

Occupational Safety and Health Policy



It is Schemata Workshop's policy to provide a safe and healthy work environment for all of its employees and guests, and to foster and advance safety and health management systems for the benefit of employees and guests. The goal of this policy is to enable Schemata Workshop to meet and exceed all government rules and regulations regarding workplace health and safety, and have a positive track record of safety.

The management of safety and health in the workplace is needed to safeguard employees and the public. Schemata Workshop views this as a collaborative and joint employer-employee responsibility. Employees must report, to the Principal Architects, any instance or circumstance that appears to be unsafe or a potential health or safety risk. These instances include, but are not limited to, all work related illnesses or injuries regardless of extent or nature, unsafe working conditions, and the need for maintenance or repair of equipment. Principals must investigate the situation immediately and, where there is a risk, take immediate corrective action to eliminate the health and safety risks to employees.

All employees are encouraged to take particular advantage of ergonomic upgrades including standing desks, ergonomic keyboards, wrist rests, and lumbar support when seated. All employees compensated hourly are entitled to one paid 10-minute rest break for every 4 hours worked. Hourly employees are also entitled to one unpaid 30 minute meal break for every 5 hours worked.

Schemata Workshop does comply with all aspects of the Occupational Safety and Health Administration (OSHA) requirements to prevent injuries or health and safety risks to its employees. Schemata Workshop has incurred no OSHA infractions or violations since the incorporation of the company.