

Workplace Safety Policy

Policy · US · Updated 2026-07-13 · Square brackets are placeholders to replace with your own details.

A workplace safety policy is the top-level written statement of how an employer keeps its people safe: the commitment leadership makes, who is responsible for what, how hazards get reported and fixed, and what happens when someone is hurt. Every other safety document — the emergency action plan, the hazard analyses, the training records — hangs off this one.

OSHA does not require a document called a "workplace safety policy" for most employers, but it does require a workplace free from recognized serious hazards, and inspectors, insurers, and juries all ask the same first question: show me how safety is managed here. A signed policy with named responsibilities is the answer; a drawer of unconnected forms is not.

This template gives you a complete policy: the leadership statement, responsibilities at every level, the hazard-reporting route with a no-retaliation commitment, how hazards get controlled, and how the whole thing stays current.

Policy statement

[Your company] is committed to providing a safe and healthy workplace for every employee, contractor, and visitor. No task is so urgent that it cannot be done safely; anyone at [Your company] may stop work they believe is dangerous, and no one will suffer any adverse consequence for reporting a hazard, an injury, or a near miss in good faith.

Safety at [Your company] is managed, not hoped for: hazards are identified before they hurt someone, controls are chosen deliberately, training is delivered before exposure, and incidents are investigated for causes rather than culprits. Leadership provides the time, money, and authority this policy needs to work.

Signed: [name], [title], [date].

Scope

This policy applies to all [Your company] employees — full-time, part-time, and temporary — at [site(s)/locations], and to contractors and visitors while on our premises or working under our direction. Where a contractor's own program applies, the stricter rule governs. Detailed arrangements for specific hazards live in the procedures listed at [location/system]; this policy sets the frame they all fit in.

Responsibilities

- Owner/senior leadership ([name/title]): owns this policy, provides resources, reviews safety performance [frequency], and is accountable for legal compliance.
- Safety coordinator ([name/role]): maintains the hazard register and written programs, coordinates training and drills, tracks corrective actions to closure, and advises supervisors.
- Supervisors and leads: enforce safe work practices in their area, deliver job-specific training, respond to reported hazards within [timeframe], and never ask anyone to work unsafely to hit a target.

- All employees: follow procedures and use required PPE, report hazards, injuries, and near misses promptly, and stop and ask when a task or condition looks wrong.
- Contractors: comply with this policy and site rules, report incidents on our premises to [name/role] the same day, and coordinate hazards their work creates for our people.

Hazard reporting

Anyone who sees a hazard — a damaged guard, a blocked exit, a chemical without a label, a near miss — reports it to their supervisor or directly to [name/role] via [method: form, app, phone]. Reports can be made anonymously via [method]. Every report gets an acknowledgment within [timeframe] and an answer: fixed, scheduled with a date, or a reason why not.

- Imminent danger — something that could hurt someone today — is reported immediately and the affected work stops until [name/role] clears it.
- Retaliation against anyone for a good-faith safety report is a disciplinary matter, up to termination. Employees also have the right to raise concerns with OSHA.
- Open reports are reviewed at [meeting/frequency] and tracked on the hazard register at [location/system] until closed.

Controlling hazards

Hazards found through reports, inspections, job hazard analyses, and incident investigations are controlled using the hierarchy of controls, in order: eliminate the hazard, substitute something safer, isolate people from it with engineering controls, change how people work with administrative controls, and only then rely on PPE. [Name/role] records the chosen control and its owner on the hazard register, and workplace inspections at [frequency] check that controls still exist and are still used.

Training

No one at [Your company] performs a task they have not been trained on. New hires get safety orientation before their first shift — emergency procedures, hazard reporting, and the specific hazards of their role — and task training is signed off per the onboarding checklist. Refresher training runs [frequency] and whenever equipment, chemicals, or procedures change. Training records are kept at [system/location]; an unsigned record is treated as training that did not happen.

Incident response and reporting

Every injury, illness, and near miss is reported to a supervisor the same shift and handled under the OSHA injury and illness reporting procedure: first aid or medical care first, then recording, then investigation for causes. Per OSHA's reporting rule, a work-related fatality is reported to OSHA within 8 hours, and an inpatient hospitalization, amputation, or loss of an eye within 24 hours — [name/role] owns those federal clocks.

Investigations ask what failed, not who to blame: findings become corrective actions with owners and dates, tracked at [location/system] until closed.

Review and records

This policy, the hazard register, inspection records, training records, and investigation reports are kept at [system/location] for [period]. [Name/role] reviews this policy [frequency, e.g. annually], after any serious incident, and when operations, locations, or regulations change.

Owner: [name/role]. Next review due: [date].

How to use this template

1. Put real names against every [name/role] — a policy where "management" is responsible for everything makes no one responsible for anything.
2. Have the most senior person actually sign and date the policy statement, and re-sign it at every review; an unsigned commitment reads as decoration.
3. List your existing written programs (emergency action plan, HazCom, PPE) in the scope section so the policy points to them.
4. Set the hazard-report response timeframe to something you can honestly keep, then keep it — the first ignored report ends the reporting culture.
5. Brief the policy to every employee, collect acknowledgment signatures, and fold it into new-hire orientation.
6. Check your state plan and local authority for requirements beyond federal OSHA and add them where they bite.

Official guidance

- › [OSHA — Recommended practices for safety and health programs](#)
- › [OSHA — Workers' rights and employer responsibilities](#)
- › [OSHA — Laws and regulations](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/workplace-safety-policy-us> is kept current; this file is a snapshot.