

Occupational Safety Policy

Effective January 1, 2017

Safety

Bassetti Architects strives to maintain the safest possible working conditions. The success of any safety program, however, depends upon the safety-conscious cooperation of everyone. We will make every reasonable effort to inform you if there are special safety regulations for your particular job. Learning these regulations and observing them at all times is an important part of your job. To achieve the goal of a safe workplace, the following general rules of safety should be observed at all times:

1. All safety hazards, known or suspected, must be reported to the firm's Business Manager. Bassetti Architects appreciates employee concern and expressly assures employees that no adverse consequences will result to any employee as a result of reporting a safety hazard.
2. All injuries occurring in the workplace must be reported to the firm's Business Manager immediately; records of all injuries will be maintained.
3. Employees must observe safe practices when performing their work.
 - Familiarize yourself with all exits, fire extinguishers and first-aid kits.
 - Keep aisles, walk areas, switch boxes, and stairways clear of materials, boxes and electrical cords.
 - Turn off equipment at the end of the day.
 - Do not lift heavy items by yourself.

In emergencies, stay calm, notify a supervisor or manager, assist fellow employees if necessary and use your head.

Because safety is so important to Bassetti Architects, our employees and our clients, employees who do not observe safe work habits will face disciplinary action up to and including termination. You play an important part in providing a safe working environment by reporting unsafe conditions and practices to a principal. Remember, everyone must actively ensure a safe work environment.

Accidents

Bassetti Architects provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers certain injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

Employees must report all accidents and/or injuries occurring in the workplace to the firm's Business Manager immediately, regardless of the nature or severity of the accident or injury. The

Business Manager will evaluate any injury or suspected injury and assist in securing appropriate medical assistance. All on-the-job injuries, no matter how slight, must be reported.

Employee's Report of Injury Form attached to Employee Manual.

Employees involved in work-related accidents requiring an absence from work of one or more days must complete an Employee Accident Report form. These forms must be signed and returned to the Business Manager no later than three (3) days after the accident occurred. If the report is to be returned by mail, it must be sent so that it will be received by the Company within three (3) days of the accident. Employees who provide false information, or fail to provide important relevant information, in reports related to on-the-job accidents, injuries or illnesses will be subject to disciplinary action, up to and including discharge.