

Health and Safety Policy

(name of business)

wants its workplace to be a healthy and safe workplace that meets all legal and regulatory requirements. To achieve this, our company will establish, maintain and continually improve a health and safety program designed to prevent injuries and disease. Safety is good business. Well planned work; qualified employees; and well-maintained equipment, will all add up to meet our safety, production, quality and environment goals.

Our company is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Workers have general responsibilities for their own health and safety and that of other persons. In addition, they have the responsibility to refuse unsafe work. Discriminatory action will not be taken against them for refusing to do unsafe work. Employees will be encouraged to contribute to the company health and safety program.

Owner or President: _____

Signature: _____

Date: _____

Employer's responsibilities include:

- Establishing the health and safety program
- Continually adjusting components of the safety program as determined by audit/investigations/etc.
- Conducting an annual review in of each year in _____(month)
- Training supervisors
- Providing a safe and healthy work environment.

Supervisor's¹ responsibilities include:

- Directing and controlling workplace activity to ensure the health and safety of all workers
- Providing a health and safety orientation to new workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions.

Workers' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Reporting injuries, close calls/near misses and property damage to supervisors
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program.

¹ A supervisor is defined in the Occupational Health and Safety Regulation as "a person who instructs, directs and controls workers in the performance of their duties." Any person regardless of title who meets this definition even temporarily has the responsibilities of a supervisor for the workers under their control.