



Company Name

Department Name

Policy No. ABC 2.1.5	Subject: Workplace Health & Safety Policy
-----------------------------	--

Chapter: Title of Chapter	Page 1 of n
Section 1: Name of Section	Effective: DATE
Signature: /s/ First Last, Title	Revised: DATE

1. PURPOSE

The purpose of this policy is to provide for the well-being of [The Company's] employees, customers, guests, as well as itself. [The Company] is committed to providing a safe working environment that will help maintain employee health, increase productivity, minimize lost work time, and reduce costs.

2. POLICY

This policy outlines [The Company's] overall approach and commitment for dealing with health and safety within the company. [The Company] will identify, fix and control any hazards present in the work environment. This policy prohibits any improper conduct or behavior that would put the health, safety and welfare of our employees at risk. [The Company] seeks to create a relaxed and easy work environment amongst employees and its customers.

3. APPLICABILITY

All employees, customers, vendors, subcontractors, and visitors.

[If necessary, list out all departments, divisions, facilities and/or programs to which this policy applies.]

4. DEFINITIONS (*potential terms you may use in your policy*)

HAZARD – something that could cause harm to people.

RISK – the chance – however large or small – that a hazard could cause harm.

5. PROCEDURES

a. Employer Responsibilities

- i. Maintain a healthy and safe environment for employees to work, which includes following all federal, state and local statutory requirements.

b. Employee Responsibilities

- i. Report any potential hazards to management, obeying all mandatory regulations and company procedures, and assisting in maintaining a safe work environment.

c. Training

- i. [The Company] is committed to training all employees on health, hazards, and prevention of accidents and injuries to themselves and others.

d. Safety and Security

- i. [The Company] will not tolerate any type of workplace violence committed by or against any employee. All persons determined to have committed such acts will be subject to corrective actions up to and including termination.

e. Reporting Hazards and/or Violence

- i. Employees are required to report all accidents, hazards or threats to management immediately. The incident is then to be investigated and documented so that the appropriate actions can be taken.