

This is the statement of general policy and arrangements for:			
has overall and final responsibility for health and safety			
has day-to-day responsibility for ensuring this policy is put into practice			
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace			
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work			
Engage and consult with employees on day-to-day health and safety conditions			
Implement emergency procedures – evacuation in case of fire or other significant incident.			
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances			
Signed: * (Employer)		Date:	

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	
Accident book is located:	