

Basic Workplace Safety Policy Draft

1. Purpose

The purpose of this Workplace Safety Policy is to ensure a safe and healthy working environment for all employees, contractors, and visitors within the organization.

2. Scope

This policy applies to all employees, contractors, and visitors at all company locations.

3. Responsibilities

1. **Management:** Provide a safe workplace and ensure compliance with safety laws and regulations.
2. **Supervisors:** Monitor workplace safety procedures and report hazards.
3. **Employees:** Follow safety instructions and report unsafe conditions or incidents promptly.

4. General Safety Rules

- Report all accidents, injuries, and unsafe conditions immediately.
- Follow all safety instructions, warning signs, and procedures.
- Wear any required personal protective equipment (PPE).
- Keep work areas clean and free from hazards.
- Use equipment safely and for its intended purpose only.

5. Emergency Procedures

All employees must familiarize themselves with emergency exits, evacuation routes, and assembly points. In the event of an emergency, follow posted procedures and instructions from designated personnel.

6. Reporting Procedures

All incidents and hazards must be reported to a supervisor or the safety officer as soon as possible using the standard reporting form.

7. Policy Review

This policy will be reviewed annually and updated as necessary to ensure ongoing workplace safety.