

Document 10: Workplace Safety and Emergency Procedures

Your safety is our priority. This document outlines our **workplace safety** guidelines, emergency procedures, and health protocols to ensure a safe working environment for everyone. Whether you work in an office setting or another location, it's important to be aware of safety rules and know what to do in case of emergencies like fire, medical situations, or other incidents.

General Safety Guidelines: We are committed to maintaining a workplace free from recognized hazards. Even though our environment is primarily an office, we still must be cautious to prevent accidents. Key general safety rules include:

- **Keep work areas clean and clutter-free.** Avoid blocking walkways with boxes or equipment. Secure cords to prevent tripping hazards.
- **** Ergonomics:**** Set up your workstation properly – adjust your chair, monitor, and keyboard to prevent strain. We offer ergonomic assessments upon request. Using an ergonomic setup can help avoid repetitive stress injuries.
- **No Horseplay:** As fun as it might be, avoid practical jokes or reckless behavior that could lead to accidents.
- **Report Hazards:** If you notice a potential hazard (like a wet floor, broken equipment, exposed wiring), report it to Facilities or HR immediately so it can be addressed. We have a maintenance ticket system for non-urgent fixes and an urgent line for immediate dangers.
- **Use Equipment Properly:** Only use office equipment (like paper cutters, lifting heavy objects, etc.) in the intended manner. If you are not sure how to operate something or if it's too heavy, ask for help. For lifting, remember to lift with your legs (not your back) and get assistance for anything bulky or over ~40 lbs.

Emergency Exits and Evacuation: Take a moment to note the nearest **emergency exits** to your work area. We have illuminated exit signs and evacuation route maps posted on each floor. In the event the fire alarm sounds or an evacuation is ordered:

- Stay calm and proceed to the nearest safe exit in an orderly fashion. Do **not** use elevators during a fire alarm; use the stairs.
- Follow instructions from fire wardens or safety marshals (we have designated employees on each floor trained to assist).

- Go to the assembly point: Our primary assembly point is the parking lot across the street (or a designated spot noted on the evacuation map). Check in with your supervisor or the warden so we can account for everyone.
- Do not re-enter the building until officials declare it safe. We conduct **fire drills twice a year** so you can practice evacuation.

Fire Safety: Know the basics of fire prevention and response:

- There are fire extinguishers located in corridors and near kitchen areas. They are ABC type, which means they can handle most types of small fires. Use a fire extinguisher *only* if you have been trained and the fire is very small (incipient stage). Remember the PASS method: Pull the pin, Aim at base, Squeeze trigger, Sweep side to side.
- If a fire is large or spreading, don't try to fight it – trigger the alarm (if not already sounding) and evacuate.
- Keep fire doors closed (they slow the spread of fire). Don't obstruct sprinklers or fire detectors.
- Don't overload electrical outlets or use damaged power cords, as these can be fire hazards. Unplug small appliances like space heaters or coffeemakers at the end of the day.

Medical Emergencies: In case someone is injured or has a medical emergency:

- Call emergency services immediately (dial 9-1-1 in most locations) *then* notify the front desk or HR that 911 was called so they can direct responders.
- We have a first aid kit located [in the break room cabinet]. Also, several staff members are trained in CPR/First Aid. Their names and extensions are posted on the safety bulletin board.
- Do not move a person who fell or is in pain unless they are in immediate danger (e.g., from fire).
- For minor injuries (cuts, etc.), you can administer basic first aid from the kit and then decide if further care is needed.
- All injuries, even minor ones, should be reported to HR as soon as possible. We may need to log it for OSHA records or insurance. We have an **incident report form** for any workplace injuries or near-misses (available on the intranet and with HR).

Earthquake or Severe Weather (if applicable): If you are in a region prone to earthquakes, remember to **Drop, Cover, and Hold On** under a desk or table until shaking stops. If severe weather like a tornado occurs, go to the designated shelter area (interior room or lower floor away from windows – our designated area is the basement storage room). We'll communicate via the PA system or emergency texts if such an event happens.

Lockdown/Security Emergencies: In the unlikely event of a security threat (like an intruder or violence in the area), we have a plan:

- You might hear an announcement or see a message for a lockdown. If so, remain calm and **secure your area** – lock the door, turn off lights, and stay low and quiet away from windows.
- If you can safely exit the building away from danger, do so; otherwise, hide until authorities give an all-clear.
- Always report any concerning security issues or suspicious individuals to security or management. We have a badging system for entry; don't hold doors open for strangers (no "tailgating" through secure entrances).
- Our company conducts occasional drills for scenarios like active threats. While uncomfortable to think about, being prepared can save lives.

Accident Reporting and Investigation: It's vital that any workplace accidents or near-misses are reported promptly to HR or the Safety Officer. This allows us to investigate the cause and prevent future incidents. We do not blame employees for accidents – our focus is on improvement. When an incident is reported, we will:

- Provide necessary aid/medical attention.
- Investigate what happened, documenting details.
- Take corrective action (for example, repair equipment, update procedures, provide training) to reduce the chance of recurrence.
- For more serious incidents, we might involve our insurance and need formal statements for workers' compensation.

Workplace Ergonomics and Health: Safety also includes long-term health:

- **Ergonomics:** As mentioned, we can adjust chairs, provide standing desks, or ergonomic keyboards if you have discomfort. Just request an evaluation.

- **Air Quality:** We maintain the HVAC systems and conduct air quality checks. If you notice any odd smells or suspect an air issue, let Facilities know.
- **Housekeeping:** Our cleaning staff keeps the workplace tidy. However, all employees should also take simple steps like cleaning spills (or reporting them) to prevent slips.
- **COVID-19 / Illness Protocols:** (If relevant) We follow public health guidelines. This may include providing hand sanitizer, optional mask-wearing policies, and encouraging sick employees to stay home (see Sick Leave in Document 7). We also have a response plan if a communicable illness affects our staff, including contact tracing and cleaning protocols.

Emergency Contacts and Resources: Important phone numbers are posted on the office bulletin board and intranet:

- Emergency: 911
- Building Security Desk: [phone number]
- Internal Safety Officer/HR: [phone number]
- Facilities/Maintenance: [phone number]
Keep these handy especially if you're working after hours. Also, ensure HR has your up-to-date emergency contact (the person we'd reach out to if something happens to you).

Workers' Compensation: All employees are covered by workers' compensation insurance. If you are injured on the job, any necessary medical treatment is generally paid for by this insurance, and if you need time off to recover, you may receive compensation through the workers' comp program. HR will help you with the claims process if needed.

Evacuation for Persons with Disabilities: If you have a temporary or permanent condition that might make evacuating difficult (e.g., injury, wheelchair use, pregnancy later stages, etc.), please inform HR or a safety warden. We have evacuation chairs and a plan to assist anyone who needs help down stairs or to notify first responders of your location.

By following these safety guidelines and being aware of emergency procedures, you contribute to a safer workplace for yourself and your colleagues. Safety is a team effort – **if you see something, say something**. We are proud of our safety record and with everyone's cooperation, we aim to keep it that way. If you have any suggestions to improve workplace safety or any concerns, reach out to the Safety Committee or HR. Your input can help prevent accidents and ensure a healthy work environment for all.