

# WORKPLACE SAFETY POLICY

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This Workplace Safety Policy (this "**Policy**") is adopted as of [EFFECTIVE DATE] (the "**Effective Date**") by [COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. limited liability company] with its principal place of business at [COMPANY ADDRESS] (the "**Company**"), and applies to every person described in Section 1 (each, a "**Worker**").

**Recitals.** The Company is committed to providing a safe and healthy workplace and to complying with applicable health and safety laws. A safe workplace depends on the cooperation of everyone who works on the Company's behalf. This Policy sets out the Company's safety commitments, each Worker's responsibilities, and the procedures for preventing, reporting, and responding to hazards, injuries, and emergencies.

## 1. Scope and Responsibilities

**1.1 Who is covered.** This Policy applies to all employees and, where the Company so directs, to interns, volunteers, contractors, and visitors while at a Company worksite or engaged in Company activities.

**1.2 Company responsibilities.** The Company will make reasonable efforts to provide a safe work environment, maintain equipment and facilities in safe condition, supply required protective equipment, and provide safety information and training appropriate to the work.

**1.3 Worker responsibilities.** Each Worker will follow safety rules and instructions, use equipment and materials properly, wear required protective equipment, report hazards and incidents, and avoid creating unsafe conditions for themselves or others.

**1.4 Supervisor responsibilities.** Supervisors will enforce this Policy in their areas, address known hazards, ensure required training is completed, and respond appropriately to reported concerns.

## 2. General Safety Rules

**2.1 Follow procedures.** Each Worker will perform tasks using established procedures and will not bypass safety guards, controls, or warnings.

**2.2 Housekeeping.** Work areas, aisles, and exits will be kept clean, orderly, and clear of hazards and obstructions.

**2.3 Equipment and tools.** Workers will use only equipment and tools they are trained and authorized to use, will inspect them before use, and will remove defective items from service and report them.

**2.4 Personal protective equipment.** Where the Company designates PPE for a task or area, Workers will wear it correctly and maintain it in usable condition.

**2.5 Impairment.** Performing safety-sensitive work while impaired by alcohol, unlawful drugs, or any substance that affects safe performance is prohibited.

### 3. Hazard Identification and Reporting

**3.1 Duty to report hazards.** A Worker who observes an unsafe condition, practice, or near-miss will report it promptly to a supervisor or to **[SAFETY CONTACT / TITLE]**, without waiting for an injury to occur.

**3.2 How to report.** Hazards and concerns may be reported **[VERBALLY TO A SUPERVISOR / VIA FORM / THROUGH [REPORTING CHANNEL]]**. Where permitted, reports may be made anonymously.

**3.3 Response.** The Company will review reported hazards, take reasonable corrective action, and inform affected Workers of the resolution where appropriate.

**3.4 Right to a safe workplace.** A Worker may refuse work they reasonably and in good faith believe presents an imminent danger, and will promptly report the basis for that belief. The Company will not retaliate against good-faith hazard reports or protected refusals, consistent with applicable law.

### 4. Injury and Incident Procedures

**4.1 Immediate response.** A Worker who is injured or becomes ill at work will seek appropriate care and, for serious situations, will summon emergency help immediately.

**4.2 Reporting incidents.** All work-related injuries, illnesses, and incidents, however minor, will be reported to a supervisor or **[SAFETY CONTACT]** as soon as practicable so the Company can document and address them.

**4.3 Medical treatment.** The Company will provide or direct Workers to appropriate medical treatment for work-related injuries as required by applicable law, including any applicable workers' compensation requirements.

**4.4 Investigation.** The Company may investigate incidents to identify causes and prevent recurrence. Workers will cooperate honestly with such investigations.

**4.5 Workers' compensation.** Eligibility for benefits and reporting deadlines for work-related injuries are governed by applicable state workers' compensation law. Workers should report injuries promptly to preserve their rights under that law.

### 5. Emergency Preparedness

**5.1 Emergency plans.** The Company maintains emergency procedures for events such as fire, severe weather, medical emergencies, and **[OTHER RELEVANT HAZARDS]**, and will make these procedures available to Workers.

**5.2 Evacuation.** Workers will learn the evacuation routes, exits, and assembly points for their worksite and will follow instructions during an emergency or drill.

**5.3 Emergency equipment.** Fire extinguishers, first-aid supplies, alarms, and other emergency equipment will be kept accessible and unobstructed. Workers will not tamper with or misuse emergency equipment.

**5.4 Drills.** The Company may conduct periodic drills, and Workers will participate as directed.

### 6. Training and Communication

**6.1 Required training.** Workers will complete the safety training the Company assigns for their role before performing the relevant tasks and on a refresher basis as the Company directs.

**6.2 Information access.** The Company will make available the safety information, instructions, and any required hazard communication materials relevant to the materials and equipment Workers use.

6.3 **Postings.** The Company will post any notices required by applicable law in locations accessible to Workers.

6.4 **Records.** The Company will keep the safety, training, and incident records required by applicable law for the periods required.

## 7. Compliance and Enforcement

7.1 **Compliance.** This Policy is intended to support compliance with applicable occupational health and safety laws and regulations. Where a specific legal requirement exceeds this Policy, the legal requirement controls.

7.2 **Enforcement.** Failure to follow this Policy may result in corrective or disciplinary action up to and including termination, consistent with applicable law.

7.3 **Non-retaliation.** The Company prohibits retaliation against any Worker who, in good faith, reports a hazard or injury, participates in a safety investigation, or exercises a right protected by law.

7.4 **Shared accountability.** Safety is a shared responsibility; each Worker is accountable for their own conduct and for cooperating to keep the workplace safe.

## 8. Administration and Acknowledgment

8.1 **Ownership.** [SAFETY OFFICER / HR / DESIGNATED ROLE] is responsible for administering, interpreting, and updating this Policy.

8.2 **Amendment.** The Company may amend this Policy at any time, consistent with applicable law, and will communicate material changes to Workers.

8.3 **Not a contract.** This Policy states expectations and is not an employment contract and does not alter the at-will nature of employment where applicable.

8.4 **Governing law.** This Policy is administered under the laws of the State of [STATE], without regard to its conflict-of-laws rules, and is subject to all mandatory protections of applicable local and federal law.

8.5 **Acknowledgment.** By signing below, the Worker confirms that they have received, read, and understood this Policy and agree to comply with it.

### ACKNOWLEDGMENT OF RECEIPT

WORKER	COMPANY
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [NAME]
Title: [TITLE or N/A]	Title: [TITLE]
Date: _____	Date: _____

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