# HEALTH AND SAFETY POLICY

* **Goals**

*This policy:*

* shows the commitment of *name of entity* to health and safety
* aims to remove or reduce the risks to the health, safety and welfare of all workers/kaimahi, contractors and visitors, and anyone else who may be affected by our business operations
* aims to ensure all work activities are done safely.

# Responsibilities

*Management is responsible for providing and maintaining:*

* a safe working environment
* safe systems of work
* facilities for the welfare of all workers
* any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
* respond promptly to any health and safety issues brought to their attention
* understand accident reporting procedures and ensure all accidents and incidents are reported in a timely and accurate manner on the appropriate forms and when necessary, investigated

*Kaimahi are responsible for:*

* ensuring their own personal health and safety, and that of others in the workplace
* comply with any reasonable directions given by management for health and safety
* assist with hazard identification and control of hazards as necessary and that they report all unsafe conditions without delay.
* all accidents and incidents are reported accurately and promptly to the appropriate person.
* Know how and where to obtain first aid and medical assistance.

*We expect visitors and contractors to:*

* ensuring their own personal health and safety, and that of others in the workplace
* complying with any reasonable directions given by management for health and safety

Date: ..........................................................................................

Signed Manager: .......................................................................

Date to be reviewed: ...................................................................