

Office Health and Safety Policy

1. Policy Statement

Our organization is committed to ensuring a safe and healthy workplace for all employees, visitors, and contractors. We aim to eliminate hazards and minimize risks by following all relevant health and safety legislation and best practices.

2. Objectives

- Prevent workplace injuries and illnesses.
- Promote a culture of health and safety awareness.
- Comply with all applicable health and safety laws.
- Consult and involve staff in health and safety matters.

3. Responsibilities

- **Management:** Provide a safe working environment, adequate training, and necessary resources.
- **Employees:** Follow safety instructions, use equipment properly, and report any hazards promptly.
- **Health and Safety Officer:** Monitor compliance, conduct inspections, and investigate incidents.

4. Risk Assessment

Regular risk assessments will be conducted to identify, evaluate, and control risks in the office environment. Findings will be documented and reviewed periodically.

5. Training

Appropriate health and safety training will be provided to all employees and reviewed annually or as job roles change.

6. Emergency Procedures

- Fire evacuation routes and procedures must be clearly displayed.
- First aid kits shall be accessible at all times.
- Emergency contacts must be posted in visible locations.

7. Review

This policy will be reviewed annually and updated as needed to ensure ongoing effectiveness and compliance with legislation.

Signature: _____

Name: _____

Position: _____

Date: _____