

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: _____