

Step Nine of the Ten Step Business Plan

Written Safety And Health Statement of Policy

A written safety and health policy signed by the top company official expresses the employer's values and commitment to workplace safety and health.

Give all new hires a safety and health policy document signed by your top executive. Communicate the safety and health policy to all employees and review it with them on an annual basis. The document will include:

- Manager, supervisor, team leader and employees' responsibilities regarding the organization's commitment to workplace safety and health;
- Commitment to returning injured or ill employees to work at the earliest opportunity.

A written safety and health policy clearly states the company's commitment to effective safety process management and to providing a safe working environment.

This may seem to be a minor step, but it's often the start in implementing effective safety and health systems and processes. It expresses the commitment to providing and maintaining a safe work environment.

Communicating the organization's commitment to safety is as important as the company's statement on producing quality products. Both statements should be mutually supportive. Consider integrating each statement into one comprehensive policy. Employees would benefit from seeing the integration of safety and quality.