Health and Safety Policy

Organization

Policy Owner

Effective Date

Version

Approved by

Review Date

1. Purpose

is committed to providing a safe and healthy environment for employees, contractors, visitors, customers, and any other person affected by its activities.

This policy establishes the organization's approach to preventing work-related injuries, illness, property damage, and unsafe conditions. It also defines the responsibilities and procedures required to identify, assess, report, and control health and safety risks.

This policy is intended to support compliance with applicable health and safety requirements. It does not replace any law, regulation, permit condition, professional standard, or site-specific safety instruction that applies to the organization's activities.

2. Scope

This policy applies to all employees, officers, temporary workers, contractors, subcontractors, interns, volunteers, visitors, and other persons present at or affected by 's workplaces, facilities, vehicles, events, or operations.

It applies during work performed at organizational premises, customer locations, remote workplaces, travel assignments, company-sponsored activities, and any other location where a person is carrying out duties for or on behalf of the organization.

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3. Health and Safety Commitment

The organization will take reasonable steps to:

- identify and control foreseeable workplace hazards;
- provide appropriate information, instruction, training, and supervision;
- maintain work areas, equipment, and systems in a safe condition;
- provide suitable protective equipment where required;
- encourage prompt reporting of hazards, incidents, injuries, and unsafe conduct;
- investigate incidents and implement corrective measures;
- consult with workers on matters that may affect their health and safety; and
- review this policy and related procedures regularly.

No person will be penalized for raising a genuine health or safety concern, reporting an incident, or refusing work that they reasonably believe presents an immediate and serious danger, subject to applicable law and organizational procedures.

4. Responsibilities

Organization

is responsible for establishing safety standards, providing suitable resources, assigning competent personnel, and monitoring the effectiveness of its health and safety arrangements.

Managers and Supervisors

Managers and supervisors must communicate applicable safety requirements, identify hazards within their areas of responsibility, provide appropriate supervision, respond to reports, and take reasonable action when unsafe conditions or conduct are identified.

Employees and Other Workers

Every person covered by this policy must follow applicable safety instructions, use equipment properly, complete required training, report hazards and incidents promptly, cooperate with investigations, and take reasonable care of their own health and safety and that of others.

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Contractors and Subcontractors

Contractors and subcontractors must comply with this policy where it applies to their work and must follow all site-specific safety requirements communicated by the organization. The organization may require evidence of qualifications, insurance, training, permits, or other safety controls before work begins.

Visitors

Visitors must follow instructions provided by the organization, remain in authorized areas, and comply with applicable emergency and safety requirements.

5. Hazard Identification and Risk Control

The organization will assess work activities and locations to identify hazards, including physical, chemical, biological, ergonomic, electrical, fire, environmental, vehicle, equipment, psychosocial, and security-related risks.

Where a significant risk is identified, the organization will determine and implement reasonable control measures. Controls may include eliminating the hazard, substituting a safer method or material, introducing engineering or administrative controls, providing training, or requiring personal protective equipment.

Risk assessments will be reviewed when work changes, an incident occurs, new equipment or materials are introduced, or information indicates that existing controls may no longer be adequate.

6. Safe Work Practices

Workers must perform their duties in accordance with approved procedures, instructions, risk assessments, and training. Equipment, machinery, vehicles, tools, and safety systems must be used only for their intended purpose and by persons who are authorized and competent to use them.

A person must not remove, disable, bypass, or interfere with a safety device or control. Defective, damaged, or unsafe equipment must be taken out of service where reasonably possible and reported to _____.

Work areas must be kept reasonably clean, orderly, and free from avoidable obstructions. Access routes, exits, fire equipment, emergency equipment, and electrical panels must remain accessible.

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7. Personal Protective Equipment

Where hazards cannot be adequately controlled through other measures, the organization will provide or require suitable personal protective equipment.

Required equipment must be worn, maintained, stored, and replaced in accordance with applicable instructions. Workers must report damaged, missing, or unsuitable equipment to their manager or supervisor.

Personal protective equipment does not remove the obligation to use other required safety controls.

8. Training, Information, and Supervision

The organization will provide health and safety information and training appropriate to a person's duties, level of responsibility, work location, and identified risks.

Training may be required before a person begins assigned work and may be repeated when duties, equipment, procedures, or risks change. Managers and supervisors must provide appropriate supervision and must not assign work for which a person lacks the required instruction, authorization, or competence.

Training records will be maintained by _____.

9. Reporting Hazards, Incidents, and Injuries

All workers must promptly report hazards, near misses, injuries, illnesses, property damage, unsafe conditions, and unsafe conduct to their manager, supervisor, or _____.

Reports must be made as soon as reasonably practicable, even when no injury has occurred. A person who requires immediate medical attention should obtain emergency assistance first and report the matter as soon as possible afterward.

The organization will record and assess reports, determine whether further action or notification is required, and communicate corrective measures where appropriate.

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10. Incident Investigation and Corrective Action

The organization may investigate incidents, near misses, complaints, and reported hazards to determine contributing factors and prevent recurrence.

Investigations will be conducted fairly and with appropriate regard for privacy. Corrective actions may include changes to procedures, equipment, training, supervision, work design, or workplace conditions. Actions will be assigned to responsible persons and monitored until completed.

