Writing A Safety Policy Statement

The will and goals set by management need to be communicated by the owners or managers in writing in a simple statement of purpose. This statement can be formal or personal but should include at least the following:

1. Responsibility for safety by management should be accepted.
2. The reason for the safety policy should be clearly stated.
3. The goals that can be achieved should be included.
4. The employee role in safety should be defined.

An example of such a statement:

As management, we accept our responsibility for safety. It is the policy of this company to provide a healthy and safe place to work for all employees. The personal safety and health of each employee is of primary importance to us. Since we believe all injuries can be prevented, our goal will be zero accidents and illnesses.

In order to accomplish this goal, we plan to follow the company rules and procedures that have been developed as well as all applicable state, federal and local codes and regulations. We expect our employees to do the same.

Your cooperation is needed. The written safety rules contained in our safety program are minimum requirements. They cannot cover every conceivable hazard, but we believe there is a safe way to do every job. You need to use common sense and ask your supervisor whenever you are not sure what to do. We expect you to read, know and follow this program.

No job is so important and no order is so urgent that we cannot take time to perform our work safely. We will expect each employee to cooperate in making this program a success.

The policy should be signed by the company owner or president in order to reinforce the message and make a commitment to all employees.

Finally, be prepared to support this policy and enforce it if necessary in order to clearly communicate the message.