



Good Practice Guide



International Labour Organization

Factory Improvement Programme

HEALTH AND SAFETY POLICY – an example

A health and safety policy is an important way to specify the tasks and responsibilities of each employee and the employer with regard to workplace health and safety. It is also a way to ensure that the same messages are repeated consistently across the organization. The following is an example of the type of information contained in a health and safety policy.

This is the health and safety policy statement of (company name).

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure that all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Signed..... (employer)

Date.....

Review Date.....

Responsibilities

- Overall and final responsibility for health and safety is that of (name)
[As the employer, i.e. the senior partner or managing director, you have overall responsibility for health and safety].
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to (name)
[Most MDs or CEOs do not have time for the daily implementation/running of the policy and need to delegate the task to a senior manager who has some competence/ expertise in the subject. The MD/CEO still needs to be informed of all health and safety matters and still has overall responsibility].

- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
(name)..... (responsibility).....
(name)..... (responsibility).....
(name)..... (responsibility).....

[Delegate functions to people either by specific sections of the workplace (e.g. cutting section) or by topic (e.g. first aid or fire fighting) – these people must be competent to carry out their health and safety responsibilities and have adequate resources to enable them to do the job properly].

- All employees have to:
 - Co-operate with supervisors and managers on health and safety matters.
 - Not interfere with anything provided to safeguard their health and safety.
 - Take reasonable care of their own health and safety.
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Arrangements

In this part of the policy document you have to specify details such as:

- Risk assessments will be undertaken by (name) and reported to (name).
- Action required to remove/control risks will be approved by (name) and the following person.....(name) will be responsible for ensuring action is taken and the hazard removed by a set date. Regular assessments will be carried out every..... (time scale).
- Worker and employer members of the joint health and safety committee and details of their working arrangements(names).
- Names of responsible person for all key occupational safety and health issues ranging from training to first-aid.

The arrangements for the two-way flow of information to/from workers and management.

Further Information Available:

FIP References:

Module 6 - Health and Safety

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