

Date: [Insert Date]

Subject: Health and Safety Policy Statement

To All Employees,

[Company Name] is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. We believe that the prevention of work-related injuries and illnesses is our highest priority.

Our Commitments:

- To provide and maintain safe equipment and systems of work.
- To provide enough information, instruction, training, and supervision to ensure the safety of all staff.
- To consult with employees on matters affecting their health and safety.
- To minimize risks through regular inspections and hazard assessments.
- To comply with all relevant legal health and safety requirements.

Employee Responsibilities:

All employees have a legal and moral responsibility to take care of their own health and safety and that of others who may be affected by their actions. Employees must follow all safety procedures, use provided personal protective equipment (PPE), and report any hazards or accidents to their supervisor immediately.

This policy will be reviewed annually to ensure it remains effective and relevant to our operations.

Sincerely,

[Signature]

[Name of Senior Manager/CEO]

[Job Title]

[Company Name]