

# SOP: Pre-Service Site Assessment and Risk Evaluation

This SOP details the process for **pre-service site assessment and risk evaluation**, covering site inspection protocols, identification of potential hazards, risk analysis methodologies, environmental and operational factors assessment, compliance with safety regulations, and documentation requirements. The objective is to ensure all potential risks are identified and mitigated before service commencement to guarantee safety and operational efficiency.

## 1. Purpose

To establish a systematic approach for conducting pre-service site assessments and risk evaluations in order to identify, evaluate, and mitigate site-specific risks prior to commencing operations.

## 2. Scope

This procedure applies to all sites where services are to be initiated, including new client sites, project locations, and any relevant operational environments.

## 3. Responsibilities

- **Site Assessment Team:** Conducts site inspections and risk evaluations.
- **Site Manager/Supervisor:** Oversees assessment process, ensures compliance and completion of documentation.
- **Safety Officer:** Reviews and approves risk evaluations, ensures mitigation plans align with company policies and regulations.

## 4. Procedure

1. **Preparation:**
  - Review project/service scope and site location.
  - Gather relevant documentation (site maps, previous assessment reports, client requirements).
  - Prepare checklist and necessary PPE.
2. **Site Inspection:**
  - Conduct thorough walkthrough of the site, noting all operational and environmental factors.
  - Engage with site personnel for local knowledge and hazard identification.
  - Capture photographs and mark hazard locations where appropriate.
3. **Hazard Identification:**
  - Document all observed physical, chemical, biological, ergonomic, and psychosocial hazards.
  - Refer to relevant hazard categories (see table below).
4. **Risk Analysis:**
  - Assess likelihood and consequence of each identified hazard using a risk matrix or scoring system.
  - Assign risk levels (e.g. Low, Medium, High).
5. **Control Measures:**
  - Specify risk mitigation strategies using the hierarchy of controls (elimination, substitution, engineering, administrative, PPE).
6. **Compliance Check:**
  - Ensure all activities and controls comply with local, national, and company safety regulations and standards.
7. **Documentation:**
  - Complete the Site Assessment and Risk Evaluation Form (see Documentation Section).
  - Maintain photographic evidence and sign-off sheets.
  - Submit documentation for review and approval before service commencement.
8. **Review and Update:**
  - Periodically review assessments especially if there are significant site changes or incidents.

## 5. Hazard Categories Example

Category	Examples
Physical	Slips, trips, falls, structural integrity, equipment hazards
Chemical	Exposure to hazardous substances, leaks, spills
Biological	Mold, bacteria, viruses, animal infestations
Ergonomic	Poor workstation design, manual handling risks
Psychosocial	Workplace stress, violence, harassment
Environmental	Weather conditions, noise, proximity to hazardous sites

## 6. Documentation Requirements

- Completed Pre-Service Site Assessment Checklist
- Risk Evaluation Report including matrix used
- Photographs and maps highlighting hazards
- Compliance verification records
- Sign-off sheet by Assessment Team and Site Supervisor
- Mitigation and action plan documentation

## 7. References

- Company Health and Safety Policies
- Relevant Local/National Regulations
- Industry Standards (e.g., ISO 45001)

## 8. Appendix: Example Site Assessment and Risk Evaluation Form

Assessment Item	Observations	Hazard Identified (Y/N)	Risk Level	Control Measures Suggested	Responsible Person	Completion Date
Walkways and Access Routes						
Chemical Storage Areas						