

Safety Manual of William Walsh Inc.

General Employee Safety

William Walsh Inc. is committed to the safety and health of all employees and clients and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

William Walsh Inc. will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The State Workers' Compensation Act may also require that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

Teamwork and Service to the Customer

Excellent service to our customers is a primary goal. Our success is a result of consistently performing beyond our clients expectations.

To perform at this level, it is essential that all William Walsh Inc. employees/ departments operate as a team. Whatever your job function, you are a member of the team that services clients because all of our jobs are related to and dedicated to that end.

As a member of a team you do not work in a vacuum because the quantity and quality of the work you do affects your co-workers and, ultimately, the client. We expect you to set high standards for yourself, in the job you do, the way you communicate and the manner in which you interact with others.

Ethical Standards

William Walsh Inc. strives to maintain the highest standards of personal and business ethics and corporate conduct. As an employee, you are required to do the same. Your daily activities on behalf of William Walsh Inc. should always be carried out in an ethical and legal manner, and conflicts of interest should be avoided.

Guidelines for Conduct

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at William Walsh Inc., where any failure to adhere to high standards of conduct may affect the well being of residents and customers. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and including discharge. We ask the cooperation of all employees of William Walsh Inc. in the observance of these policies.

Failure to abide by Walsh standards of conduct (as in examples listed) will result in disciplinary action.

1. Abuse, mistreatment, or threatening of a customer or another employee; physical, verbal, or psychological.
2. Falsification of employment application or other employee records.
3. Insubordination.
4. Using foul and/or abusive language.
5. Smoking in any unauthorized area.
6. Loafing or sleeping on the job during the employee's working hours.
7. Soliciting tips or gratuities from clients or visitors.
8. Disregard of one's appearance, uniform, dress or personal hygiene.

9. Dishonesty.
10. Commission of a crime.
11. Violation of any and all safety rules.
12. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours.
13. Threatening, intimidating, coercing or fighting with another employee or a customer by word or deed, whether on or off William Walsh Inc.'s premises.
14. Negligent or deliberate destruction of or misuse of property belonging to William Walsh Inc. or to a customer, visitor to or employee of William Walsh Inc.
15. Poor attitude or disrespect to management, your supervisor, the customers or visitors to William Walsh Inc.
16. And any act of misconduct, incompetence, or any violation of this Safety Manual will be grounds for disciplinary action and/or termination of employment.