

General Workplace Protection Policy Template

1. Policy Statement

Our company is committed to providing a safe, healthy, and secure workplace for all employees, contractors, and visitors. We will take all reasonable steps to prevent accidents, injuries, and occupational illnesses, and to protect company property and resources.

2. Purpose

This policy sets out the general measures for workplace protection to ensure compliance with all applicable health, safety, and security regulations.

3. Scope

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

4. Responsibilities

- **Management:** Ensure implementation of this policy and provide necessary resources for workplace protection.
- **Supervisors:** Enforce safety rules, conduct regular risk & safety checks, and report hazards.
- **Employees:** Follow all safety procedures and immediately report any unsafe conditions or incidents.

5. Workplace Safety Measures

- Identify potential hazards and conduct regular risk assessments.
- Provide safety training to all personnel.
- Maintain safety equipment and ensure it is accessible.
- Promote a culture of safety and encourage reporting of unsafe behavior or conditions.

6. Emergency Procedures

1. Display emergency contact information and evacuation routes visibly in all areas.
2. Regularly conduct emergency drills.
3. Provide first aid resources and trained personnel.

7. Health & Hygiene

- Maintain cleanliness and hygiene throughout the workplace.
- Ensure availability of necessary sanitation facilities.
- Encourage employees to report illnesses and stay home if unwell.

8. Reporting and Investigation

- All incidents, injuries, or near-misses must be reported promptly.
- Investigate incidents thoroughly and implement corrective actions.

- Keep accurate records of workplace hazards, incidents, and actions taken.

9. Policy Review

This policy will be reviewed annually and updated as necessary to ensure ongoing effectiveness and compliance.

10. Acknowledgment

By signing below, you acknowledge that you have read, understood, and agree to comply with the General Workplace Protection Policy.

Name	Position	Date	Signature