



Risk Management Specialists for the Multi Family Housing Industry

Alpha Risk Services, Inc. **Safety & Risk Management Manual For Multi Family Housing®** is a safety and risk management reference tool created specifically created for on-site property management staff members. The **Safety & Risk Management Manual For Multi Family Housing®** helps property management associates understand the value and need for solid safety and risk practices in a format that is easy to grasp and simple to apply.

The **Safety & Risk Management Manual For Multi Family Housing®** contains an informative, relevant and timely set of safety and risk management guidelines that cover the critical areas of risk exposure and safety at the property management level.

The **Safety & Risk Management Manual For Multi Family Housing®** has an easy-to-follow format that covers the following property management topics in detail:

Chapter 1: Associate Safety

- Guidelines on safety and risk expectations and responsibilities for associates
- Documentation guidelines for streamlined information flow
- Maintenance related safety practices that establish standardized procedures
- OSHA compliance and due diligence guidelines
- Hazard Communication program practices
- Lockout/Tagout procedures

Chapter 2: Community Safety

- Addresses common area hazards and how to prevent injuries
- Establishing community monitoring services for general safeguarding
- Key management procedures

Chapter 3: Crime Awareness, Preparedness & Response

- Identify common multi-family housing crimes and effective deterrent and prevention methods
- Associate screening procedures to safeguard against bad hiring decisions
- Responding to specific crimes properly and preserving crime scenes

Chapter 4: Property Damage Prevention

- Common types of property damage
- Action steps to safeguard against damaged property
- Resident education on the impact and cost of property damage

Chapter 5: Regulatory Compliance

- Understanding the requirements of the Clean Air Act
- Mandatory disclosures about lead based paint
- Safeguarding against damaged property
- Compliance with environmental and quality of life factors including refrigerant, disposal, hazardous waste, underground storage and more



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Chapter 6: Emergency Preparedness & Response

- Key elements of a written Emergency Action Plan (EAP)
- Responding to emergencies
- Post emergency management procedures and communication

Chapter 7: Incident Reporting & Documentation

- Understand the importance of timely and well documented incident reporting procedures and the impact of reporting on overall insurance costs
- OSHA inspection and recordkeeping/documentation requirements