

Workplace Safety Program Proposal

Organization Name

Enter organization name

Date

Prepared By

Enter preparer's name

1. Introduction

Summarize the purpose of this safety program proposal.

2. Program Objectives

List key objectives for the safety program.

3. Scope

Define what departments, locations, or operations this program covers.

4. Roles and Responsibilities

Describe the roles and responsibilities of managers, employees, and safety personnel.

5. Hazard Identification and Risk Assessment

Detail processes for identifying and assessing hazards.

6. Control Measures

Describe safety policies, procedures, and control measures to mitigate risks.

7. Training and Communication

Summarize employee training and communication plans.

8. Monitoring and Review

Outline steps for monitoring, evaluation, and continual improvement.

9. Resources Required

List the resources (personnel, budget, equipment) needed for program implementation.

10. Approval

Name

Approver's name

Signature

Signature

Date