

Safety Procedure Policy Draft Template

1. Purpose

Describe the purpose of this safety procedure policy. For example, "To establish standardized safety procedures to ensure a safe and healthy work environment."

2. Scope

Outline who and what the policy applies to (e.g., all employees, contractors, visitors, and all locations).

3. Responsibilities

- **Management:** Summarize responsibilities of management regarding safety procedures.
- **Supervisors:** Outline supervisor expectations.
- **Employees:** Define responsibilities for all employees.
- **Visitors/Contractors:** List any relevant responsibilities.

4. Safety Procedures

1. General Safety

- Describe general safety rules and expected behaviors.

2. Specific Procedures

- Summarize or add links to department- or activity-specific safety protocols.

3. Emergency Procedures

- Fire evacuation
- Accident/incident reporting
- First aid response

5. Training

Outline employee safety training requirements, frequency, and documentation process.

6. Incident Reporting

Describe procedure for employees and supervisors to report incidents, near misses, or hazards.

Type	Contact Person	Form/Location
Injury/Accident	Safety Officer	Incident Report Form
Hazard	Supervisor	Hazard Logbook

7. Review and Revision

Explain the process for reviewing and updating the safety procedure policy (e.g., annually or after significant incidents).

8. Acknowledgement

Include a statement that employees must sign to acknowledge they have read and understood the policy.

Document Control

Version	Date	Reviewed By	Description of Changes
1.0	(Insert Date)	(Insert Name/Title)	Initial Draft