

Safety Training Policy

1. Purpose

The purpose of this Safety Training Policy is to establish requirements and responsibilities to ensure that all employees are provided with adequate training to identify and mitigate workplace hazards, comply with regulatory standards, and promote a safe working environment.

2. Scope

This policy applies to all employees, contractors, and temporary workers at all locations operated by the company.

3. Policy Statement

The company will provide safety training relevant to job functions and identified workplace risks. All employees are required to complete mandatory safety training sessions upon hire and at regular intervals thereafter.

4. Responsibilities

- **Management:** Ensure safety training programs are developed, implemented, and maintained.
- **Supervisors:** Monitor employee training compliance and address non-compliance.
- **Employees:** Attend mandatory training sessions and apply safe work practices.

5. Training Requirements

1. General safety orientation for all new hires.
2. Job-specific training addressing hazards, equipment, and processes.
3. Annual refresher training or as required by changes in regulations.
4. Specialized training for personnel with unique safety responsibilities.

6. Documentation

Records of all completed safety training must be maintained for each employee and be made available for review upon request.

7. Review and Update

This policy will be reviewed annually and updated as necessary to reflect regulatory changes or improvements in safety practices.

Signature (Policy Owner)

Date

