

Sample Policies and Forms

Sample General Loss Control Policy Statements

A simple, direct safety policy might be stated as follows:

The efficiency of any operation can be measured directly by its ability to control losses. Crashes resulting in personal injury and damage to property and equipment represent needless suffering and waste.

Our company policy regarding safety is:

- The safety of the employee, the public, and the operation is paramount, and every attempt must be made to reduce the possibility of crashes.
- Safety shall take precedence over expediency, or short cuts, at all times.
- Our company intends to comply with all applicable safety laws and regulations.

It is the responsibility of every employee to maintain the safest conditions and equipment at all times. Each employee will be expected to demonstrate an attitude that reflects this policy and promotes safe work habits.²

Another sample below asks employees to read and acknowledge their understanding and commitment to actively participating in making a safe workplace.

The management of this company is dedicated to providing a safe place to work.

In order to meet this goal we have a comprehensive and continuous safety program which has the full support of management. In order for this program to be a success it requires the cooperation of all employees.

Each employee plays a part in workplace safety. Your part in this program is served by:

- Observing company safety rules.
- Attending all safety meetings and training sessions.
- Keeping work areas free of unsafe conditions.
- Avoiding and eliminating unsafe acts.
- Reporting all unsafe conditions and claims to your supervisor immediately upon occurrence.

We value all of our employees and encourage you to cooperate with us in this important venture.

Signature of Employee

Date

Signature of Supervisor

Date

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Sample Aggressive Driving Policy

(Name of Company/Organization) recognizes the level of irritation that can trigger aggressive driving by motorists — from traffic jams, significant delays and various forms of distracted driving. However, the roadway is not the place for aggressive driving and behavior. In addition to the safety risks for its employees and all motorists, and the reputation of *(Name of Company/ Organization)* is at risk when employees drive aggressively. Therefore, all employees of *(Name of Company/Organization)* are expected to:

- Obey all traffic signs, signals and rules, especially the posted speed limit.
- Utilize turn signals and avoid sudden lane changes or turns, when possible.
- Do not tailgate, but maintain an adequate safe distance to the car in front of you.
- Only use your horn to prevent a collision, not to demonstrate anger or frustration at other drivers.
- Be respectful and courteous to other drivers.

Sample Alcohol & Drug Use Policy

(Name of Company/Organization) has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Therefore, the consumption of alcohol or illegal drugs by any employee during “duty hours” is prohibited. Duty hours consist of all working hours, including break periods and on-call periods, whether on or off company premises. The consumption of alcohol or illegal drugs while performing company business or while in a company facility is prohibited.¹

Sample Seat Belt Use Policy

(Name of Company/Organization) recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, all employees of *(Name of Company/Organization)* must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business.

All employees and their families are also strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.¹

¹Content from Network of Employers for Traffic Safety (NETS)

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Sample Cell Phone Policy³

At *(Name of Company/Organization)*, we deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, we are instituting a new policy. Company employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased or rented by the company.
- When the employee is operating a personal motor vehicle in connection with company business.
- When the motor vehicle is on company property.
- When the cellular telephone or mobile electronic device is company owned or leased.
- When the employee is using the cellular telephone or mobile electronic device to conduct company business.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date³