

DATED: _____

HEALTH AND SAFETY IN EMPLOYMENT POLICY

SAMPLE

HEALTH AND SAFETY IN EMPLOYMENT POLICY

Introduction

_____ (“the Employer”) is committed to excellence in the management of health and safety in the workplace. This policy sets out the responsibilities of the Employer and its employees in respect of health and safety in the workplace. The emphasis of this policy is the strengthening and improving of the Employer’s health and safety program on a continuing basis. The Employer and its employees are required to comply with all provisions of the Health and Safety in Employment Act 1992, the Health and Safety in Employment Amendment Act 2002, the Health and Safety in Employment Regulations 1995, any amendments to this legislation, and all relevant Codes of Practice.

Safety in the Workplace

The Employer is committed to an effective health and safety programme. The Employer will ascertain health and safety needs and will allocate adequate resources to achieve high standards of health and safety in the workplace. To achieve these purposes the Employer will:

- ❑ Set reasonable goals and objectives for health and safety;
- ❑ Assign health and safety responsibilities to Management;
- ❑ Set health and safety performance standards for all employees, ensuring legislative responsibilities are included, and that measurement of performance is undertaken;
- ❑ Provide training for employees at all levels so that they can effectively meet their responsibilities;
- ❑ Provide reasonable opportunities for employees to participate effectively in ongoing processes for improvement of health and safety in the workplace; and
- ❑ Identify, control and manage hazards.

Employee Commitment to Health and Safety in the Workplace

Employees will be encouraged to use their knowledge of health and safety in the workplace and will be actively involved in the Employer’s health and safety program on an on-going basis. Employees will be required to be trained and will be encouraged to identify and report health and safety problems. The Employer will encourage employee commitment and involvement through:

- ❑ Involving employees that are affected in the development of procedures for the identification and control of hazards, emergency procedures, and procedures for the investigation of accidents;
- ❑ Including employees in the discussions of health and safety issues at regular team meetings of health and safety committees (refer below);
- ❑ Implementing systems for the reporting of hazards, making of suggestions and improvements; and
- ❑ Ensuring that there is positive recognition and reinforcement of employees in health and safety matters.

Responsibilities of Employer for Health and Safety in the Workplace

- ❑ To take all practicable steps to ensure the safety of employees while at work;
- ❑ To ensure that there is in place effective methods for identifying hazards in the workplace;
- ❑ To take all reasonably practicable steps to eliminate significant hazards in the workplace;