



SAFETY MANUAL

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OFFICE SAFETY

Slips, Trips and Falls

It is inevitable that we will slip, trip, or fall. It is our responsibility as employees to lessen the exposure to these hazards by making a safer work environment for everyone. Below are a few things that can help you.

- Keep halls and aisles free and clear of clutter.
- Do not stack papers and other debris on the floor.
- Clean up liquid spills and wet areas immediately (use "slippery when wet" signs)
- Re-secure any loose carpeting or flooring immediately.
- Report any hazards or potential hazards to your supervisor immediately.
- Ensure that cords on the floor are covered to prevent tripping.
- For floors that are designed to be waxed, use non-skid wax.
- Always use the handrails on a stairwell and be sure that you have a free hand when carrying items up and down the stairs.

Office Common Sense

- File cabinets can and will topple if used improperly. Always load the cabinet with the heaviest loads in the bottom drawers and be sure not to have more than one drawer open at a time.
- Never leave a drawer open or pulled out and unattended.
- Remember a chair is not an OSHA approved ladder, so please only use them for sitting and not as a ladder.
- Avoid paper cuts by grabbing the paper by the edge and not the corner.
- Believe it or not, a sharpened pencil is as dangerous as a knife. Handle a sharpened pencil with the care and never store it with the point up.
- Use caution around open and closed doors there might be someone on the other side. Never throw broken glass or extremely sharp items in a waste paper basket. Take them directly to the dumpster. Be sure that your work area is free and clear of all burrs and splinters on furniture.
- Never use a portable heater until your supervisor has approved the type and location.
- Refrain from putting your feet up on the desk because of two things, it looks like you're not working and you could slip back and injure yourself.
- Use a moistener to seal envelopes, not your tongue.
- When handing someone a pair of scissors, be sure that you hand them the handle first.
- Remember that even though items like staplers, paper cutters and pencils are small, they can injure you. Please use caution when using them.
- Do not overload electrical circuits.
- Dangling or loose fitting jewelry can be dangerous if caught in machinery.

Use caution when wearing these items.

PREVENTING BACK INJURY

Lifting Properly

1. Size up the load before trying to lift it

Test the weight of the load by lifting one of the corners. If the load is too heavy or an awkward shape, the best thing to do is to get help from a coworker or use a mechanical lifting device.

If you must lift it, be sure that you can handle the weight.

2. Bend your knees

This is the single most important rule when lifting moderate to heavy objects.

- When lifting a box, position your feet close to the object.
- Center yourself over the load.
- Bend your knees and get a good hold.
- Smoothly lift straight up.
- Allow your legs to do the work - not your back!

3. Do not twist or turn your body once you have made the lift

Keep the load close to your body and keep it steady. Any sudden twisting or turning could result in taking out your back.

4. Make sure you can carry the load all the way to where you need to go

Make sure the path is clear and that there are tripping or slipping hazards, such as obstacles, debris or spilled liquids in your path. Turn your body by changing your foot positions.

5. Set the load down properly

Setting the load down is just as important as lifting it. Lower the load slowly by bending your knees, letting your knees do most of the work. Don't let go of the load until it is secure on the floor.

6. Always push – do not pull!

When possible, push the load rather than pulling it. For example, if a load is on wheels, pushing the load will put less stress on your back. This is safer in the event the load tips.

7. What if I have bad knees?

If you have bad knees or any other physical limitations or prior injuries that prevent you from lifting safely and properly, then have someone either help you or have them move the load for you.

Planning Ahead

Planning ahead makes sense if you know that certain loads will have to be carried from storage. Whenever possible, place objects on racks not the floor. This way the load won't have to be lifted from the floor. Do not attempt to carry loads that are clearly too heavy for you.

EXIT ROUTES AND STAIRWELLS

- All exits and corridors will be maintained to provide an unobstructed passage from all parts of the building.
- Never use corridors or the areas around exit doors for storage, even for a short period of time.
- Ensure that all exit routes and stairwells are dry and clear of trip hazards.
- Ensure that on the exterior of the building, exit doors are free from snow buildup or other obstructions.
- Due to fire code restrictions, unless a door is outfitted with an electronic magnetic lock, the door may not be propped open.
- Use caution when approaching a closed door that swings towards you. Approach the door from the side that is not in the swing path. This will lessen your chance of getting hit by the door.

