A health, safety, and environmental (HSE) policy is a document that outlines an organization's approach to managing health and safety in the workplace. It should include:

- **Goals**
  Measurable targets for improving health, safety, and environmental performance
- **Responsibilities**
  Who is responsible for managing health and safety, and what their responsibilities are
- **Risk management**
  How risks are managed in the workplace, including risk assessment and training
- **Compliance**
  How the organization will ensure compliance with relevant regulations and standards
- **Communication**
  How employees and stakeholders will be involved in upholding the policy
- **Review**
  How the policy will be reviewed periodically to identify errors and initiate corrective actions

The policy should be signed by the head of the organization and displayed prominently in the workplace. Employees should be provided with the necessary information and training to comply with the policy.

Employers with five or more employees are required to have a health and safety policy in place.