

Occupational Health and Safety (also Hazardous Chemicals)

Maintaining a safe and healthy workplace is essential to the Firm's operations, and it is the Firm's policy to promote safety both in the office and on job sites. For this reason, employees are expected to assist the Firm in maintaining safe and healthy working conditions. Employees are required to follow common sense safety practices and to correct or report any unsafe condition to a principal or associate. All workplace accidents, injuries and illnesses involving employees must be immediately reported to a principal or associate. Similarly, all accidents and injuries involving the Firm's customers, vendors, contractors or any other person who is on Firm premises must be immediately reported to a principal or associate. Employees will not be penalized in any way for reporting unsafe working conditions or workplace accidents, injuries or illnesses. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

The Firm prohibits the handling, use, or storage of hazardous materials and chemicals in the workplace, including but not limited to high-VOC (volatile organic compound) paints, solvents, coatings, or sealants; acid solutions; recognized hazardous building materials containing asbestos, lead, mercury or PCBs, or other similar materials and chemicals. Products with a high VOC level are not to be used at any time in the office. Hazardous materials should be stored in a proper and safe manner. If you observe or come in contact with potentially hazardous materials or chemicals in the workplace, please contact a Principal or Associate.

At building-project sites where the Firm's employees are present providing professional services during construction or on-site investigations, hazardous materials or chemicals may be present. Employees are prohibited from handling these materials or chemicals, which are the responsibility of the property owner or (during construction) the construction contractor. If you observe or come in contact with potentially hazardous materials or chemicals when working outside of the workplace, please contact a Principal or Associate.

This policy applies to all employees while at work or engaged in work-related activities.

Leers Weinzapfel Associates, Architects Inc. complies with all aspects of the Occupational Safety and Health Administration (OSHA) requirements.