

Health and Safety Procedures Policy Template

1. Purpose

The purpose of this policy is to outline the health and safety procedures implemented to ensure the wellbeing of all employees, visitors, and contractors in the workplace.

2. Scope

This policy applies to all staff, contractors, and visitors across all company locations.

3. Responsibilities

- **Management:** Ensure compliance with health and safety legislation and company policy.
- **Supervisors:** Oversee daily operations to ensure safe work practices.
- **Employees:** Follow all health and safety instructions and report hazards.

4. Health and Safety Procedures

1. Identify hazards and assess risks regularly within the workplace.
2. Implement control measures to minimize or eliminate risks.
3. Provide adequate health and safety training for all employees.
4. Report all incidents, injuries, and unsafe conditions immediately.
5. Conduct regular workplace inspections and audits.

5. Emergency Procedures

- Clearly display emergency exits and evacuation routes.
- Maintain accessible first aid supplies at all times.
- Conduct emergency drills bi-annually.

6. Reporting and Investigation

All health and safety incidents must be reported immediately to a supervisor or manager and documented. Investigations will be conducted to determine root causes and implement corrective actions.

7. Policy Review

This policy will be reviewed annually and updated as needed to ensure ongoing compliance and improvement.

8. Acknowledgment

Employees are required to read, understand, and comply with this policy. All staff will acknowledge their understanding upon onboarding and after significant policy updates.