

Health and Safety Roles and Responsibilities

Document Title:

Enter document title

Date:**Prepared By:**

Name

Department/Division:

Department

Purpose

Describe the purpose of this document...

Scope

Define the scope (who/what this document applies to)...

Definitions

List and define any relevant terms...

Roles and Responsibilities

Role/Position	Responsibilities	Name (if applicable)
e.g. Manager	Describe key responsibilities...	

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References

List related policies, guidelines, or legal references...

Revision History

Date	Description of Change	Prepared/Reviewed By