

Step 9

A Written Safety and Health Policy Statement

Your statement should define your company's commitment to your safety program.

- It needs to be signed by the company's Owner, President or other key Senior Management official.
- It should be put on company letterhead and posted where all employees can read it.
- It should also be reviewed with all new employees at the time they are hired so they know that safety is an important concern to management.

Do not fall into the trap of outlining a list of safety rules that your employees will be expected to follow and use this as your Safety Policy Statement. Safety rules should be implemented but they should be separate. Instead your Safety Policy Statement should show your concern for your employees and your commitment for protecting their safety.

A Safety Policy Statement should open similar to this:

Our Company is committed to providing the safest possible working environment and conditions for our employees. The safety of employees is a prime concern to management and critical to continued success and growth. With this in mind the following commitment is being made to prevent unnecessary injuries:

- Management recognizes that safety is a core management value and that the prevention of employee injuries is an important part of our business.
- Safe working conditions will be provided and maintained.
- Employees will be trained in safe work practices.
- Safe procedures will be developed and communicated to all employees.
- Management is open to any ideas or suggestions from employees that will help improve the overall safety effort of the company.
- Employees will be encouraged to follow safe work practices and, where necessary, safety policies and rules will be enforced.
- Every effort will be made, when practicable, to return injured employees to transitional work.
- Safety is good business, good for our employees and good for the company.

The above items can be amended or other ones added for your particular company, but this will give you a good guide to follow.

A closing paragraph should be added similar to the following:

The prevention of employee injuries is of the utmost importance to the company and a key ingredient to the continued success and growth of the company. We urge all our employees to join with us to make our company the safest possible place to work.

Owner/ President/ or Key Senior Management Official

SAFETY POLICY STATEMENT

Our Company is committed to providing the safest possible working environment and conditions for our employees. The safety of our employees is a prime concern to management. With this in mind the following management commitment is being made to prevent unnecessary injuries to our employees.

- * All members of management recognize that safety is an integral part of their job duties and are responsible for preventing these injuries.
- * Safe working conditions are an essential part of our business.
- * All employees are to be properly and thoroughly trained in safe work practices and are to understand the importance placed on working safely each day.
- * Management is open to any suggestions which will help improve the safety of our employees.
- * Safety is simply good business. Good for our employees and good for the company.

The prevention of employee injuries is of the utmost importance and a key ingredient to the continued success and growth of our company. We urge each of you to join with us in committing to make **Our Company** the safest possible place to work.

(This form is to be typed on company letterhead and signed by the owner or president, then posted for all employees to see)