Shiftbase Template

# Workplace Health & Safety Basics Policy

Created by

Shiftbase

# About this template

This Health & safety basics template is a simple baseline you can use across teams and locations. It's not meant to replace local legal requirements — it's meant to make sure everyone knows: **what safe work looks like, how to report issues, and how your business follows up.**

## How to use it (10-minute setup)

### 1. Add names and owners

- ☐ Safety contact: [Name + role + email/phone]
- ☐ Escalation contact (backup): [Name + role]
- ☐ Where reports are logged: [Tool/link/location]

### 2. Choose your timeframes

- ☐ Acknowledge reports within: [e.g., 1 business day]
- ☐ Review and action plan within: [e.g., 48 hours]
- ☐ Close-out target (fix implemented): [e.g., 7–14 days depending on risk]

### 3. Pick one reporting channel

Choose one primary way people report hazards and incidents (so nothing gets lost):

- ☐ Form / email alias / HR system / app (pick one)

### 4. Communicate it once

Share the final version in onboarding and post it where people work (digital + physical if applicable).

# Policy: Health & safety basics

## Purpose
Keep everyone safe at work by preventing hazards, reporting incidents quickly, and fixing risks before someone gets hurt.

## Scope
Applies to all employees, contractors, and visitors in all work locations.

## Roles

- **Employer/management:** provides a safe workplace, training, and fixes hazards.
- **Managers/supervisors:** enforce safe practices, act on reports, document actions.
- **Employees:** follow safety instructions, report hazards/incidents immediately.
- **Safety contact (name/role):** receives reports and coordinates follow-up.

## The basics we expect (non-negotiables)

- Follow site safety rules and use required PPE.
- Report hazards immediately (even if "no one got hurt").
- Stop unsafe work if there's immediate danger and notify a manager.
- No tampering with safety equipment.

## Stop work authority (important)

Any employee can pause work if they reasonably believe there is an immediate safety risk.

- **Step 1:** Stop and move to safety
- **Step 2:** Notify a manager/supervisor immediately
  **Step 3:** Work resumes only after the risk is controlled and the manager confirms it's safe

## Report it fast: what to do

1. **Immediate danger?** Stop work and move to safety. Call emergency services if needed.
2. **Notify a manager** as soon as possible.
3. **Log the report** (same day) with: date/time, location, what happened/what you saw, who was involved, any witnesses.
4. **Management reviews within 24–48 hours** (or your chosen timeframe) and records:

   - Risk level (low/medium/high)
   - Corrective action
   - Owner + due date

5. **Close the loop:** Confirm the fix and communicate learnings (where appropriate).


### Near-miss rule
Near misses must be reported too. They're free lessons.

## Training

- **New hires:** safety basics during onboarding.
- **Refresh:** at least annually (or when processes/equipment change).


## Documentation
All incident and hazard reports are stored in one place with restricted access.


⚠️ Local safety requirements vary by country and industry. This policy sets the baseline; add location-specific rules where required.

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# Add-ons (copy/paste tools to make this operational)

**1) "Report it" message employees can copy**

| **Subject:** Safety report (hazard/near miss/incident) | |
| --- | --- |
| **Message:** | |
| **Date/time:** | |
| **Location:** | |
| **What happened / what I saw (facts only):** | |
| **Anyone involved / witnesses:** | |
| **Immediate risk right now? (yes/no)** | |
| **Photo/video (if safe to capture):** | |
| **Suggested fix (optional):** | |

# Risk rating cheat sheet

| Risk level | What to do: |
| --- | --- |
| **High risk:** serious injury is possible or risk is immediate | Stop work, escalate now |
| **Medium risk:** injury is possible but not immediate | Action plan within 48 hours |
| **Low risk:** minor issue | Schedule fix, track completion date |

# Hazard & incident log (copy/paste table)

| Date: | |
|---|---|
| Location: | |
| Type ( Hazard/incident/ near miss) | |
| Risk | Low / Medium / High |
| Summary | |
| Owner | |
| Action | |
| Due date | |
| Status | |
| Closed date | |

# Manager follow-up checklist

- ☐ Acknowledge the report
- ☐ Make it safe immediately (if needed)
- ☐ Log it in the system of record
- ☐ Assign an owner + due date
- ☐ Confirm corrective action is completed
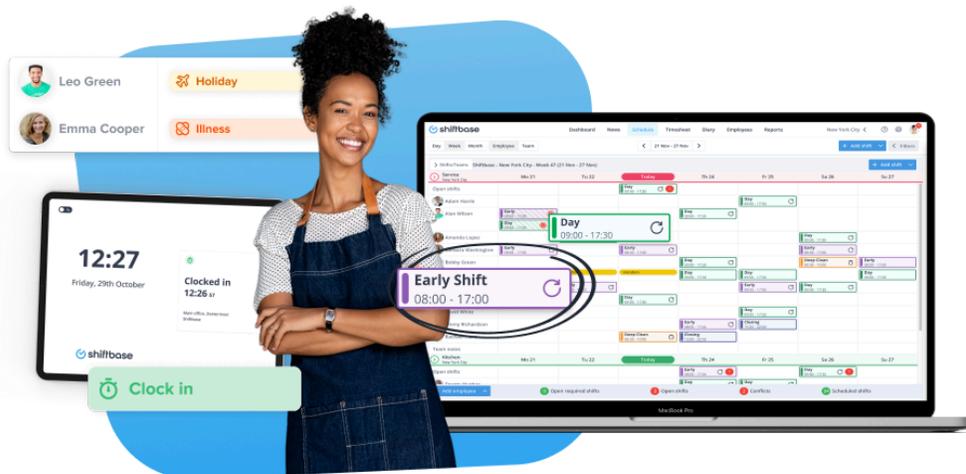- ☐ Share learnings (if appropriate)
- ☐ Close the record (date + outcome)

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