

# Occupational Health & Safety Policy Outline

## 1. Policy Statement

This policy establishes the commitment of [Company Name] to provide a safe and healthy working environment for all employees, contractors, and visitors.

## 2. Objectives

- Prevent workplace injuries and illnesses.
- Comply with all relevant occupational health and safety legislation.
- Promote a culture of continuous improvement in health and safety practices.

## 3. Scope

This policy applies to all employees, contractors, and visitors at all [Company Name] workplaces and facilities.

## 4. Responsibilities

1. **Management:** Provide resources, training, and leadership to maintain occupational health and safety standards.
2. **Supervisors:** Monitor workplace conditions and enforce health and safety procedures.
3. **Employees:** Follow safe work procedures and report hazards or incidents promptly.

## 5. Risk Management

Identify, assess, and control risks associated with workplace activities, equipment, and environments.

## 6. Training & Communication

- Provide regular training and health and safety information to all employees.
- Encourage open communication about safety issues or concerns.

## 7. Incident Reporting & Investigation

All incidents, injuries, or near misses must be reported promptly and investigated to prevent recurrence.

## 8. Review & Continuous Improvement

This policy and related procedures will be reviewed annually and updated as necessary to ensure ongoing effectiveness.

## 9. Approval & Implementation

This policy is approved by senior management and communicated to all stakeholders for effective implementation.