Reporting an incident does not by itself determine fault or legal responsibility.

11. Emergency Preparedness and Response

The organization will maintain reasonable emergency procedures appropriate to its operations and locations. These procedures may address fire, medical emergencies, severe weather, evacuation, hazardous substance release, violence or security threats, utility failure, and other foreseeable events.

Workers must familiarize themselves with emergency exits, assembly areas, alarms, first-aid arrangements, emergency contacts, and instructions applicable to their work location.

During an emergency, people must follow instructions from emergency personnel or designated organizational representatives and must not take unnecessary risks to protect property or retrieve personal belongings.

Emergency Contact Information:

Emergency Services:

Internal Emergency Contact:

First-Aid Contact or Location:

Assembly Area:

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12. Workplace Health and Well-Being

The organization will take reasonable steps to support a workplace that protects physical and psychological health. This includes addressing excessive work-related risks, workplace violence, harassment, bullying, fatigue, and other conditions that may affect safety or well-being.

Workers should report health concerns, unsafe workloads, threatening conduct, or other conditions that may affect their ability to work safely to _____.

Confidentiality will be respected to the extent reasonably possible, subject to safety needs and applicable reporting obligations.

13. Hazardous Materials and Substances

Hazardous materials, chemicals, medicines, biological materials, or other controlled substances must be identified, stored, handled, transported, and disposed of in accordance with applicable requirements and organizational procedures.

Only authorized and trained persons may work with hazardous substances. Safety information, labels, instructions, and required protective equipment must be available before work begins.

14. Remote Work, Travel, and Off-Site Activities

Persons working remotely, traveling for work, or performing duties at another organization's premises must take reasonable steps to maintain a safe work environment and follow applicable site rules.

Work-related incidents occurring during approved remote work, travel, or off-site activities must be reported under the Reporting Hazards, Incidents, and Injuries section.

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15. Consultation and Communication

The organization will communicate relevant health and safety information through training, meetings, notices, written procedures, digital systems, or other suitable methods.

Workers may provide safety suggestions, raise concerns, and participate in consultations or inspections arranged by the organization. The organization will consider relevant feedback when reviewing controls and procedures.

16. Compliance and Corrective Measures

Failure to follow this policy or an applicable safety instruction may result in corrective action, up to and including removal from a work activity, termination of a contractor's engagement, or disciplinary action where appropriate and permitted by applicable law.

Corrective action will consider the seriousness of the conduct, the circumstances, whether the person received appropriate instruction, and any relevant prior concerns.

17. Records and Confidentiality

The organization will maintain appropriate records relating to risk assessments, training, inspections, incidents, corrective actions, and policy reviews.

Health and safety records containing personal or medical information will be handled securely and accessed only by persons with a legitimate organizational need or legal authority.

18. Policy Review and Amendments

The Policy Owner will review this policy at least _____ and after a significant incident, operational change, legal development, or other event that may affect its suitability.

The organization may amend this policy when necessary. The current approved version will be made available to persons covered by the policy. Changes will be communicated through appropriate channels.

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19. Authority

This policy is issued under the authority of _____. Operational procedures, work instructions, and site-specific rules may be issued under this policy and must be followed where they apply.

This policy describes organizational expectations and does not, by itself, create a fixed-term employment contract, guarantee continued employment, or limit the organization's right to manage its operations in accordance with applicable law and individual employment agreements.

20. Approval

By signing below, the authorized representative confirms that this Health and Safety Policy has been reviewed and approved for implementation by _____.

Organization

Authorized Representative _____ _____

Title _____

Date _____

Signature

_____

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21. Acknowledgement

I acknowledge that I have received or been given access to this Health and Safety Policy. I understand that I am responsible for following the safety requirements applicable to my duties and for reporting hazards, incidents, injuries, and unsafe conditions promptly.

My acknowledgment confirms receipt and understanding of the policy. It does not alter the terms of any applicable employment, contractor, or other written agreement.

Name

Role and Department

Date

Signature

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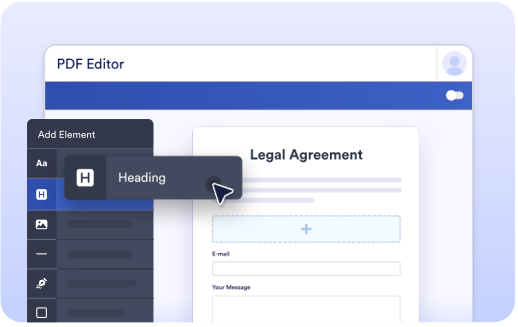
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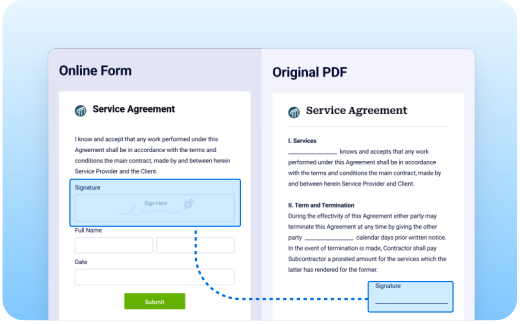
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