

Safety Policy

Company Name

(insert name of company) _____ is committed to ensuring the health and safety of employees, customers, and visitors while on the facility premises. The safety and health of every employee is a high priority and every reasonable precaution has been taken to ensure a safe working environment. Safety measures and rules are in place for the protection of all employees.

Preventing accidents shall be a primary consideration in all aspects of our operation. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees are expected to review and understand all provisions of the company's workplace safety policy and take responsibility for performing work in accordance with the established safe standards and practices at all times. Management accepts responsibility for providing a safe working environment.

Scope

This policy applies to all employees that are full time, permanent part time, or temporary staff.

Employer Responsibilities

(insert name of company) _____ will provide and maintain:

- A safe working environment and equipment.
- Adequate control of the health and safety risks arising from work activities.
- Establish and train employees in safe procedures for working with equipment, materials, and chemicals.
- Information, instruction, training, and supervision to ensure all employees are competent to do their tasks.
- Information, instruction, training, and supervision that is reasonably necessary to ensure that each employee is safe from injury and/or risks to health.
- A commitment to consult and cooperate with employees in all matters relating to health and safety in the workplace.
- A periodic review and revision of this policy.
- A commitment to continually improve our performance through effective safety management and employee input.

Employee Responsibilities

Every employee has an obligation to:

- Comply with this policy and other specific safe work practices, with the intent to avoid injury to themselves and others.
- Comply with direction given by management regarding health and safety.
- Attend all required safety training programs applicable to their responsibilities.
- Know the location of the first aid kit.
- Maintain work areas in a safe and orderly manner, free from hazardous conditions.
- Clean up and properly dispose of all small chemical spills and waste materials in a timely manner.
- Report all large spills of chemicals and take appropriate actions, if properly trained using appropriate precautions.
- Take reasonable care of health and safety of themselves and others.
- Wear provided personal protective equipment (PPE) and/or clothing when necessary.

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- Not misuse or interfere with equipment, tools, or other provided materials to ensure health and safety.
- Not operate any equipment, use materials or processes, or provide assistance if not trained and authorized,
- Not leave equipment or processes unattended in an energized or operating state
- Report all accidents, incidents, and close calls, regardless of how minor, to a supervisor or manager. Physical discomfort caused by repetitive tasks must also be reported.
- Report unsafe conditions or hazards immediately to their supervisor or safety manager.
- Do not block any exit doors or pathways with equipment, materials, or other items that would obstruct them.
- In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit and proceed to your designated assembly point. Once the building has been evacuated, only a supervisor may authorize employees to reenter.
- Not make threats against other full time, part time or temporary employees, management, outside contractors, vendors or anyone in connection with his/her work or engaging in violent activities while in the employment of the company.
- Any questions regarding safety and safe practices should be directed to **(insert name of responsible person or title)**

Implementation of Policy

All employees have access to the Safety Policy. Each employee is given a copy of it upon hire.

Enforcement

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following:

1. If an unsafe act or other possible violation is observed, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the action.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and inform them of the nature of the violation and its possible consequences.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

I understand the above Safety Policy. Failure to follow these may lead to disciplinary action up to and including termination.

Your signature below certifies your agreement to comply with this policy.

Employee Name (Printed)

Date

Employee Signature

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