FIRE, EMERGENCY, MEDICAL, EARTHQUAKE AND BUILDING EVACUATION

When the Fire Alarm Sounds

The Manager on Duty will:

1. Have the front desk stand by to call 911
2. Go immediately to the front desk of Fly Trampoline Park
3. With the Manager on Duty at Fly Trampoline Park, go to the fire panel
4. Verify the location of the pull station or detector per the panel
5. Go to the location indicated by the panel to investigate

Note: The alarm must not be silenced until there has been verification that there is no fire.

Real Fire

If a real fire has been verified, the Manager on Duty will:

1. Call 911 to provide the fire department with the following:
 - the area of the fire
 - the closest door to the fire
 - the nature of the fire

- the address of the fire
- 2. Leave the alarm on!
- 3. Follow the evacuation procedure designed for your facility – see “Evacuation Procedure” below.
- 4. If time permits, notify the people on the emergency call list (usually located at the front desk).
- 5. If the fire permits, a trained individual should use a fire extinguisher

False Alarm

If a false alarm has been verified, the Manager on duty will:

1. Reset the panel ASAP
2. Call the fire department and tell them not to come
3. Notify jumpers, guests and café patrons over the PA system of the false alarm.
4. If needed, reset the pull station

Evacuation Procedure

Due to the often extreme weather conditions in Fairbanks, we avoid full evacuation of the building unless:

- A. There is a clear and present danger in both Fly Trampoline Park AND the Safe Assembly Areas of Fly Trampoline Park.

OR

- B. We are directed by the Fire Department or other authorities to evacuate.

Safe Assembly Areas

In the event of an emergency that requires patrons and staff of Fly Trampoline Park to be moved to a Safe Assembly Area, the Manager on Duty at Fly Trampoline Park will both radio Fly staff to alert you of the location and will also dispatch a member of the staff at Fly Trampoline Park to assist. The two Safe Assembly Areas are the basketball gym and the swimming pool. Both can be accessed by Fly patrons and staff from both inside the building and outside the building.

To access the basketball court from Fly, evacuees can exit Fly via any of the fire exits and then move clockwise around the building to the front, then re-entering the building onto the basketball court. If it is safe to do so, evacuees can also exit Fly via the exit door by the laser maze and take an immediate left hand turn onto the basketball court.

To access the swimming pool from Fly, evacuees can exit Fly via any of the fire exits and move counterclockwise around the building to the double doors at the center back of the building. These doors directly access the pool deck and will be opened by a member of staff to accommodate Fly patrons and staff moving to the Safe Assembly Area. If it is safe to do so, evacuees can also exit Fly via the exit door by the laser maze and turn right down the main hallway to access the swimming pool via the locker rooms.

Full Evacuation

In the event of clear danger from fire or smoke, the presence of another immediate hazard that makes movement to the Safe Assembly Area difficult or dangerous or instructions from the Fire Department or other authorities to evacuate, full evacuation will take place. To evacuate Fly Trampoline Park, assist all jumpers, guests and other patrons in moving calmly to the nearest fire exit. These are located by the lounge area near the front desk and at the rear of the party areas behind Hangar 3. All evacuees should leave personal items behind and proceed directly out the fire doors to the outdoor assembly area on the soccer field. There they will be met by personnel with emergency supplies and further instructions. Managers on Duty should ensure that Fly jumpers, guests and other patrons exit first, followed by staff, then by the Manager on Duty themselves. Under no circumstances should anyone return to the building until an all clear is given by the Fire Department or other authorities. Once evacuation is complete, Fly staff will coordinate with the Manager on Duty from Fly Trampoline Park to render further assistance to evacuees from both businesses.

Medical Emergency Procedure

1. Get the AED and first aid kit or if you're not near them, instruct another responder to get them for you
2. Determine if an emergency exists
 - First determine if the scene is safe
 - Check the scene and the victim
 - Determine if you need to call 911
3. Call 911 if the victim:
 - Has lost consciousness, even if only for a second
 - Has chest pains, chest pressure, and/or difficulty breathing
 - Has an injury to the head, neck, or back
 - Is bleeding severely
 - May have broken bones
 - Is vomiting or passing blood
 - Has seizures, a severe headache or slurred speech

- Is in obvious pain even if they insist they are ok
- 4. Call 911
 - Contact the front desk
 - Tell the front desk employee the victim's location, condition and that 911 should be called.
 - If you are near a phone, you make the call to 911.
 - A manager should be dispatched to the scene as soon as possible.
 - If feasible, send a member of staff to meet EMS at the door and escort them to the scene.
 - If feasible, send someone to call or alert front desk at Fly Trampoline Park.
- 5. Care for the victim. Perform the necessary first aid or AED procedures until EMS or other trained personnel arrive on the scene.
- 6. Do not allow the victim to leave the scene until EMS has examined them. Care for all life threatening illnesses first.
- 7. Contact a parent, guardian, or other responsible party.
- 8. Fill out an incident report and interview witnesses.

