

# Employee Safety Protocol Template

## 1. Company Information

Company Name

Enter company name

Prepared By

Name of preparer

Date

## 2. Introduction

Write a brief introduction or overview of safety protocols.

## 3. General Safety Rules

- [Sample rule] Always wear appropriate personal protective equipment (PPE).
- [Sample rule] Report all accidents and incidents immediately.
- [Sample rule] Maintain good housekeeping in all work areas.

Add or list additional general safety rules.

## 4. Emergency Procedures

1. [Sample] Evacuation routes are posted at all main exits.
2. [Sample] In case of fire, follow the nearest exit and assemble at the designated area.
3. [Sample] Report injuries to the supervisor as soon as possible.

Add or list site-specific emergency procedures.

## 5. Roles and Responsibilities

Role	Responsibility
Employee	Follow safety protocols and report hazards.
Supervisor	Monitor compliance and organize safety training.
Safety Officer	Conduct inspections and update safety protocols.

Add new roles or specify site-specific responsibilities.

## 6. Contact Information

Emergency Contact Name

e.g. John Doe, Safety Officer

Phone Number

e.g. (123) 456-7890

Email

e.g. safety@example.com

## 7. Acknowledgement

By signing below, the employee acknowledges reading and understanding the safety protocols.

Name

Employee Name

Date

Signature

Employee Signature