

# **Workplace Safety Policy**

**Document ID:** HR-EMP-020 **Effective Date:** January 1, 2024 **Last Reviewed:** March 2024 **Owner:** Human Resources **Applies To:** All Employees

---

## **Policy Statement**

NovaTech is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. Safety is everyone's responsibility.

---

## **Scope**

This policy applies to:

- All NovaTech offices (Austin HQ, Seattle, London, Bangalore)
- Remote workers (home office safety)
- Company-sponsored events
- Business travel

---

## **Office Safety**

### **General Safety**

- Keep walkways clear of obstacles
- Report any hazards immediately
- Know emergency exit locations
- Don't block fire exits or extinguishers
- Use handrails on stairs
- Clean up spills immediately

### **Ergonomics**

NovaTech provides ergonomic support:

Resource	Available To
Sit-stand desk	All office employees
Ergonomic chair	All employees

Resource	Available To
Monitor arm	Upon request
Keyboard/mouse	Upon request
Ergonomic assessment	Upon request

**Remote employees:** See Home Office Guidelines (HR-RW-003) for ergonomic stipend.

### Electrical Safety

- Don't overload outlets
  - Report damaged cords/equipment
  - Don't use personal space heaters
  - Unplug equipment before repairs
- 

## Emergency Procedures

### Fire

1. **ALERT:** Activate nearest fire alarm
2. **EVACUATE:** Leave via nearest exit
3. **ASSEMBLE:** Go to designated assembly point
4. **REPORT:** Confirm everyone is accounted for

**Assembly Points:** - Austin HQ: Front parking lot - Seattle: Building lobby - London: Across street at park - Bangalore: Ground floor lobby

### Medical Emergency

1. Call emergency services (911 in US)
2. Notify reception/security
3. Provide first aid if trained
4. Don't move injured person unless necessary
5. Stay until help arrives

**AED Locations:** - Austin: Reception, 2nd floor kitchen, gym - Seattle: Reception, break room - London: Reception - Bangalore: Reception

## **Severe Weather**

**Tornado/Severe Storm:** - Move to interior rooms, lowest floor - Stay away from windows - Shelter under sturdy furniture

**Earthquake:** - Drop, cover, hold on - Stay away from windows - Don't run outside during shaking

## **Active Threat**

- **RUN:** If safe exit available
  - **HIDE:** If exit not possible, barricade
  - **FIGHT:** As last resort only
- 

## **Remote Work Safety**

### **Home Office Setup**

Ensure your home workspace has: - Adequate lighting - Ergonomic seating - Clear pathways - Proper ventilation - Working smoke detectors

### **Electrical Safety**

- Use surge protectors
- Don't overload circuits
- Keep liquids away from electronics
- Have working smoke detector nearby

### **Reporting**

Report any work-related injuries that occur while working remotely to HR within 24 hours.

---

## **Travel Safety**

### **Before Travel**

- Register trip in travel system

- Check travel advisories
- Review emergency contacts
- Download safety apps

## During Travel

- Keep emergency contacts accessible
- Know local emergency numbers
- Secure valuables
- Be aware of surroundings
- Check in with team regularly

## International Travel

Additional requirements:

- Country-specific safety briefing
- Emergency evacuation coverage
- Travel insurance
- Embassy contacts

---

## Incident Reporting

### What to Report

- Injuries (any severity)
- Near-misses
- Property damage
- Safety hazards
- Security concerns

### How to Report

1. **Immediate danger:** Call emergency services
2. **Non-emergency:** Submit via Safety Portal
3. **Anonymous:** Use ethics hotline

### Timeline

Incident Type	Report Within
Injury requiring medical attention	Immediately
Minor injury	24 hours
Near-miss	48 hours

Incident Type	Report Within
Hazard observation	72 hours

---

## Training Requirements

### All Employees

Training	Frequency
Emergency procedures	Annually
Fire safety	Annually
Ergonomics basics	At onboarding

### Specific Roles

Training	Who
First aid/CPR	Floor wardens
Fire extinguisher	Floor wardens
AED operation	Floor wardens
Evacuation coordinator	Safety team

---

## Floor Wardens

Each floor has designated wardens responsible for:

- Emergency evacuation assistance
- Headcount at assembly points
- First aid response
- Safety equipment checks

**Austin HQ Wardens:** - 1st Floor: [Name], [Name] - 2nd Floor: [Name], [Name] - 3rd Floor: [Name], [Name]

---

## Safety Equipment

### Available Equipment

Equipment	Location
First aid kits	Each floor kitchen
AEDs	Reception, kitchens
Fire extinguishers	Hallways, kitchens
Emergency flashlights	Each floor
Emergency supplies	Storage room

### Inspection Schedule

- First aid kits: Monthly
  - Fire extinguishers: Annually
  - AEDs: Monthly
  - Emergency lighting: Quarterly
- 

## Contractor & Visitor Safety

### Contractors

- Must sign in at reception
- Receive safety orientation
- Must follow all safety procedures
- Escorted in sensitive areas

### Visitors

- Sign in at reception
  - Wear visitor badge
  - Stay with host
  - Follow emergency procedures
-

## **Workplace Violence Prevention**

### **Zero Tolerance**

NovaTech has zero tolerance for: - Physical violence - Threats of violence - Intimidation - Harassment

### **Warning Signs**

Report if someone: - Makes threats - Expresses violent thoughts - Shows aggressive behavior - Has sudden personality changes

### **Reporting**

Confidential reports accepted via: - Manager - HR - Security - Ethics hotline

---

## **Compliance**

### **Inspections**

- Monthly safety walks
- Quarterly fire drills
- Annual safety audit
- OSHA compliance reviews

### **Records**

Safety records maintained for: - Training completion - Incident reports - Equipment inspections - Drill participation

---

## **Contact**

- **Emergency:** 911 (US) or local emergency
- **Security:** security@novatech.com
- **HR:** hr@novatech.com
- **Facilities:** facilities@novatech.com
- **Ethics Hotline:** 1-800-XXX-XXXX

---

*Related Documents: Emergency Response Plan (HR-EMP-021), Code of Conduct (HR-EMP-003), Remote Work Policy (HR-RW-001)*