

Workplace Safety Policy Statement Outline

1. Introduction

- Purpose of the Policy
- Scope and Applicability

2. Policy Statement

- Commitment to Workplace Safety
- Legal and Regulatory Compliance

3. Roles and Responsibilities

- Management Responsibilities
- Employee Responsibilities
- Supervisors and Safety Officers

4. Hazard Identification and Risk Assessment

- Procedures for Reporting Hazards
- Risk Assessment Process

5. Safety Training and Education

- Training Requirements
- Ongoing Education

6. Incident Reporting and Investigation

- Reporting Procedures
- Investigation Process

7. Emergency Preparedness

- Emergency Procedures
- Evacuation Plans

8. Policy Review and Continuous Improvement

- Review Schedule
- Feedback and Improvement

9. Acknowledgement

- Employee Awareness and Agreement