

# POLICY AND PROCEDURE ACKNOWLEDGEMENT FORM

Employee:		Position:	
Department:		Date:	

The employee is required to be familiar with the company's policies, procedures and safety protocols inclusive of:

- Employee safety responsibilities.
- The safety program and its objectives.
- Required competencies and qualifications.
- Communication and consultation methods.
- Discipline procedures and approaches
- Control and investigation methods.



**SAMPLE**

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Policy or Procedure No.	Initials

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