# Policy: HR – Workplace Safety

Purpose: To provide a safe and healthy environment.

## Policy:

[Company Name] intends to provide employees, customers, and patients, as well as the communities we serve, with a safe, healthy environment. Safety is every employee’s responsibility.

### Procedural Guidelines:

The company is committed to being aware of safety and health hazards and to minimizing accidents. It is expected that each employee will assist in maintaining a safe environment by:

* Fulfilling all stated safety programs and practices, including the use of protective equipment and safety devices.
* Immediately reporting any hazardous conditions, materials or practices to a member of management.
* Immediately reporting any work-related injuries or illnesses on the job to a member of management.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_