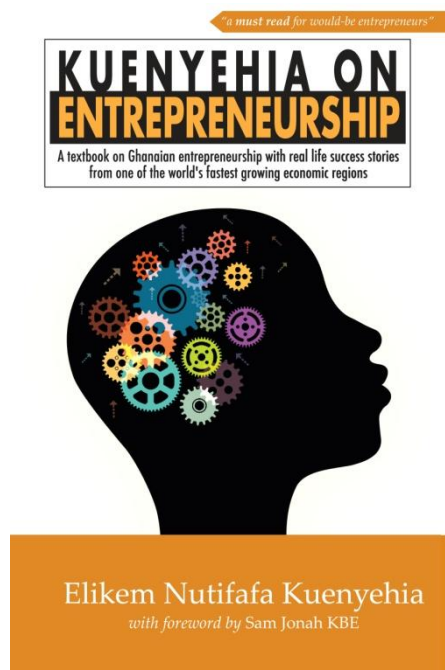


# Health, Safety & Security

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## Introduction

A health, safety and security policy (“HSS Policy”) covers the principles and goals that embody the company's commitment to the health and safety of workers at the workplace. The health, safety and security of workers are key to the growth and sustainability of the organisation.

For companies that work with hazardous materials such as chemicals, or in hazardous sites such as underground mines, it is even more imperative that the safety and health of workers are adequately dealt with by the organisation.

In Ghana, health and safety in the workplace is regulated by the Factories, Offices and Shops Act, 1970 (Act 328)

## Drafting a Health, Safety and Security Policy

The following key elements should be present in the HSS Policy;

### 1. Principles & Goals

The policy should have a written statement of principles and goals that specifically state the position of the organisation with respect to health, safety and security of its workers. It must acknowledge the right of every employee to work in a safe and healthy environment and respect that right accordingly. It may include specific information on exactly how this will be done and the timeframe within which to achieve it.

### 2. Endorsement

The policy needs to be endorsed by the most senior members in the organisation including the chief executive and the board of directors. This implies that management know the contents of the policy and are ready to uphold it at any time.

### 3. Occupational Health & Safety Laws

The policy must adequately cover all the laws that regulate occupational health and safety in the country. For instance Act 328 provides that a factory,

office or shop is required to be kept clean at all times, it must have a first aid box, adequate drinking water should be provided for employees, the space must not be overcrowded, etc. The policy must therefore cover all these areas.

#### **4. Management's Commitment**

It is important that the policy spells out management's commitment to providing a safe and healthy work environment by eliminating or minimizing the hazards that can cause accidents and injuries. Senior management must be committed to carrying out that policy consistently and completely. Health and safety must enjoy the same high priority as the organization's other major goals.

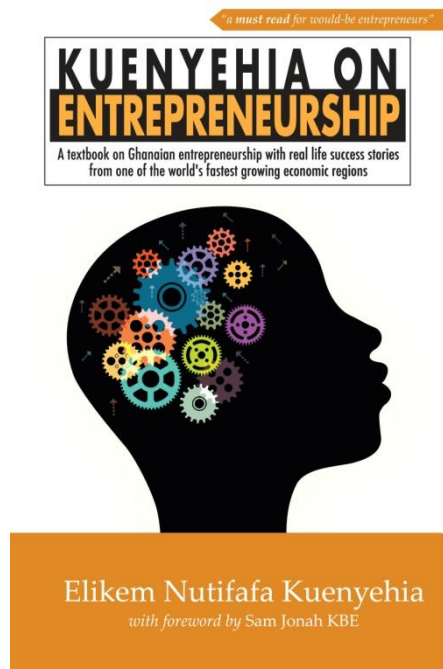
### **Conclusion**

In as much as it is important for an organisation to have a policy on health, safety and security it is critical that members of an organisation take extreme care in administering their duties in order to avoid issues arising from this matter. The HSS Policy must be well communicated across the organisation. Consequently, it has to be:

- a. clearly stated in terms that are easily understood;
- b. posted in a conspicuous place and distributed and explained to all employees;
- c. followed by every employee, including senior management, in all work activities.

Thank you for reading!

Please find more information on how to grow and strengthen your business in Ghana via [Elikem Kuenyehia's book on Entrepreneurship](#).



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