

# Occupational / Workplace Health and Safety Policy Template

## 1. Introduction

Ensuring the health and safety of our employees is a top priority for us. We are committed to providing a safe work environment for all staff members.

## 2. Responsibilities

It is the responsibility of all employees to follow safety protocols and report any hazards or concerns to their supervisor immediately.

## 3. Training

All new employees will receive comprehensive safety training during their onboarding process. This training will cover emergency procedures, hazard recognition, and proper equipment usage.

## 4. Personal Protective Equipment (PPE)

Employees are required to wear appropriate PPE when necessary. This includes items such as gloves, goggles, helmets, and masks.

## 5. Incident Reporting

Any accidents or near misses must be reported to management as soon as possible. A thorough investigation will be conducted to prevent future incidents.

## 6. Compliance

We are committed to complying with all relevant health and safety regulations and standards. Regular audits will be conducted to ensure compliance.

## 7. Resources

Employees are encouraged to utilize the resources available to them, such as safety manuals, training materials, and safety equipment.

## 8. Review

This policy will be reviewed annually to ensure it remains up-to-date and effective in promoting a safe work environment.

Sources:

- Occupational Safety and Health Administration (OSHA): [\[link\]](#)
- Centers for Disease Control and Prevention (CDC): [\[link\]](#)