

Health and Safety Policy

Effective Date: April 7, 2025

Last Revised: April 7, 2025

Policy Owner: Human Resources / Facilities Management

Purpose

[Company Name] is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. This policy outlines our approach to managing workplace health and safety risks and establishes standards for maintaining a safe workplace.

Scope

This policy applies to all employees, contractors, consultants, temporary workers, and visitors at all [Company Name] facilities and work sites.

Policy Statement

[Company Name] is committed to:

1. Providing a safe and healthy workplace for all employees and visitors
2. Complying with all applicable health and safety laws, regulations, and standards
3. Identifying and eliminating workplace hazards and risks
4. Continuously improving our health and safety performance
5. Promoting a positive safety culture through participation, education, and awareness

Responsibilities

Management Responsibilities

Senior management and executives will:

1. Demonstrate visible commitment to health and safety
2. Ensure adequate resources for health and safety initiatives
3. Set and review health and safety objectives
4. Monitor and evaluate health and safety performance
5. Ensure compliance with regulatory requirements

Supervisor Responsibilities

Supervisors and managers will:

1. Implement health and safety procedures in their areas
2. Ensure employees receive proper safety training
3. Identify and address workplace hazards promptly
4. Enforce safety rules consistently
5. Investigate incidents and implement corrective actions
6. Lead by example in following safety procedures

Employee Responsibilities

All employees will:

1. Follow all health and safety policies and procedures
2. Use required personal protective equipment (PPE)
3. Report unsafe conditions, incidents, and near misses promptly
4. Participate in safety training and meetings
5. Make suggestions for improving workplace safety
6. Not perform tasks they believe are unsafe
7. Look out for the safety of coworkers and visitors

Health and Safety Committee

The Health and Safety Committee will:

1. Meet monthly to review safety concerns and incidents
2. Conduct regular workplace inspections
3. Recommend safety improvements
4. Review the effectiveness of safety programs
5. Promote safety awareness throughout the organization

Risk Assessment and Hazard Control

1. Hazard Identification:

- Regular workplace inspections
- Job hazard analyses for all positions

- Review of incident reports and near misses
- Employee reporting of hazards

2. Risk Assessment:

- Evaluation of likelihood and severity of potential harm
- Prioritization of risks based on potential consequences
- Documentation of significant risks

3. Control Measures:

- Elimination of hazards where possible
- Engineering controls to reduce risks
- Administrative controls including procedures and training
- Personal protective equipment as a last resort

Emergency Preparedness

1. Emergency Response Plans:

- Fire evacuation procedures
- Medical emergency response
- Severe weather protocols
- Workplace violence response

2. Emergency Equipment:

- Fire extinguishers
- First aid kits
- Automated external defibrillators (AEDs)
- Emergency lighting and exit signs

3. Drills and Testing:

- Regular evacuation drills
- Testing of emergency systems
- Training for emergency response teams

Incident Reporting and Investigation

1. Reporting Requirements:

- All work-related injuries and illnesses must be reported immediately
- Near misses must be reported within 24 hours

- Property damage incidents must be reported promptly
- Environmental releases must be reported immediately

2. Investigation Process:

- Initial response to secure the scene
- Collection of evidence and witness statements
- Root cause analysis
- Development and implementation of corrective actions
- Follow-up to verify effectiveness

3. Documentation:

- Incident report forms
- Investigation reports
- Corrective action tracking
- OSHA logs and recordkeeping

Training and Communication

1. Safety Training:

- New employee safety orientation
- Job-specific safety training
- Regulatory-required training (e.g., lockout/tagout, confined space)
- Refresher training as required

2. Safety Communication:

- Safety bulletin boards
- Safety alerts and newsletters
- Toolbox talks and safety meetings
- Electronic safety communications

Specific Safety Programs

1. Ergonomics:

- Workstation evaluations
- Proper equipment and tools
- Manual handling procedures
- Break and stretch programs

2. Electrical Safety:

- Qualified person program
- Equipment inspection and testing
- Lockout/tagout procedures
- Arc flash protection

3. Chemical Safety:

- Safety Data Sheets (SDS) management
- Chemical labeling and storage
- Personal protective equipment requirements
- Spill response procedures

4. Workplace Violence Prevention:

- Threat assessment
- Security measures
- Response procedures
- Employee training

5. Driving Safety:

- Vehicle inspection requirements
- Safe driving practices
- Distracted driving prohibition
- Accident reporting procedures

Performance Measurement and Continuous Improvement

1. Safety Metrics:

- Incident rates
- Near miss frequency
- Inspection findings
- Training completion rates

2. Program Review:

- Annual policy review
- Quarterly program evaluations
- Management system audits

- Regulatory compliance assessments

Non-Compliance

Failure to comply with this policy or related health and safety procedures may result in:

- Verbal or written warnings
- Retraining requirements
- Suspension of work activities
- Disciplinary action up to and including termination

Related Documents

- Emergency Response Plan
- Hazard Communication Program
- Lockout/Tagout Procedures
- Personal Protective Equipment Policy
- Incident Investigation Procedure

Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in operations, regulations, or best practices.

For questions or concerns regarding this policy, please contact the Safety Manager at safety@companyname.com or ext. 5678.

Acknowledgment

I acknowledge that I have read and understand [Company Name]'s Health and Safety Policy. I agree to follow all safety rules and procedures and understand my responsibility to report unsafe conditions and incidents.

Employee Signature Date

Employee Name (Printed)