

Standard Operating Procedure (SOP)

Employee Safety Training and Competency Assessment

1. Purpose

This SOP defines the procedures for **employee safety training and competency assessment** to ensure all staff are adequately trained and competent in their roles. It covers the identification of training needs, development and delivery of safety training programs, evaluation of employee understanding, and regular competency assessments. The objective is to maintain a safe workplace by promoting continuous learning, compliance with safety standards, and minimizing workplace risks through verified employee skills and knowledge.

2. Scope

This SOP applies to all employees, contractors, and temporary workers who may be exposed to workplace hazards within [Company Name].

3. Responsibilities

- **Department Managers:** Identify training needs, schedule training sessions, and maintain training records.
- **HR Department:** Facilitate training programs, maintain documentation, and coordinate competency assessments.
- **Employees:** Attend required training and participate in competency assessments.
- **Safety Officer:** Oversee content, delivery, and effectiveness of safety training.

4. Procedure

1. **Training Needs Identification**
 - Conduct regular job hazard analyses.
 - Review relevant regulations and standards.
 - Consult with supervisors and employees.
2. **Development of Training Programs**
 - Develop or source training materials addressing identified hazards and compliance requirements.
 - Customize training for specific roles and departments.
3. **Training Delivery**
 - Schedule mandatory and refresher training sessions.
 - Deliver training via appropriate methods (classroom, online, on-the-job).
 - Record employee attendance and completion.
4. **Evaluation of Understanding**
 - Administer written/oral tests or practical demonstrations following training.
 - Document results and provide feedback.
5. **Competency Assessment**
 - Conduct assessments at defined intervals (e.g., annually, after incident or near-miss, or process change).
 - Use observation checklists, quizzes, or simulations for evaluation.
 - Document results and identify retraining needs if necessary.
6. **Record Keeping**
 - Maintain records of all trainings, assessments, and qualifications in a secure, retrievable manner for at least [X] years.

5. Documentation

Document	Owner	Retention Period
Training records	HR Department	[X] years
Competency assessment results	HR Department / Manager	[X] years
Training materials and evaluation sheets	Safety Officer	Current + 2 years

6. Review and Continuous Improvement

- Review this SOP annually or following significant incidents or regulatory changes.
- Gather employee feedback and incorporate improvements into training programs.

7. References

- OSHA Standards [or relevant local regulations]
- [Other applicable internal policies]

8. Revision History

Date	Revision	Description	Approved By
[YYYY-MM-DD]	1.0	Initial SOP release	[Name/Position]