



**December 2011 Ohio Community Corrections Association Safety Report**  
**OHIO BUREAU OF WORKERS' COMPENSATION**  
**10-STEP SAFETY PLAN – STEP 9: WRITTEN**  
**SAFETY AND HEALTH 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.**

**Requirements**

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

- Managers, supervisors, team leaders 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.

**Implementation**

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 is 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.