# [Topic] Program

*[THROUGHOUT THE DOCUMENT – Replace highlighted text with the appropriate information. Remove instructions in italics with blue background.]*

 *[MANDATORY POLICY STATEMENT – Explain what the company commits to doing in this area. Also mention what regulatory/code/standard requirements must be met.]*

## Roles and Responsibilities

*[MANDATORY – Explain what the main roles are, what the responsibilities are per role.]*

The **Owner** is responsible for the following:

The **OHS person/Supervisor** is responsible for:

All **Employees** are responsible for:

## Identified Hazards and Risk Assessment

*[OPTIONAL – Indicate what hazards have been identified relating to this topic, and what risk assessment was conducted.]*

## General Requirements/Control Measures

*[OPTIONAL – Describe what general requirements or control measures must be implemented.]*

## Process & Procedure(s)

*[OPTIONAL – Describe what process must be followed (i.e. investigation process, inspection process, risk assessment process, etc.). Make a reference to what procedure(s) must be followed.]*

## [Section Name]

*[OPTIONAL SECTION SPECIFIC TO TOPIC – Explain what this section is about, who is involved, what the process is, etc. Add more sections like this, if the topic requires them.]*

## Training & Communication

*[MANDATORY – Indicate what training is required, who receives which training (or refer to a training matrix), how often training must occur, who is involved in conducting in-house training (if any), what would trigger re-training. Indicate how hazards will be communicated, who is involved, and what records will be kept of these communications.]*

## Recordkeeping

*[MANDATORY – Indicate what records will be kept, where they can be found, what the record retention periods will be.]*

## Program Review

*[MANDATORY – Indicate who will conduct the review of this program, how often, and what would trigger a review.]*

## Document History

*[OPTIONAL – This is used to keep track of the versions of this document and for document control purposes.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **VERSION** | **AUTHOR** | **DATE** | **REASON FOR REVISION** |
| 1 |  |  | New program |
| 2 |  |  |  |