



# ESGMARK®

## QUICK GUIDE

### CREATING YOUR WORKPLACE HEALTH + SAFETY POLICY

ESGmark®

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## ESGmark® Quick Guide: Health and Safety Policy

### What is Health and Safety?

Historically, Health and Safety has been an employer's responsibility to ensure the physical safety of employees. Whether that safety was on a factory floor where the work force was engaged in day long physical labour or whether it was office-bound issues such as a correctly set up desk or ensuring IT wiring was correctly housed, the focus was on employees physical surroundings. For now, Health and Safety remains a fairly traditional document-and a bureaucracy-heavy process with an emphasis on 'near miss accident' reports and office chair ergonomics.

These remain a critical responsibility of the employer.

However, general employee wellbeing (state of mind, work-place satisfaction etc...) is increasingly being incorporated into the 'health' aspect of the policy by progressive organisations. Given that a large percentage of an employee's life is spent at work, forward thinking employers should pay attention to how they can improve an employee's life. The Chartered Institute of Personnel Development defines wellbeing as: *'The creation of an environment that promotes a state of contentment which allows employees to flourish and achieve their full potential for the benefit of them and the organisation'*. The creation of such an environment doesn't happen overnight, nor does a wellness policy document translate into a tangibly healthy working environment, but they do lay the foundation for progress in that direction, and a declaration of intent for what a given organisation hopes to achieve.



## What is a Health and Safety Policy?

A company Health and Safety Policy is a document that all businesses take responsibility for. It is a statement of intent that sets out the company's commitment to the health and safety of its employees and the public.

Where a business is required to have a written health and safety policy, it is a legal requirement. For businesses that are not required to have a written policy, it is a good practice to have one, especially in the manufacturing and construction stages.

Crucially a Health and Safety Policy is a statement of intent that sets out the company's commitment to the health and safety of its employees and the public.

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There is no need to have a written health and safety policy if you have fewer than 5 employees.

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policy.

Where applicable, assessments of health and safety risks should be carried out. The policy should be reviewed regularly and updated as necessary. The policy should be communicated to all employees and should be easily accessible to all employees. The policy should be reviewed regularly and updated as necessary. The policy should be communicated to all employees and should be easily accessible to all employees.

Work risk assessments should be carried out by the Health and Safety Executive (HSE) and should be dependent on the nature of the work.

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## • Schedule Time

It's easy to get boundaries but you enjoy your work.

Taking regular breaks is obliged to do so and flow of the 'appointments'.

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Policy and

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Health and Safety  
specific needs

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