Overview:

To help your business improve workplace health and safety, CFIB has developed practical business templates to help keep your workplace and employees safe. The documents in this series are designed to help employers meet and achieve good health and safety practices / programs.

We are pleased to provide you a copy of CFIB’s Health and Safety Policy Template

Recommendations for using this template:

In Canada it is required for employers to have a health and safety program in their workplace. This is a template which you may adapt and use to help implement an effective Occupational Health and Safety (OHS) practices and programs for your workplace. The content of this document is broadly inspired by the Canadian Occupational Health and Safety Regulation, and can serve as an excellent starting point for putting together practical documents which your employees can consult at anytime.

Important notes:

* These documents may require you to edit the content in order to meet the special needs of your workplace, as well as your provincial / territorial legislation.
* The documents should be implemented by a senior manager or by the business owner to demonstrate their commitment to health and safety.
* It is strongly suggested to periodically update these documents so that they reflect all legislative, regulatory, and internal policy changes.
* As a member of CFIB, your membership gives you access to our business support services. Our Counsellors can assist members with customizing these templates, but it is always recommended that the final draft be reviewed with a qualified/certified professional (i.e. lawyer).

A few hints on customizing:

* Words highlighted in grey must be replaced by information specific to your company.
* We have also included some optional tips; they are to be deleted before printing this document.

**Need customized advice? Contact us!**

**1 888 234-2232 |** cfib@cfib.ca

This template is provided to you for information purposes only. CFIB cannot be held responsible for its final content or for any subsequent use and interpretation thereof by the company or a third party.

We suggest that you remove this introductory page when preparing your company’s health and safety programs.

Insert your business logo here

Health and Safety Policy

|  |  |
| --- | --- |
| Document created by:  | (Name) |
| Approved by: | (Name) |
| Departments: | (If applicable) |
| Date:  | (2010-01-10) |
| Version:  | (V.1) |
| Last Updated:  | (2019-01-10) |

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Commitment to Health and Safety

(Our company) ensures that its occupational health and safety performance is continually improving as a result of our commitment to:

* Reduce or eliminate events and activities which threaten the physical or psychological integrity of individuals or physical assets, or which affect production;
* Comply with all legislation, regulations and other applicable requirements in the area of occupational health and safety;
* Set goals for ongoing improvement in occupational health and safety.

Fulfilling these commitments requires personal accountability on the part of every individual.

Senior management undertakes to:

* Integrate health and safety into all their business processes and activities;
* Manage operations in such a way as to comply with existing legislation and regulations, as well as with company policies;
* Identify, assess and reduce risks to all staff working on company premises;
* Comply with or exceed all applicable legal requirements and make use of best practices in their areas of work;
* Raise employee awareness to occupational health and safety, while also encouraging staff to adopt safe behaviours and to show leadership and responsibility in OHS by participating in the company’s ongoing improvement process.

Managers must:

* Ensure the health and safety of all employees reporting to them;
* Provide all staff with the training they need to prevent accidents;
* Ensure that workplace hazards are assessed and managed.

Employees must:

* Put this policy into practice and be committed to the company’s health and safety goals;
* Be responsible for their own safety as well as for the safety of their colleagues;
* Work in a safe and healthy manner, maintaining their workplace in a clean and orderly state;
* Identify, report and help rectify any health and safety dangers and reduce related risks;
* Immediately report any incident or accident.

We undertake to provide the resources needed to raise employee awareness and to help staff adopt safe behaviours.

Management Signature Date

Please sign this and provide it to your employer.