Earthquake Procedures

1. Take cover under a desk, table or doorway.
2. Stay clear of windows, mirrors or anything that might break and fall on you.
3. If necessary begin the Emergency Evacuation Plan.
4. Keep calm and do not cause any unnecessary panic.
5. Turn off as many electrical devices until the building has been inspected for gas leaks.
6. Do not use the elevator.

Note: It is very important that the building be inspected after an earthquake for gas leaks before any work involving electrical or open flame equipment is resumed.

Evacuation Plan

In the event that the facility has to be evacuated, please follow the written evacuation plan that is designed for your facility.

POWER OUTAGE

In the event of a power outage, emergency lights powered by generator will come on in your area of the building. Staff at each station should assist guests in moving to the entrance lobby or the center of the deck. Please ensure that all patrons are moved away from trampolines and other equipment onto stable flooring. The Manager on Duty will do a walkthrough of all Park features and areas to ensure that everyone is assembled in a safe place with adequate lighting. The Manager on Duty must also check restrooms and/or delegate a staff member of the correct gender to check restrooms.

Staff should immediately retrieve emergency flashlights stored in the front desk and Fly office.

Power may return within a few minutes. If that's the case, there's no need to evacuate the area. If the power does not return within a few minutes, begin taking steps to invite patrons to return at a time when the power is on fully. Their jump sticker from the day of the power outage may be presented for free jump time on another date. Under no circumstances should jumpers be allowed to continue jumping during a power outage.

When the power does return, check all areas for any electrical or electronic equipment that should be reset, including security cameras, fans, door alarms, etc. The Manager on Duty at Fly Trampoline Park will reset the air handling units on the roof.

WRITTEN HAZARDOUS COMMUNICATION PLAN

All employees receive training regarding the Hazardous Communication plan. This is given during the new employee orientation. This plan describes the following:

- Globally Harmonized System (GHS)
- Secondary container labeling
- Hazardous non-routine tasks
- Training and information
- Chemicals in unlabeled pipes
- Multiple employer work sites
- Right to Know act

PERSONAL PROTECTIVE EQUIPMENT

Respiratory Protection Program

Fly Trampoline Park has a written Respiratory Protection Program in effect. Anyone performing duties or working with chemicals that require the use of a respirator will be required to have completed the following:

- A medical readiness questionnaire
- A respirator fit test
- Read and follow the written respiratory protection program
- Received training in the particulars of the respirator assigned to them

Employees who are not required to wear protective gear are instructed not to use protective equipment unless assigned and trained.

If you are going to perform a task that requires the use of hazardous chemicals, do not perform the task until you have been trained and have received all of the necessary protective equipment.

Use of Gloves as Personal Protective Equipment

Many tasks at Fly Trampoline Park require the use of gloves to protect your hands, not only from chemicals but also from bloodborne pathogens and other potential infections. Fly Trampoline Park employees are all trained in the correct use of gloves during orientation and will be instructed to use gloves in the following situations:

- When using cleaning chemicals
- When emptying trash
- When responding to a potential bloodborne pathogen contamination
- When rendering first aid
- Other situations in which wearing gloves as personal protection might be appropriate – these situations will be shared by Fly managers when instructions for the specific task are given

CHEMICALS IN THE WORKPLACE

There are many chemicals present in the facility. Your manager will give you the exact locations of these chemicals and what precautions to take when working with and around them.

Chemicals are stored in two ways:

1. In the original container that it was received in.
2. In a secondary container (ex. Squirt bottle) premixed for use.

Fly Trampoline Park's policy is that if you have not been trained in the correct use of the chemical, you are not permitted to use it!

LOCKOUT/TAGOUT PROGRAMS

Fly Trampoline Park has implemented a Lockout/Tagout program to ensure that all employees follow certain safe guidelines when working with potentially hazardous energy sources. These are defined as electrical current, hydraulic, gasses, pressurized liquids and pneumatics (air). The Plan identifies "affected employees" as those who are qualified and authorized to work with or around machinery powered by these energy sources.

All Fly Trampoline Park employees are trained and specifically instructed not to work with equipment or machinery powered by these energy sources except as a) identified by the manufacturer as normal daily operation or b) specifically authorized by Fly management.

