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Safety and Accident Reporting Policy

Cutting Edge Renovation & Painting is committed to maintaining a safe and healthy workplace for employees, customers, vendors, subcontractors, and others who may be present on a jobsite. Safety is a shared responsibility, and all employees are expected to perform their work in a safe, careful, and professional manner.

No job is so urgent that it should be done in an unsafe way.

Employee Safety Responsibilities

Employees are expected to:

- Follow all Company safety rules and procedures
- Use tools, ladders, equipment, and materials properly
- Wear required personal protective equipment, also known as PPE
- Keep work areas clean, organized, and free from unnecessary hazards
- Follow safe lifting and material-handling practices
- Report unsafe conditions, damaged equipment, accidents, injuries, and near misses promptly
- Follow jobsite-specific safety instructions
- Use good judgment and stop work when a condition appears unsafe
- Never work under the influence of drugs or alcohol

Personal Protective Equipment

Employees must wear required PPE when needed for the work being performed. PPE may include, but is not limited to:

- Safety glasses
- Gloves
- Masks or respirators
- Hearing protection
- Hard hats
- Safety shoes or enclosed footwear
- Fall protection equipment

Employees are responsible for using PPE properly and notifying a supervisor or management if required PPE is missing, damaged, or not functioning correctly.

Tools, Equipment, and Ladders

Employees must use tools, ladders, machinery, and equipment safely and only for their intended purpose. Employees may not use equipment they have not been trained or authorized to use.

Employees must inspect tools, ladders, and equipment before use. Damaged, defective, or unsafe equipment must be removed from service and reported to a supervisor or management immediately.

Horseplay, reckless behavior, misuse of tools, or ignoring safety procedures is prohibited.

Jobsite Safety and Housekeeping

Employees are expected to maintain clean and orderly jobsites. Work areas should be kept free from unnecessary clutter, debris, trip hazards, exposed nails, unsecured cords, and other avoidable hazards.

Employees should clean up throughout the workday and before leaving the jobsite. Materials, tools, and equipment should be stored safely and securely.

Unsafe Conditions

Employees must immediately report unsafe conditions to their supervisor, HR, or management. Unsafe conditions may include, but are not limited to:

- Damaged ladders, tools, or equipment
- Exposed wiring or electrical hazards
- Unstable surfaces or fall hazards
- Blocked walkways or exits
- Unsafe driving or vehicle concerns
- Hazardous spills or materials
- Unsafe behavior by employees, vendors, subcontractors, or others on site

If an employee believes a task or condition is unsafe, the employee should stop work when necessary and notify a supervisor or management for guidance.

Accident, Injury, and Near-Miss Reporting

Employees must immediately report all work-related injuries, accidents, illnesses, property damage, and near misses to their supervisor, HR, or management, no matter how minor they may seem.

Prompt reporting helps the Company:

- Make sure the employee receives appropriate care
- Address hazards quickly
- Investigate what happened
- Prevent similar incidents in the future
- Meet any required reporting or documentation obligations

Failure to promptly report an accident, injury, or near miss may result in corrective action, subject to applicable law.



Emergency Medical Attention

If emergency medical attention is needed, employees should call 911 or seek emergency assistance immediately. The employee or another available person should notify Cutting Edge Renovation & Painting as soon as possible after emergency needs are addressed.

For non-emergency injuries, employees should follow Company reporting and treatment procedures.

Incident Reports and Investigations

Employees may be required to complete an incident report after an accident, injury, near miss, property damage, or safety concern. Employees are expected to provide accurate and complete information.

The Company may investigate safety incidents to determine what happened and whether corrective action, training, equipment changes, or other safety measures are needed.

Employees are expected to cooperate fully and honestly in any safety investigation.

Return-to-Work and Medical Restrictions

Employees must follow any work restrictions or return-to-work instructions provided by a medical provider and approved by the Company. Employees may not perform work that violates medical restrictions.

Employees must notify HR or management if they receive work restrictions, are unable to perform assigned duties safely, or need assistance related to returning to work after an injury or illness.

Safety Violations

Failure to follow safety rules may result in corrective action, up to and including termination of employment.

Examples of safety violations include:

- Failure to wear required PPE
- Misuse of tools, ladders, vehicles, or equipment
- Horseplay or reckless behavior
- Failure to report an injury, accident, hazard, or near miss
- Working under the influence of drugs or alcohol
- Ignoring jobsite safety instructions
- Creating or failing to correct unsafe conditions
- Damaging Company, customer, or jobsite property through careless or unsafe conduct

Questions

Questions about safety procedures, accident reporting, PPE, or jobsite safety expectations should be directed to a supervisor, HR, or management.



