get a set of twist bits and screwdriver bits.  The 2 most common screwdriver types.	<i>Manufacturer Example: Ryobi</i> <i>Battery operated drill driver, 12/18/20 volt, \$50-\$150</i> <i>*** OR ***</i> <i>Battery-operated impact driver, 18/20 volt, \$30-\$75</i>
25' Tape Measure	A 25-foot tape with a 1-inch-wide blade will be the most useful.	\$10 to \$25
Adjustable Wrench	Used to complete common repairs.	<\$20
Head Lamp or Flashlight	Used when completing common repairs.	<\$30
5-in-1 Painter's Tool (Use as a putty knife, scraper, gouger, paint roller cleaner, or paint can opener).	Used to complete common repairs.	<\$10
(Digital) Multimeter	Used to measure multiple electrical properties.	<\$40
Garbage Disposal Key	Used to free simple jams in a disposal.	<\$15
Hammer/16-ounce rip hammer	This is a multitasking tool with multiple uses while completing maintenance repairs/tasks.	\$6 to \$20
Level (or a Spirit Level)	4-foot level for larger jobs, 12" level for smaller jobs	<\$20
Medium-sized Pry Bar	Used to pull objects apart while performing repairs.	<\$25
Caulking Gun	Used to complete common repairs.	<\$20

(\* Estimated market cost of new tool(s) based on the original publication date of this document.

## SECTION D – WORKERS' COMPENSATION

Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment. Detailed information about the company's workers' compensation policy is published on the company intranet, Jostle. Pennsylvania team members should also note the PA Rights & Duties information that notifies employees of their rights and duties relating to workers' compensation and the use of a list of designated health care providers. It is accessible by all Pennsylvania employees via the company intranet, Jostle.

