

SOP: Compliance with Health and Safety Regulations

This SOP establishes guidelines for **compliance with health and safety regulations**, covering the identification and assessment of workplace hazards, implementation of safety policies, employee training and awareness, regular safety audits and inspections, reporting and investigation of incidents, and continuous improvement of health and safety practices. The objective is to ensure a safe working environment that meets all legal requirements and protects the well-being of employees and visitors.

1. Purpose

To ensure compliance with all applicable health and safety regulations, minimize risks, and promote a culture of safety throughout the organization.

2. Scope

This SOP applies to all employees, contractors, and visitors at all company facilities.

3. Responsibilities

Role	Responsibility
Management	Ensure implementation of health and safety policies and allocate resources for safety compliance.
Supervisors	Monitor workplace safety, enforce policies, and report hazards or incidents.
Employees	Follow safety procedures, participate in training, and report unsafe conditions or incidents.
Health & Safety Officer	Lead audits, training, incident investigations, and regulatory compliance assessments.

4. Procedure

- Hazard Identification & Risk Assessment**
 - Conduct regular workplace hazard assessments.
 - Document and classify identified risks.
- Implementation of Safety Policies**
 - Develop and update health and safety policies as required by law.
 - Disseminate policies to all employees.
- Training and Awareness**
 - Organize orientation and refresher training sessions for employees.
 - Maintain training records.
- Safety Audits and Inspections**
 - Schedule and perform regular safety audits and inspections.
 - Document and address any identified non-compliance.
- Incident Reporting and Investigation**
 - Provide a system for immediate reporting of accidents, near-misses, and unsafe conditions.
 - Investigate all incidents, determine root causes, and implement corrective actions.
- Continuous Improvement**
 - Review and update policies and procedures at least annually or after significant incidents.
 - Encourage employee suggestions for safety improvements.

5. Records

- Hazard assessments
- Training attendance and materials
- Audit and inspection reports
- Incident reports and investigations
- Policy and procedure updates

6. References

- Occupational Health and Safety Act / applicable local regulations
- Company health and safety manuals

7. Review and Approval

This SOP is to be reviewed annually by the Health & Safety Officer and approved by senior management.