

# 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