

# 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:**

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Name:

Position:

Date: