

Boho Manor OSHA Training Manual

Section 1: Introduction

Purpose of OSHA: Overview of how OSHA ensures workplace safety and health.

California-Specific Regulations:

- Cal/OSHA standards and unique requirements for the hospitality industry.

Boho Manor Safety Commitment:

- Ensuring a safe and healthy environment for employees, guests, and vendors.

Relevant Resources:

For an overview of OSHA's purpose and safety guidelines, visit: <https://www.osha.gov/aboutosha>

Learn about Cal/OSHA regulations at: <https://www.dir.ca.gov/dosh/>

Section 2: General Workplace Safety

Emergency Contact Information: Local authorities and on-site safety managers.

Incident Reporting Procedures:

- How to report accidents, injuries, and unsafe conditions.

Hazard Communication Program:

- Use of Safety Data Sheets (SDS) for chemicals and cleaning agents.
- Proper labeling and storage of hazardous materials.

Relevant Resources:

Free resources on workplace safety standards: <https://www.osha.gov/training/library>

Cal/OSHA safety videos: <https://trainingacademy.dir.ca.gov/>

Section 3: Specific Hazards at Boho Manor

1. Housekeeping Safety:

- Proper lifting techniques to avoid back injuries.
- Handling sharps and bloodborne pathogens (e.g., in room cleanups).

- Safe use of cleaning chemicals (mixing, ventilation).

2. Restaurant & Kitchen Safety:

- Prevention of slips, trips, and falls.
- Proper use of knives and kitchen equipment.
- Fire safety and handling hot surfaces.

3. Event Venue Safety:

- Safe setup and breakdown of equipment (dance floors, lighting, etc.).
- Electrical safety when operating sound systems and lighting.
- Crowd management and emergency evacuation procedures.

Relevant Resources:

Housekeeping safety tips: <https://www.osha.gov/housekeeping>

Restaurant safety guidelines: <https://www.osha.gov/restaurant-safety>

Event safety management: <https://www.cdc.gov/niosh/topics/eventplanners/>

Section 4: Personal Protective Equipment (PPE)

Types of PPE required for various tasks:

- Gloves, aprons, and face shields for cleaning and chemical handling.
- Non-slip shoes for kitchen and housekeeping staff.

Proper use, maintenance, and storage of PPE.

Relevant Resources:

OSHA's PPE training materials: <https://www.osha.gov/personal-protective-equipment>

Cal/OSHA PPE requirements: <https://www.dir.ca.gov/title8/3380.html>

Section 5: Employee Rights and Responsibilities

Rights to a safe workplace and access to training.

Responsibilities to follow safety procedures and report hazards.

Anti-retaliation policies for reporting safety concerns.

Relevant Resources:

OSHA employee rights overview: <https://www.osha.gov/workers>

Anti-retaliation protection: <https://www.osha.gov/retaliation>

Section 6: Emergency Preparedness

Evacuation Plans:

- Floor maps and designated meeting points.

Fire Safety:

- Location of extinguishers and fire alarms.
- Steps for extinguishing small fires.

Natural Disasters:

- Earthquake and flood response procedures specific to California.

Medical Emergencies:

- Locations of first aid kits and AEDs.
- Steps to contact emergency services.

Relevant Resources:

Emergency action plan templates: <https://www.osha.gov/emergency-preparedness>

Disaster response resources: <https://www.ready.gov/>

Section 7: Bloodborne Pathogens Program

Exposure risks in hospitality settings.

Procedures for handling biohazards in guest rooms and common areas.

Post-exposure steps and medical evaluation.

Relevant Resources:

Bloodborne pathogens training: <https://www.osha.gov/bloodborne-pathogens>

Cal/OSHA's biohazard handling: <https://www.dir.ca.gov/dosh/>

Section 8: Training and Recordkeeping

Training Programs:

- Initial and annual safety training requirements for all staff.
- Specialized training for hazardous tasks (e.g., chemical handling, equipment use).

Documentation:

- Incident logs, training records, and hazard reports.
- Maintaining compliance with Cal/OSHA and local regulations.

Relevant Resources:

Free OSHA training courses: <https://www.oshaeducationcenter.com>

Recordkeeping guidelines: <https://www.osha.gov/recordkeeping>

Section 9: COVID-19 and Infectious Disease Prevention

Boho Manor's Prevention Plan:

- Cleaning protocols for guest rooms and shared spaces.
- Employee health screenings and reporting.
- Masking and social distancing as needed.

Relevant Resources:

COVID-19 prevention in the workplace: <https://www.osha.gov/coronavirus>

Cal/OSHA COVID-19 resources: <https://www.dir.ca.gov/dosh/coronavirus/>

Section 10: Vendor and Contractor Safety

Ensuring vendors (e.g., florists, caterers) follow safety rules.

Coordination with contractors for large events or renovations.

Procedures for reporting vendor-related incidents.

Relevant Resources:

Vendor safety management tips: <https://www.osha.gov/smallbusiness>

OSHA contractor safety guidelines: <https://www.osha.gov/contractor-safety>

Certification

I acknowledge that I have received, read, and understood the Boho Manor OSHA Training Manual.

Employee Name: _____

Signature: _____

Date: _____