

EcoBuild Materials

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Health and Safety Policy
Policy ID	HR-2024-006
Effective Date	May 1, 2024
Last Updated	November 20, 2024
Organization	EcoBuild Materials, Denver, CO
Industry	Construction
Total Employees	290

1. COMMITMENT

EcoBuild Materials is committed to maintaining a safe and healthy workplace for all.

2. HAZARD REPORTING

- Immediately report all hazards to your manager
- Contact Safety Department for unsafe conditions
- Anonymous reporting: 1-928-SAFE
- No retaliation for safety reporting in good faith

3. INCIDENT REPORTING

- Report all accidents/injuries within 24 hours
- First aid available on Floors 2 & 4
- OSHA-reportable incidents documented per regulations
- Root cause analysis conducted for serious incidents

Approval and Implementation

This policy is approved by the Human Resources Department of EcoBuild Materials and is effective as of May 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Department Manager

Employee Acknowledgment

Date: __/__/__

Date: __/__/__

Date: __/__/__