# Health and Safety Policy

*This template has been developed as a starting point and must be customized with company-specific information. Ensure wording reflects the intent and commitment to implement what is described.*

[COMPANY] is committed to providing and maintaining a safe and healthy work environment for its employees, contractors, visitors or public at large in accordance with industry standards and in compliance with legislative requirements.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Owner/senior manager of [COMPANY] give my personal promise to ensure a safe workplace for all parties.

We strive to eliminate any foreseeable hazards that may result in accidents, personal injury/illness or property damages, and continue to improve the workplace safety culture.

We recognize that health and safety is everyone’s responsibility within [COMPANY]. The employer will provide necessary resources and take all reasonable precautions to prevent any harm to workers.

All management, supervisors and workers are required to make every effort to ensure that [COMPANY] meets all legislative requirements and maintains the highest health and safety standards.

Managers/Supervisors shall be responsible for ensuring that the workers under their supervision, follow the company’s safe procedures and work practices under this policy. They are accountable for ensuring that workers receive training and use safe work practices to protect their health and safety and investigating incidents, accidents, near misses and any unsafe conditions and acts.

All workers shall perform their jobs properly in accordance with established policies, procedures and safe work practices. It is the duty of each worker to report to their manager/supervisor any unsafe acts, hazardous conditions, injury, accident/incident, or illness related to the workplace as soon as possible.

I invite all personnel to co-operate and participate in achieving a safe and healthy work environment for all.

**Signed:**

(by the most senior manager or the owner of the business)

**Title:**

**Date:**

## **Roles and Responsibilities**

Health and safety is everyone’s responsibility within [COMPANY]. The health and safety roles and responsibilities are assigned at all levels throughout the organization as follows.

The **Employer’s** responsibilities are:

* Ensure the health and safety of all workers present at the workplace
* Remedy unsafe workplace conditions
* Ensure their workers are aware of health and safety hazards they may be exposed to
* Ensure their workers are aware of their rights and responsibilities
* Establish required occupational health and safety programs
* Provide the resources needed to maintain an effective Occupational Health and Safety Program
* Promote a positive and strong safety culture
* Provide protective equipment, devices and clothing in good condition and enforce its use
* Provide their workers with the information, supervision, instructions and training they need to safely perform their work
* Consult and cooperate with their Worker Health and Safety Representative
* Ensure adequate first aid equipment, supplies, and trained attendants are available on site
* Ensure that the workplace and equipment is regularly inspected
* Investigate and report all incidents and injuries to WorkSafeBC as legally required
* Ensure workers have access to the Workers Compensation Act and the Occupational Health and Safety Regulations

The **Managers/Supervisors’** responsibilities are:

* Ensure the health and safety of all workers under their direct supervision
* Ensure workers under their supervision are aware of all known hazards, policies and procedures applicable to them
* Know what health and safety requirements apply to the work under their supervision
* Ensure they and the workers they supervise comply with these health and safety requirements
* Promote a positive and strong safety culture
* Consult and cooperate with their Worker Health and Safety Representative

The **Workers’** responsibilities are:

* Be alert to hazards, report them immediately to their supervisor or employer
* Follow safe work procedures and act safely in the workplace at all times
* Properly use the protective clothing, devices, and equipment provided
* Co-operate with their worker health and safety representative, WorkSafeBC prevention officers, and anybody with health and safety duties
* Report any incident and injury to their supervisor or employer
* Never work under the influence of alcohol, drugs or any other substance that may impair their ability to work safely
* Never engage in any horseplay or unsafe conduct

The **Worker Health and Safety Representative’s** responsibilities are:

* Identify hazards and unsafe conditions and provide recommendations on how to effectively reduce the risk of injury or illness
* Review and promptly deal with health and safety complaints from workers
* Consult with workers and the manager/owner on health and safety issues
* Make recommendations to the manager/owner to improve workplace health and safety
* Make recommendations to the manager/owner regarding health and safety training
* Advise the manager/owner on programs and policies that are legally required, support their implementation and monitor their effectiveness
* Advise the manager/owner on proposed changes to the workplace that affect the health and safety of workers
* Ensure that incident investigations and regular inspections are carried out as required
* Participate in inspections, investigations and inquiries as required by OHS legislation