



## Guide to Workplace Health & Safety Policy

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## **Health and Safety Policy**

Section 24 of the Occupational Health and Safety Act requires all workplaces with five or more employees to develop a safety policy and review it annually. The purpose of the policy is to express the employer=s commitment to health and safety. It must include a statement regarding the responsibilities of the employer, supervisors and other workers.

### **Why is a Policy Needed?**

A policy states clearly what the employer intends to do about commitment and support for health and safety in the workplace. The policy must be specific about who is responsible for which aspects of maintaining health and safety.

A policy commits the entire organization to maintaining a safe workplace. This encourages both human and financial resources to help ensure that safety is an important part of doing business.

**It is important that the health and safety representative or health and safety committee has input into the development of the policy.**

### **What should be included in the Policy?**

1. A clear commitment to provide a healthy and safe workplace and how this will be integrated into the daily work activities.
2. A statement reflecting the employer=s awareness of their responsibility to take all reasonable precautions to prevent illness and injury. This could include addressing the training needs of workers and supplying proper supervision and enforcement of safe work practices.
3. The input of senior management to demonstrate commitment from the highest levels of the organization. Senior management should sign the policy.
4. A statement to demonstrate how the commitment to health and safety will be communicated and how it will operate in all levels of the organization.
5. A statement reflecting the requirement for everyone working in the organization to take responsibility for developing and maintaining a healthy, safe workplace.

## How do I make the Policy work?

- Inform everyone in the workplace about the policy.
- Involve as many people in the policy development as possible.
- Educate everyone on their roles and responsibilities in maintaining a safe, healthy workplace.
- Be clear about who is accountable for what and how this will be established and enforced.
- Provide adequate resources to maintain safe standards.
- Set up a process for regular review.

A sample policy is included in this guide.



**DRAFT OCCUPATIONAL HEALTH AND SAFETY POLICY**

This policy will apply to \_\_\_\_\_ at all locations.  
(Name of Firm)

**P O L I C Y**

\_\_\_\_\_ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, \_\_\_\_\_ is responsible for the health and safety of its= workers.

\_\_\_\_\_ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As \_\_\_\_\_, I give you my personal promise to take all reasonable precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

\_\_\_\_\_ through all levels of management, will co-operate with the joint occupational health and safety committee, (if you have one) or the representative and workers to create a healthy and safe work environment. Co-operation should also be extended to others such as contractors, owners, officers, etc.

The workers of \_\_\_\_\_ will be required to support this organization=s health and safety initiative and to co-operate with the occupational health and safety committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by \_\_\_\_\_.

\_\_\_\_\_ will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

\_\_\_\_\_ recognizes the worker=s duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed:

Title:

*This policy has been developed in co-operation with the Joint Health and Safety Committee, representative or workers.*