

## Safety policy

Organization name: \_\_\_\_\_

*Please review and customize this sample document to reflect your organization's expectations.*

[Organization name] \_\_\_\_\_ believes that ensuring the safety of our employees and the people we serve is an important part of our mission. We are committed to providing a safe workplace and will continuously strive to eliminate or control any hazards that exist in our operations. We also recognize that our employees help to keep us safe and that your participation is critical to our success in these efforts.

[Safety Coordinator's name/position/title] \_\_\_\_\_ is the designated safety coordinator for [organization name] \_\_\_\_\_ and is the primary contact for safety-related matters. Employees can also report any suggestions or concerns (unsafe conditions or practices) to any member of the leadership team and are encouraged to do so in order that they may be addressed appropriately.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our Safety Coordinator, other members of our management team, and I will participate with you in ongoing safety and health program activities.

### Employer responsibilities:

- Create a safe workplace for all employees.
- Provide safety leadership.
- Encourage communication at and between all levels of the organization.
- Ensure that employees are aware of workplace hazards and what they need to do to protect themselves.
- Annually review and update workplace safety rules.

### Employee responsibilities:

- Speak up with any questions or concerns.
- Report all unsafe conditions immediately.
- Immediately report all work-related injuries.
- Abide by the organization's safety policies, practices and rules.

**Executive signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.*