

Small Business Health and Safety Policy

1. Policy Statement

[Your Business Name] is committed to providing a safe and healthy working environment for all employees, contractors, visitors, and the public. Health and safety are integral to our business performance and culture.

2. Objectives

- Prevent accidents and cases of work-related ill health.
- Comply with relevant health and safety legislation.
- Provide safe workplaces, equipment, and systems of work.
- Engage and consult with employees on day-to-day health and safety conditions.
- Provide clear instructions and adequate training to ensure employee competence.

3. Responsibilities

- **Management:** Overall responsibility for health and safety policy and its implementation.
- **Supervisors:** Ensure policy is followed; report hazards and incidents.
- **Employees:** Take reasonable care of themselves and others; cooperate with management on safety matters.

4. Risk Assessment

Regular risk assessments will be conducted and reviewed. Hazards will be identified, and control measures implemented to minimize risks.

5. Training and Communication

- Induction and ongoing safety training provided for all employees.
- Information on health and safety matters shared and displayed in accessible locations.

6. Accident Reporting and Investigation

- All accidents, incidents, and near-misses must be reported promptly.
- Investigations will identify causes and prevent recurrence.

7. Emergency Procedures

- Clear emergency procedures and evacuation routes will be communicated and practiced.
- First aid provisions will be maintained and regularly reviewed.

8. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in business operations and legislation.

Signed:

Name:

Position:

Date: