

Safety Compliance Policy Structure

1. Purpose

Brief statement outlining the purpose and objectives of the Safety Compliance Policy.

2. Scope

Define to whom and to what activities the policy applies.

3. Policy Statement

High-level declaration of commitment to safety compliance, including expectations and standards.

4. Responsibilities

- **Management:** Outline management responsibilities.
- **Supervisors:** Role and duties.
- **Employees:** Safety obligations and compliance.

5. Procedures

1. Identification of hazards
2. Reporting incidents and non-compliance
3. Corrective actions and follow-up

6. Training and Communication

Requirements for safety training and how policy information will be communicated.

7. Monitoring and Review

Methods for monitoring compliance and processes for periodic policy review.

8. Definitions

Clarification of terms used in the policy as needed.

9. References

- Applicable regulations
- Related internal documents