BLOODBORNE PATHOGENS

All Fly Trampoline Park employees are given specific training in the OSHA Bloodborne Pathogens Standards as part of their initial new hire orientation and then again annually as part of the mandatory Safety Training Program.

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immuno-deficiency virus (HIV).

Potential exposure to bloodborne pathogens is minimized at Fly Trampoline Park through engineering controls and work practice controls. The most common type of engineering control at Fly Trampoline Park is hand-washing stations or sinks that are located in any locker room, restroom or janitorial closet. Use a non-abrasive soap and wash for at least 10 seconds.

The most common work practice control is the use of personal protective equipment, or PPE. The use of rubber gloves as standard PPE is required at Fly Trampoline park. Gloves are required when cleaning restrooms, emptying trash or working with towels.

HANDLING TRASH

Handling trash is included as a distinct safety topic because handling trash involves several potential hazards. As mentioned above, it is safer to treat handling trash as a potential area of BBP exposure and therefore Fly employees are required to use PPE. Additionally, trash may contain hidden hazards such as broken glass, razors, unknown liquids or other substances. The only safe way to dispose of trash is to treat all trash as if both sharps and infectious hazards exist.

To handle trash safely, always follow these guidelines:

- Never reach directly into a trash can
- Before removing trash from a can, tie off the top of the bag lining the can
- If the load is too heavy or the bag starts to break, carry the trash out inside the can – do not attempt to remove it from the can
- If a load of trash contains a lot of liquid or is unusually heavy, get help carrying the load
- While carrying from the trash can to the dumpster or other disposal unit, use a cart or carry lighter bags away from your body. Never put a full trash bag directly against your legs or torso as sharp items inside the bag can break through and harm you

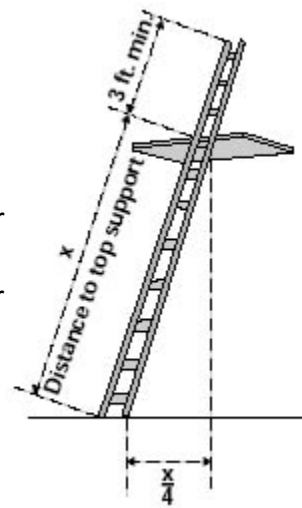
USING LADDERS

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).



- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



For the safety of our jumpers and other guests, it's also important NEVER to leave a ladder out where Fly patrons can reach it. Always close the area prior to doing high work and ensure that ladders are safely stowed before the area is reopened.

WORKING UNDER PLATFORMS OR DECKING

Safely maintaining the equipment in Fly Trampoline Park will mean learning to work safely underneath the deck and under trampolines. These guidelines must always be followed when working on equipment from underneath the deck: Never reach directly into a trash can

- Before beginning work under the deck, make sure another member of the team knows where you are and how long you intend to be there – never go under deck when you are alone in the area
- Always carry a radio – never work under the deck without a means of communication
- Music must not be playing – do not use earbuds or play music under the deck and ensure that the Park sound system is turned off

- Always check to ensure that you have received full training for the task you are to undertake under the deck and ask questions before you begin
- Only work under unoccupied areas of the deck – the deck must be cleared before you go under deck
- This is especially important for being under trampolines – NEVER move under a trampoline until you have ensured that it is not in use and is cordoned off
- The area under deck can feel confined and does not have good air circulation – safety glasses and dust masks are available for your use – please take advantage of them!
- Do not work under deck for long periods of time without coming out for rest periods

WORKING IN THE FOAM PIT

Handling trash is included as a distinct safety topic because handling trash involves several potential

PARKING LOT SAFETY

Parking Lot Safety

Winter Hours

- Always use footwear that will allow you to walk through the parking lot without slipping. Try not to wear high heels or leather soled shoes because they are a slipping hazard.
- Use caution when around moving vehicles because they may not see you.
- Sometimes the dark hours of winter make people feel uncomfortable walking alone, if at anytime you feel this way, please ask one of the staff to escort you to your vehicle.
- Always be aware of your surroundings such as people lurking around or waiting in the cars.

If you do see a suspicious character, do not park around them! Drive up to the front entry and inform them immediately. They will check the situation and make sure it is safe.

SECURITY

JUMPER SAFETY

CROWD MANAGEMENT

FINAL NOTE

It is the responsibility of every employee of Fly Trampoline Park to work in a safe manner. Please do your part and help us make this the most safe and efficient work environment in Alaska.

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