



ACTION ITEMS

SMS Webinar Week 6 – Developing a Safety and Health Policy

Develop a clear, written safety and health policy that will help you communicate the primary value that safety brings to the organization (if you already have a policy statement, review and revise as needed).

Use the following checklist to help you write/edit your policy statement:

- Does the policy incorporate the company's values and principles?
- Does the policy incorporate the company's vision and mission for safety and health?
- Does the statement express a clear commitment to health, safety, and well-being? Are obligations towards employees made clear?
- Are the responsibilities of senior leaders defined in the policy?
- Are all individuals aware of their legal responsibilities?
- Does it identify who is responsible for seeing that the policy implemented and for keeping it under review?
- Are the views of managers and supervisors, safety professionals, and employees accounted for?
- Does the statement make clear that cooperation on the part of all employees is vital to the success of the health and safety policy?
- Is employer's concern for health and safety as great as concern for economic financial and marketing matters?
- Does it state the employer's duty to provide education and training in health and safety to all employees?
- Is it signed by senior executive?
- Are there effective arrangements for drawing the policy to the attention of all employees?



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- Do all employees have copies of their employer's health and safety policy?
- Is it clear that the ultimate responsibility for safety rests with senior leadership?