

Sample Health & Safety Policy

Since each business is unique, you should write a health & safety policy specifically for your own business. Below is a sample.

Rabbit Express Industries Health and Safety Policy

(Date)

Rabbit Express Industries is committed to preventing occupational illness and injury in the workplace.(1)

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment (2) as indicated by acceptable industry practices and compliance with legislative requirements.(3) We will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Rabbit Express Industries will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury or illness. (4)

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees alike. All management (including senior management, middle management and supervisors) functions will comply with Rabbit Express Industries loss prevention requirements.

Supervisors are accountable for the health & safety of the employees under their supervision. Supervisors are responsible to ensure that machinery and equipment are in proper working order and that all employees required to use the equipment are trained to do so.(5)

All employees will receive training on their job functions including how to perform their jobs safely in accordance with legislative requirements and our Safe Work Procedures/Practices.(6)

Every employee including contractors and sub-contractors must comply with the Safe Work procedures / practices and are required to report any incidents / injuries / property damage immediately.(7)

Jack A. L. Rabbit

President, Rabbit Express Industries

Health & Safety Policy Best Practices

Your policy should include statements outlining:

- The commitment by management for the prevention of occupational illness and injury (#1 on sample)
- The maintenance of a safe and healthy work environment (#2)
- The commitment to meet or exceed all legislative requirements (#3)
- The supervisor/senior manager's responsibilities to ensure that safe and healthy conditions are met at the workplace (#4)
- Responsibility of sub-contractors and their workers to meet or exceed the employer's health and safety requirements (#5)
- The workers' responsibility to work safely and report all unsafe, unhealthy conditions (#6)

In addition to the above, your policy must be signed by the highest level of management at your location.

Once your policy is in writing, remember to:

- Post in high traffic areas of your facility that are accessible to all employees (e.g. employee entrances, lunchrooms, bulletin boards, etc.).
- Ensure that your employees are familiar with and understand the policy statement by reviewing it with them.
- Keep a training record for the review of the policy.
- Provide employees with a copy of the policy statement.
- Review, re-date, post and distribute annually.

Sample Goals/Action Plan

Health and Safety Action Plan/Goals

Company Name: ABC Company

Period: January 1, 2005 to December 31, 2005

Item	Target Date	Responsibility	Follow-up	Comments/ Resources	Completed Date
Develop H&S policy.	12/31	Rick	H&S rep	See sample in "5 Steps" training manual.	
Develop H&S roles and responsibilities.	09/30	Sue	H&S rep	See sample in "5 Steps" training manual.	
Review H&S policy with employees (give them copies).	03/31	Rick	H&S rep	Remember to keep training records.	
Post H&S policy.	05/30	H&S rep Rick	Sue	Post in high-traffic areas.	
Review H&S roles and responsibilities with employees.	07/31	Sue	Rick	Remember to keep training records.	
Complete WHMIS training with all staff.	12/31	Sue H&S rep	Rick	Purchase video to include in training.	

Completed by: Rick Smith Date: December 20, 2004

Goals/Action Plan Template

Health and Safety Action Plan/Goals

Company Name: _____

Period: _____ to _____

Item	Target Date	Responsibility	Follow-up	Comments/ Resources	Completed Date

Completed by: _____ Date: _____