



## **Occupational Safety Policy**

Effective March 12, 2019

### **HEALTH AND SAFETY**

It is the policy of Bassetti Architects to strive to provide a safe and healthful work environment for all employees. Safety is everyone's responsibility. Maintaining a safe work environment requires the continuous cooperation of all employees.

#### ***Reporting Injuries and Accidents***

Employees involved in an accident while at work must immediately report it to the Business Manager. In accordance with state (WISHA) and federal (OSHA) regulations, the employee involved will be asked to complete paperwork outlining the details of the incident and any injuries sustained as a result of the accident.

#### **FIRE PREVENTION**

Employees should know the location of the fire extinguisher(s) in their work area and make sure they are kept clear at all times. Notify the Business Manager if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure that all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

#### **SMOKING**

Bassetti Architects is a non-smoking Company. To fully comply with the Washington Clean Indoor Air Act, smoking is prohibited within 25 feet of doorways and air intakes in any area people may pass through during the course of employment.