

## **MadeUpName, LLC**

### **Workplace Health & Safety Policy**

#### **Purpose**

MadeUpName, LLC is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. This policy outlines responsibilities and procedures to prevent workplace injuries, promote well-being, and ensure compliance with health and safety regulations.

#### **Scope**

This policy applies to all employees of MadeUpName, LLC, including those working remotely or at client sites.

#### **1. Policy Statement**

The company prioritizes the health and safety of all team members. Everyone shares responsibility for maintaining a safe workplace and following safety guidelines.

#### **2. Responsibilities**

- **Management:** Ensure compliance with safety laws and provide resources to maintain a safe environment.
- **Supervisors:** Promote safe practices, provide training, and address hazards promptly.
- **Employees:** Follow safety procedures, report hazards or incidents, and use equipment responsibly.

#### **3. Safety Practices**

- Employees must:
- Keep work areas clean and free of obstructions.
  - Use ergonomic best practices when working on computers or in home offices.
  - Report unsafe conditions, injuries, or near misses immediately to HR or management.
  - Follow all fire, evacuation, and emergency response procedures.

#### **4. Emergency Procedures**

- Evacuation maps and emergency contact numbers will be displayed in office areas.
- Employees should familiarize themselves with exits, fire extinguishers, and first-aid kits.
- In remote work settings, employees should maintain safe home environments and follow local emergency protocols.

#### **5. Incident Reporting**

- All incidents, including injuries and near misses, must be reported as soon as possible.
- HR will investigate and document all reports and recommend corrective actions to prevent recurrence.

#### **6. Health & Wellness**

- The company supports preventive health initiatives, such as ergonomic assessments, mental health resources, and wellness programs.
- Employees are encouraged to take regular breaks and maintain healthy work habits.

#### **7. Training**

All new hires will receive safety orientation as part of onboarding. Periodic refresher training will be provided as needed.

**8. Compliance**

This policy complies with the Occupational Safety and Health Act (OSHA) and relevant New York State regulations.

**9. Continuous Improvement**

Safety procedures will be reviewed annually to identify improvements and address emerging risks.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department