

8. Personal Injury Policy (Sample)

Policy: **Personal Injury Prevention**

Policy #:

Approved by:

Effective:

Revised:

PREAMBLE: (Company name) will support and promote personal injury prevention safety practices of employees.

POLICY:

Staff must discuss potential/perceived risk situations with their director/manager prior to engaging in work-related situations where their physical safety is threatened.

Employees must leave situations where they feel their physical safety is threatened.

All instances where employees are assaulted or threatened by verbal or physical gestures must be reported to their director, manager and the police and then documented appropriately.

SCOPE: All employees of (company name) are covered by this policy

PROCEDURE:

Employees must:

- Comply with all health and safety policies of (company name).
- Report all potential or actual threats to the employees' personal safety liaison.
- Participate in the development and implementation of a personal safety plan.

Managers must:

- Discuss the risks with the employee and determine together whether or not to proceed with the interaction or situation.
- Develop a safety or emergency plan with the employee.
- Document all reported concerns or incidents.

Direct threats to an employee's personal physical safety should be reported to the local police service for the appropriate documentation and follow-up.

Insert Policy Number here
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