

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: SAFETY PHILOSOPHY & ORGANIZATIONAL STRUCTURE	Document Number: *	
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1 Purpose

The purpose of this document is to establish the company philosophy on safety, health and the environment at **(Insert Company Name)**. Additionally, this policy will outline the roles and responsibilities for the implementation of the safety program at **(Insert Company Name)**.

2 Responsibilities

It is the responsibility of all **(Insert Company Name)** employees to work in a safe manner, follow established policies and procedures and participate in the process of improving the safety and health performance of the company.

It is the responsibility of **(Insert Company Name)** Management to ensure that safe working conditions are provided for in order to protect its employees. Management is responsible for implementing and enforcing all policies and procedures and creating a workplace whereby employees are free to participate in improving the company's safety performance.

The function responsible for the safety program at **(Insert Company Name)** is the Vice President. The overall responsibility for ensuring that the safety programs are implemented at each jobsite is the Project Manager. The Project Manager maintains the documentation for the jobsite. The Project Superintendents for each jobsite are responsible for the day to day implementation of the safety program.

A Site Safety and Health Officer(SSHO) is assigned to each jobsite based on the specific tasks and experience required for the jobsite. This will ensure that a competent person is available to implement the safety and health program at the jobsite.

3 Policy Statement

(INSERT COMPANY NAME) IS COMMITTED TO ENSURING THAT ITS OPERATIONS ARE FREE FROM SIGNIFICANT RISKS TO THE HEALTH AND SAFETY OF EMPLOYEES, CONTRACTORS, CUSTOMERS AND MEMBERS OF THE PUBLIC WHO ARE PRESENT AT JOB SITES. TO ACHIEVE THIS THE FOLLOWING PRINCIPLES WILL BE FOLLOWED:

(Insert Company Name) will meet or exceed all applicable laws and regulations.

(Insert Company Name) will provide its employees with a safe workplace and support their efforts to work safely.

(Insert Company Name) will provide employees with appropriate information and training, personal protective equipment and engineering controls to protect themselves, their coworkers and the public from potential hazards associated with company operations.

(Insert Company Name) will ensure that hazards associated with its operations are identified and potential risks are reduced and maintained at the lowest feasible level, taking into account technical and economic factors. An appropriate emergency response plan will be put into place to address any potential incidents.

(Insert Company Name) will require its contractors to provide their employees working at job sites at least the same level of safety and health protection and information that is provided by **(Insert Company Name)**.

(Insert Company Name) will communicate, listen and be responsive to its employees, customers, neighbors and governments and will communicate potential hazards resulting from its operations.

(Insert Company Name) will establish policies and procedures to ensure safe operations at job sites.

(Insert Company Name) will investigate all accidents/incidents in order to implement corrective actions to prevent recurrence.

(Insert Company Name) will measure and evaluate the company's safety and health performance and identify areas for improvement.

(Insert Company Name) will review the safety and health risks prior to introduction or implementation of new or significantly changed processes and their intended applications.

(Insert Company Name) will conduct periodic walk-through of the job-sites to identify unsafe conditions. Additionally, a corrective action system will be put into place to ensure that unsafe conditions are remediated in a timely fashion.

4 References

OSHA HAZWOPER 1910.120

5 Appendices

None