

# SOP: Health, Safety, and Emergency Procedures Training

## 1. Purpose

This SOP details the comprehensive **health, safety, and emergency procedures training** designed to equip employees with essential knowledge and skills to maintain a safe workplace. It covers hazard recognition, use of personal protective equipment, emergency response protocols, fire safety, first aid, and evacuation procedures. The objective is to foster a safety-conscious culture, minimize workplace accidents, ensure regulatory compliance, and prepare staff to respond effectively to emergencies.

## 2. Scope

This procedure applies to all employees, contractors, and temporary staff within the organization and covers all operational locations.

## 3. Responsibilities

Role	Responsibility
Management	Ensure training programs are implemented and maintained; allocate resources; review effectiveness.
Supervisors	Monitor compliance; schedule training sessions; report incidents and gaps.
Employees	Attend and participate in training; apply learned procedures; report hazards and incidents.
Safety Officer	Develop and update training materials; facilitate sessions; maintain records.

## 4. Training Content

- **Hazard Recognition:** Identifying physical, chemical, biological, and ergonomic hazards.
- **Personal Protective Equipment (PPE):** Selection, use, and maintenance of PPE.
- **Emergency Response:** Protocols for various emergency scenarios (fire, chemical spill, medical).
- **Fire Safety:** Types of fire extinguishers, fire prevention, and response drills.
- **First Aid:** Basic first aid procedures and resources available onsite.
- **Evacuation Procedures:** Exit routes, assembly points, and headcount procedures.

## 5. Training Methods

- Classroom instruction
- Hands-on demonstrations
- Online modules
- Regular drills and simulations
- Refresher courses

## 6. Frequency

- Upon hire/orientation
- Annually (or as required by regulations)
- After any incident or procedural update

## 7. Recordkeeping

- Maintain attendance and completion records for all training sessions.
- File certificates of completion in personnel records.

- Review records annually for compliance.

## **8. Evaluation and Improvement**

- Distribute evaluation forms after training sessions.
- Incorporate feedback to improve future training.
- Update materials to comply with latest regulations and safety findings.

## **9. References**

- Occupational Safety and Health Administration (OSHA) Standards
- Local fire and emergency regulations
- Company Health and Safety Policy

## **10. Appendix**

- Sample training attendance sheet
- Emergency contact list template
- Evacuation map sample