

## Hazardous Materials and Chemicals 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 hazardous materials and chemicals 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 hazardous materials and chemicals in the workplace, and have a positive track record of safety.

The management of hazardous materials and chemicals in the workplace is needed to safeguard the health and safety of employees and the public. Schemata Workshop views this management as a corporate responsibility. However, if an employee views any instance or circumstance that appears to be unsafe or a potential health or safety risk because of hazardous materials or chemicals they must be reported to a Partner, Principal, or Office Manager. The individual receiving this report must investigate the situation immediately and, where there is a risk, take immediate corrective action to eliminate the hazardous materials or chemicals risks to employees.

Hazardous materials and chemicals are not to be used in our workplaces. All employees have access to natural light and ventilation. Schemata Workshop endeavors to use green and biodegradable cleaning products so as to limit the exposure of its employees to harsh household chemicals. If an employee encounters hazardous materials or chemicals in the course of their work at other locations, the studio will take immediate corrective action to eliminate health and safety risks to its employees.

Schemata Workshop will 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 incorporation of the company.