



Policy No: HR122
Created: May 2026
Updated:

Inclement Weather, Emergency Closure, and Heat Safety Policy

Cutting Edge Renovation & Painting is committed to protecting employee safety during severe weather, emergency conditions, high heat, and other conditions that may affect jobsites, travel, scheduling, or work performance.

Because Company work may occur outdoors, in unfinished spaces, in customer homes, on ladders, around tools and equipment, and while traveling between jobsites, employees are expected to follow weather-related instructions and use good judgment when conditions become unsafe.

General Expectations

Employees are expected to report to work as scheduled unless the Company announces a delay, closure, schedule change, or other instruction.

Employees should monitor Company communication during severe weather, emergency events, or conditions that may affect work schedules.

Employees must communicate promptly with HR or management if weather, road conditions, illness, or emergency circumstances affect their ability to report to work safely.

Company Decisions

Management will determine whether work will continue, be delayed, modified, moved indoors, paused, or canceled due to weather or emergency conditions.

Company decisions may be based on:

- Employee safety
- Customer safety
- Road conditions
- Local emergency alerts
- Lightning
- Heavy rain
- Flooding
- High winds
- Hurricanes or tropical weather

- Extreme heat
- Power outages
- Jobsite conditions
- Material or equipment concerns
- Customer availability
- Business needs

Employees must follow schedule and safety instructions provided by management.

Inclement Weather

Inclement weather may include:

- Thunderstorms
- Lightning
- Heavy rain
- Flooding
- Tropical storms or hurricanes
- High winds
- Extreme heat
- Poor air quality
- Cold weather
- Unsafe road conditions
- Power outages or emergency conditions

Work may be adjusted depending on the type of work being performed and whether the jobsite can be made safe.

Lightning and Severe Storms

Employees should stop outdoor work and seek safe shelter when lightning, severe storms, or unsafe weather conditions are present.

Employees should not continue work on ladders, roofs, scaffolding, elevated surfaces, near metal equipment, or in exposed outdoor areas during lightning or severe storm conditions.

Employees should notify their management if weather conditions become unsafe.

Hurricanes, Tropical Weather, and Emergency Events

During hurricanes, tropical storms, emergency warnings, evacuations, or other major events, the Company may delay, cancel, or modify work schedules.

Employees are expected to follow Company instructions and local emergency guidance.

Employees should keep their phone accessible and monitor Company communication for updates.

Road Conditions and Travel Safety

Employees should use good judgment while traveling for work.



If road conditions are unsafe due to flooding, severe weather, downed trees, emergency closures, or other hazards, employees should notify HR or management as soon as possible.

Employees should not put themselves or others at risk while traveling to or from a job site.

Additional driving expectations are provided in **Policy HR110: Company Vehicle and Driver Safety Policy**.

High Heat and Outdoor Work

Employees working in hot conditions must take heat safety seriously.

Employees should:

- Drink water regularly
- Take rest breaks as needed
- Use shade or cooler areas when available
- Wear appropriate clothing and ppe
- Pace heavy work when possible
- Notify a lead/supervisor if they feel overheated or unwell
- Watch for signs of heat-related illness in themselves and coworkers

Supervisors and leads should monitor jobsite conditions and encourage hydration, rest, and heat safety practices.

Heat Illness Warning Signs

Employees should report symptoms of heat-related illness immediately.

Warning signs may include:

- Dizziness
- Headache
- Nausea
- Weakness
- Heavy sweating
- Confusion
- Cramps
- Rapid heartbeat
- Fainting
- Hot, dry skin
- Unusual behavior
- Trouble walking or speaking clearly

Heat-related symptoms should not be ignored. Employees should stop work, move to a cooler area, drink water if able, and notify a supervisor.

If symptoms appear serious or life-threatening, call **911** immediately.



Hydration and Breaks

Employees are encouraged to drink water regularly during hot weather and physically demanding work.

Employees should not wait until they feel sick to hydrate or rest.

Breaks may be adjusted when conditions require additional rest for safety. Employees should communicate with their supervisor if they need a break due to heat, illness, fatigue, or unsafe conditions.

Employee Responsibility

Employees are responsible for reporting weather-related hazards, heat illness symptoms, unsafe jobsite conditions, or travel concerns promptly.

Employees must not ignore safety concerns or continue work when conditions appear unsafe.

Employees should notify their supervisor or management if they believe work should be paused, adjusted, or reviewed due to weather or emergency conditions.

Supervisor and Lead Responsibility

Supervisors and leads are expected to monitor weather, jobsite conditions, employee safety, and work conditions.

Supervisors and leads should:

- Communicate schedule changes promptly
- Watch for weather-related hazards
- Monitor heat stress concerns
- Encourage hydration and safe breaks
- Pause work when conditions are unsafe
- Report serious concerns to management
- Document incidents or near misses when needed

Emergency Medical Attention

If an employee experiences a serious medical emergency, heat illness, injury, or weather-related emergency, employees should call **911** or seek emergency assistance immediately.

After emergency needs are addressed, employees should notify HR or management as soon as possible.

Additional accident and injury reporting expectations are provided in **Policy HR109: Safety and Accident Reporting Policy**.

Pay and Timekeeping

Weather delays, emergency closures, early releases, canceled jobs, or schedule changes will be handled according to Company practice and applicable law.

Employees must accurately record all time worked.

Employees may not record time for hours not worked unless specifically approved or required by law.



Questions about pay, time records, or missed time due to weather should be directed to HR or management.

Attendance During Weather Events

Employees are expected to report to work unless the Company announces a delay, closure, or schedule change, or unsafe conditions prevent the employee from doing so.

If an employee cannot report to work due to weather, road conditions, emergency circumstances, or safety concerns, the employee must notify HR or management as soon as possible.

Failure to communicate may result in the absence being treated as an attendance issue.

Additional details are provided in **Policy HR117: Attendance, Punctuality, and Call-Out Policy**.

Customer and Jobsite Considerations

Weather and emergency conditions may affect customer schedules, jobsite access, outdoor work, material deliveries, drying times, paint application, equipment use, and project timelines.

Employees should not make promises to customers about weather-related scheduling or project completion unless authorized by management.

Customer questions should be referred to management or the office when needed.

Violations

Failure to follow this policy may result in corrective action, depending on the circumstances.

Examples of violations include:

- Ignoring weather-related safety instructions
- Continuing unsafe work during lightning or severe weather
- Failing to report heat illness symptoms or unsafe conditions
- Failing to communicate attendance issues during weather events
- Falsifying time during weather delays or closures
- Refusing to follow emergency or safety instructions
- Driving unsafely during hazardous weather

Questions

Questions about weather delays, emergency closures, heat safety, travel concerns, or jobsite safety should be directed to HR, a supervisor, or management.



