

## GUIDELINE for Element 1.1(a to g) Health and Safety Policy

Leadership forms the basis of a healthy workplace and involves both making a commitment to put health and safety into action and proactively managing it. Leadership sets the prevention culture of a company by establishing a health and safety policy and program, and implementing standards. All of this involves setting targets and monitoring progress towards established goals.

**IMPORTANT:** Employers need to ensure their health and safety program reflects their workplace practices and management's expectations. Therefore each procedure from provided in this Guidelines and Templates booklet must be customized to reflect their workplace in order to potentially score points for that element. Employers must ensure that each procedure clearly defines roles and responsibilities.

### WHAT IS A COMPANY HEALTH AND SAFETY POLICY?

A health and safety policy is a written statement of an employer's commitment to protect the health and safety of employees at work. The policy:

- Shows the owner's/manager's commitment to health and safety and establishes the health and safety, culture and activities in the workplace.
- Identifies health and safety as a priority
- Outlines the health and safety program and identifies accountability

### A HEALTH AND SAFETY POLICY:

1. Is a declaration of commitment to health and safety
2. Includes overall expectations, goals and objectives of the health and safety program
3. Contains commitment to comply with the law
4. Clarifies responsibilities of management, supervisors and workers related to health and safety at the workplace
5. Is written and posted in a conspicuous location
6. Is signed by the most senior management person onsite (can have other signatures. For example: Co-chairs JHSC)
7. Dated – current within one year



#### Important Reminder

After the policy is developed and signed, all employees need to know and understand the policy and its importance. The policy must be posted where all can see it. It can be discussed during orientation and other training programs. Include it in your health and safety manual.

Leadership at the company establishes standards (also called company policies) by communicating their expectations for doing work in procedure documents.

*Consider posting the company health and safety policy in your lobby where visitors can see that you place a high value on the safety of your employees.*

## SAMPLE - Policy 1

### HEALTH AND SAFETY POLICY

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

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

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, management and supervisors functions will comply with Rabbit Express Industries loss prevention requirements.

All supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in his/her assigned work area.

All employees will perform their jobs safely in accordance with legislated and employer Safety Work Procedures/Practices.

I trust that all of you will join me in a personal commitment to loss prevention as a way of life.

\_\_\_\_ *Jack A.L. Rabbit* \_\_\_\_  
President [most senior person on-site]

15 April 2005  
Date [must be dated annually]



Rabbit Express Industries  
100 Foot Drive, Cabbage Gardens, Ontario M1X 3T4 (416) 999-0000

[This is a sample and is not intended to be a reflection of any company]

## SAMPLE - Policy 2



A-B-C Production Company  
1000 Film Release Road, Toronto, Ontario M5X 2T7 (416) 234-1234

### HEALTH AND SAFETY POLICY STATEMENT

Management of A-B-C Production Company is vitally interested in the health and safety of its employees. A major on-going objective is to protect employees from workplace injury or illness.

A-B-C Production Company will make every effort to provide a healthy and safe work environment. All supervisors and workers must be dedicated to the objective of reducing the risk of injury and illness. A-B-C Production Company will follow all legislative requirements.

As an employer, A-B-C Production Company is ultimately responsible for worker health and safety. As president (or owner/operator, chairperson, chief executive officer, etc.), I give you my personal promise that every reasonable precaution will be taken to protect workers from harm.

Supervisors are responsible to ensure that safe and healthy working conditions are maintained in his / her assigned work area. Supervisors are responsible to ensure that machinery and equipment are safe, and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by following the law, and the company's safe work practices and procedures.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization, from the president to the workers.

*Joe M.W. Safely*

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President A-B-C Production Company

21 July 2005

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