

# Workplace Safety Policy Template

## 1. POLICY STATEMENT

[Insert Company Name] is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. This policy outlines the general principles and measures adopted to eliminate or minimize risks to health, safety, and welfare at work.

## 2. PURPOSE

The purpose of this policy is to establish and maintain a safe workplace, identify and control hazards, and ensure compliance with relevant health and safety laws and regulations.

## 3. SCOPE

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

## 4. RESPONSIBILITIES

- **Management:** Responsible for providing resources, training, and enforcing safety procedures.
- **Supervisors:** Ensure compliance with safety guidelines and report issues.
- **Employees:** Follow safety procedures, report hazards, and participate in training.

## 5. SAFETY RULES & PROCEDURES

[Add specific rules, e.g., use of protective equipment, reporting hazards, emergency procedures, etc.]

## 6. HAZARD IDENTIFICATION AND RISK ASSESSMENT

[Describe procedures for regular inspections, reporting hazards, and risk assessment.]

## 7. TRAINING & COMMUNICATION

[Outline training provisions and communication of safety information.]

## 8. REVIEW

This policy will be reviewed annually or when significant changes occur in the workplace or relevant legislation.

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Authorized Signature

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Date