# **Occupational Safety and Health Policy**

# **Template**

**1. Purpose**[Company Name] is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. This Occupational Safety and Health Policy establishes the framework for ensuring workplace safety, preventing occupational injuries and illnesses, and complying with all applicable laws and regulations.

**2. Scope**This policy applies to all employees, contractors, and visitors at all [Company Name] locations and worksites.

**3. Responsibilities**

* **Management:** Responsible for providing a safe workplace, ensuring compliance with occupational safety laws, and implementing safety programs.
* **Supervisors:** Accountable for enforcing safety policies, providing training, and addressing workplace hazards.
* **Employees:** Expected to follow safety guidelines, report hazards, and participate in safety training.
* **Safety Officer (if applicable):** Responsible for monitoring compliance, investigating incidents, and implementing corrective actions.

**4. General Safety Requirements**

* Compliance with all federal, state, and local occupational safety regulations.
* Regular risk assessments and hazard identification to minimize workplace dangers.
* Provision of necessary personal protective equipment (PPE) and safety training.
* Maintenance of clean, organized, and hazard-free work areas.
* Reporting and investigation of all workplace incidents and near-misses.
* Emergency preparedness plans, including fire safety, evacuation, and first aid procedures.

**5. Workplace Hazard Control**

* Identification and mitigation of physical, chemical, biological, and ergonomic hazards.
* Implementation of engineering controls, administrative controls, and safe work practices.
* Regular maintenance and inspections of equipment and workplace conditions.

**6. Training and Awareness**

* All employees will receive safety training during onboarding and refresher training as needed.
* Specialized training for employees working with hazardous materials, machinery, or high-risk environments.
* Continuous education on best practices and new safety procedures.

**7. Incident Reporting and Investigation**

* Employees must report workplace accidents, injuries, illnesses, or near-misses immediately.
* Investigations will be conducted to determine the root cause and prevent recurrence.
* Corrective and preventive measures will be implemented following incidents.

**8. Health and Wellness Initiatives**

* Programs to promote employee wellness, including stress management and ergonomic support.
* Encouragement of open communication regarding health and safety concerns.
* Workplace accommodation for employees with medical or disability-related needs.

**9. Compliance and Enforcement**

* Failure to comply with safety policies may result in disciplinary action, including retraining, suspension, or termination.
* Regular audits and inspections will be conducted to ensure policy adherence.

**10. Policy Review and Updates**

* This policy will be reviewed annually and updated as necessary to reflect changes in regulations, workplace conditions, or company procedures.

For questions or concerns regarding occupational safety and health, employees should contact [HR/Safety Officer Contact Information].

**Approved by:**[Name]  
[Title]  
[Date]