



Risk Control Services Technical Bulletin

Safety Policy Statement

Background

One of the most important components of any safety and health program is the policy statement issued by senior management. By very definition, a policy is “a high-level overall plan embracing general goals and acceptable procedures” so it is only fitting to be issued at the highest level of the organization.

The overall safety performance of any organization is dependent upon the actions taken by all of the individuals within the organization. One of the most important questions that will affect an individual’s decision on a course of action is “What are my responsibilities?” The safety policy statement will provide the necessary guidance in answering this question.

The most effective policy statement is one that expresses, in a personal way, top management’s intentions, sincerity and overall support of the safety program. The policy must also clearly define the direction of, and assignment of responsibilities under the program.

The loss prevention policy statement is management’s expression of the direction to be followed by the organization with respect to safety. Some of the many benefits of the policy statement include:

1. A clear definition of company policy regarding safety.
2. Reinforces the ability to enforce safe work practices and conditions.
3. Clearly communicated safety instructions for all employees.
4. Implies accountability for safety throughout the organization.

Once written, the policy should be issued and signed by the chief executive officer or president of the organization.

General Requirements

The exact form of a written safety policy statement is not as important as it’s clarity in stating management’s sincere desires. The policy statement should reflect management’s thoughts on the following:

- What is the purpose of safety program?
- Will the safety program cover only on-the-job safety, or will it also address off-the-job, fleet, public, fire and product safety as well?
- Who will be assigned safety responsibilities and what their duties will be?
- Will there be assistance provided by a safety director or safety committee?
- Who will have the authority to administer the safety program?
- What standards will guide the program?

Once the safety policy statement has been developed, signed by senior management and printed, the policy must be conveyed to all employees. Additional copies of the statement should be posted in conspicuous locations to serve as a constant reminder.

In an effort to maintain employee awareness of top management's commitment to safety, the policy statement should be reviewed annually and revised as necessary. Any new goals and objectives should be should be publicized in the same manner.

Sample Policy Statements

Sample 1

It is the objective of this company to conduct all operations as safely and efficiently as possible.

To accomplish this, we are assigning the responsibility, authority and accountability for safety to all management and supervisory personnel within their individual area of operation.

We are appointing _____ as Safety Coordinator. It will be (his/her) responsibility to administer a total safety effort at a staff level and to coordinate these efforts with all departments to ensure that safety standards are met throughout the organization.

Each employee will have the responsibility of performing his/her job in a safe and efficient manner.

Sincerely,

President

Chief Executive Officer.

Sample 2

We the undersigned do hereby declare our full and unqualified commitment to safety in every facet of our business. The safety of all personnel is of the highest priority. Therefore, safety will be an integral part of all of our operations and the policies, procedures and programs governing our corporation's business.

We further recognize that it is the responsibility of every manager and supervisor at every level to:

- *Provide a safe working environment for all employees.*
- *Abide by all applicable safety rules and regulations*
- *Insist upon an unqualified commitment to safety from all personnel.*

In furtherance of this policy it is our goal to:

- *Maintain our lost workday incident rate below 1.5 for the calendar year*
- *Maintain our average cost per accident to below \$500.00 per incident for the calendar year*

Adopting and following this safety policy will contribute to the improved efficiency of our operations, enhance the profitability of our corporation and benefit our customers, our personnel and our community.

President

Chief Executive Officer.

Sample 3

We at _____ are committed to working with our employees to provide a safe work place. It is our policy that employees should report unsafe conditions and will not perform work tasks if it is considered unsafe. We all play an equal part. Everyone must report any/all incidents, injuries, and unsafe conditions to their supervisors. We have established a protocol for this purpose and expect to see our mission of minimizing work place injuries and incidents fulfilled.

All employee recommendations to improve safety and health conditions are encouraged and will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions and analysis of unsafe work practices. Your ideas and involvement with fulfilling the program goals and objectives will be expected.

We are appointing _____ as Safety Coordinator. It will be (his/her) responsibility to administer a total safety program at a staff level and to coordinate these efforts with all departments to ensure that safety standards are met throughout the organization.

Senior management will be actively involved with our work force in establishing and maintaining an effective safety program. Our safety coordinator and other members of our management team will participate with us or each department's employee representative in ongoing safety and health program activities by:

- *Promoting both employee and safety committee participation;*
- *Providing safety and health education and training; and*
- *Reviewing and updating safe work practices expectations.*

This is intended to reiterate _____ management's commitment to, involvement in, and expectations of providing our employees a safe and healthful work place. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our company focus will hold all employees accountable for safety performance equal with quality and production expectations.

Sincerely,

President

Chief Executive Officer

If you have any questions or would like additional information, please contact your local PMA Risk Control Consultant.

IMPORTANT NOTICE - *The information and suggestions presented by PMA Companies in this risk control technical bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related or other laws or regulations. You are encouraged to alter the information and suggestions to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.*