

Organizational Safety Policy Statement

1. Policy Statement

[A clear, succinct declaration of the organization's commitment to safety and health.]

2. Purpose

[Describe the purpose of the safety policy and its importance to the organization's operations and staff.]

3. Scope

[Define the applicability of the policy (e.g., all employees, contractors, visitors, locations).]

4. Responsibilities

- **Top Management:** [State responsibilities of executives and senior leadership.]
- **Supervisors/Managers:** [State responsibilities for implementing and enforcing policy.]
- **Employees:** [Outline individual responsibilities for safety adherence and reporting.]

5. Safety Procedures

[Reference existing safety procedures, guidelines, and controls to mitigate risks and hazards.]

6. Communication and Training

[Describe processes for safety communication, education, and employee training initiatives.]

7. Incident Reporting and Investigation

[Outline procedures for reporting, documenting, and investigating incidents and near-misses.]

8. Continuous Improvement

[Summarize the commitment to reviewing and improving the safety management system regularly.]

9. Policy Review

[State the frequency and process for reviewing and updating this policy statement.]

10. Approval

- **Name:** _____
- **Title:** _____
- **Date:** _____
- **Signature:** _____