

Occupational Safety

Employee safety depends on the safety consciousness of everyone in the workplace. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety. Employees are expected to comply with the following specific safety rules, including but not limited to:

- Report immediately any injury or accident, safety hazard, or property needing repair to your supervisor and the Managing Director;
- Do not allow unauthorized persons to operate equipment or to have access to restricted areas; or
- If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.

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If an Employee is injured or suspects that he/she has been injured on the job, or an employee is involved in an accident, the employee must notify his/her supervisor or the Managing Director immediately. As soon as practical, but in no case later than 24 hours following an injury or accident, or suspected injury or accident, an employee must complete an accident report form describing the circumstances surrounding the incident. This form may be obtained from the Managing Director or your supervisor if the Managing Director is not available.¹

¹ Excerpted from AIA Seattle Employee Handbook, Section 6.6 – Safety