

Template of OSH Policy

This template is just a guideline to develop a policy specific to your workplace. It shall not be used in lieu of actual policy.

This policy applies to (*Name of Business*) located at (complete site address) engaged in (what is being done at the above location):

(*Name of Business*) is committed to providing a healthy and safe work environment for its employees by preventing occupational illnesses and injuries. We are dedicated to the objective of eliminating the possibility of injuries and illnesses at our workplace.

As (*CEO/Owner/etc.*), of the establishment it's my personal commitment to take all reasonable precautions to prevent harm to all our employees. Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy and ensure that employees use safe work practices and receive proper training to protect themselves and other workers.

(*Name of Business*), through all levels of management, is committed to cooperate fully with the Occupational Safety and Health (OSH) staff, Department of Labour and Human Resources, in implementing OSHA rules at our workplace.

Supervisors are responsible to ensure the safety of equipment, facility and their staff. The employee's OSH Representative and employees shall create a healthy and safe work environment and cooperate with contractors, owners, officers, etc., to create safety culture in the company.

The employees of (*Name of Business*) will support this organization's safety and health initiative(s) and cooperate with the OSH Committee, Officer and Safety & Health Representative to promote safety culture and comply with Punjab Occupational Safety and Health Act, 2019 and rules made thereunder and follow policies, procedures, rules and instructions and play an active role in identifying hazards and offer suggestions or ideas to improve safety and health program at the facility.

(*Name of Business*) will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices, and shall be eligible for the post of Chief Inspector.

Signed:..... Date:

Name: Designation:

Seal:

A copy of the final policy must be forwarded to the Chief Inspector of Factories Punjab for review and comments.