

Hazard Prevention Policy Draft

Document Version: _____

Date: _____

Prepared by: _____

1. Purpose

This Hazard Prevention Policy outlines the commitment and procedures of [Organization Name] to identify, assess, eliminate, and control workplace hazards to ensure the safety and health of all employees, contractors, and visitors.

2. Scope

This policy applies to all personnel and operations conducted under the direction of [Organization Name].

3. Responsibilities

- Management:** Ensure implementation of this policy and provide necessary resources.
- Supervisors:** Monitor daily operations and enforce safe work practices.
- Employees:** Follow safety protocols and report any identified hazards.

4. Hazard Identification

Regular inspections, job safety analyses, and employee reporting are used to identify hazards in the workplace.

5. Hazard Assessment & Control

- Hazards will be evaluated to determine risk levels.
- Appropriate control measures will be implemented in the following order:
 - Elimination
 - Substitution
 - Engineering Controls
 - Administrative Controls
 - Personal Protective Equipment (PPE)

6. Training

Employees will receive training on hazard recognition, control methods, and emergency procedures as required.

7. Reporting and Investigation

- All incidents and near-misses must be promptly reported.
- Incidents will be investigated to determine root causes and prevent recurrence.

8. Policy Review

This policy will be reviewed at least annually and updated as needed to reflect organizational or regulatory changes.

Signature: _____ Date: _____

