

# Health and Safety Policy

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Policy Statement

[Company Name] is committed to providing a safe and healthy working environment for all employees, visitors, and contractors. This policy outlines our intent, organization, and arrangements for managing health and safety within our workplace.

## 2. Responsibilities

### 2.1 Management Responsibilities

- Ensure compliance with all health and safety legislation.
- Provide necessary resources and training.
- Monitor health and safety performance.

### 2.2 Employee Responsibilities

- Follow all health and safety procedures.
- Report hazards and incidents promptly.
- Use equipment correctly and safely.

## 3. Risk Assessment

Regular risk assessments will be conducted to identify, assess, and control risks to health and safety in the workplace.

Hazard	Risk	Control Measures
_____	_____	_____

## 4. Training & Communication

- New employees will receive health and safety induction training.
- Specific job-related safety training will be provided as needed.
- Health and safety noticeboards and meetings will communicate key information.

## 5. Emergency Procedures

- Emergency evacuation plans will be in place and communicated to all staff.
- Fire drills will be conducted periodically.
- First aid facilities are available on site.

## 6. Monitoring & Review

- Health and safety performance will be monitored regularly.
- This policy will be reviewed annually or following significant changes.

## 7. Signatures

Signed by (Manager): \_\_\_\_\_

Date: \_\_\_\_\_

Signed by (Employee Representative): \_\_\_\_\_

Date: \_\_\_\_\_