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Policies and Procedures

A complete health and safety program is the backbone to a successful business. Every company requires a health and safety program which clearly states how the employer intends to keep their workers safe at work. The most critical components to any health and safety program are the policies and procedures. These will state what the employer expects and how they expect it to be done. All workers must know their respective company's policies and procedures before beginning work.

A workplace policy is a statement which outlines an organization's practices and procedures concerning part of its business, which can cover everything from day-to-day operational matters to compliance with employment legislation. A well-written and clearly communicated policy helps set clear expectations around worker behaviour and workplace procedures. Workplace policies also safeguard an organization from risk.

Workplace procedures explain specific action plans for workers when carrying out a policy. Workplace procedures are important because they inform the worker how to deal with a situation and when.

The following are examples of policies and procedures that should be included in your health and safety program.

- Health and Safety Policy Statement
- Injury/Accident Reporting Policy
- Early and Safe Return to Work Policy
- Disciplinary Policy
- Workplace Violence and Harassment Policy
- Safe Operating Practices or Procedures
- Health and Safety Forms



Northern Safety Solutions specializes in Policy and SOP development for workplaces. NSS can assist with reviewing and updating or creating your policies and procedures to ensure full compliance.

**Training classes are available for online, in-class or distance learning.
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