

Standard Operating Procedure (SOP)

Staff Training on Emergency Response and First Aid

This SOP details the framework for **staff training on emergency response and first aid**, emphasizing the importance of equipping employees with the necessary skills and knowledge to handle emergencies effectively. It covers the scheduling of training sessions, curriculum development including CPR, basic first aid techniques, and emergency evacuation protocols. The procedure also includes assessment methods to ensure competency, documentation of training attendance and performance, and periodic refresher courses to maintain readiness. The goal is to enhance workplace safety by preparing staff to respond promptly and efficiently in emergency situations, minimizing injury and saving lives.

1. Purpose

To ensure all staff are adequately trained to respond to emergencies and administer basic first aid, thereby promoting a safe and prepared workplace.

2. Scope

This SOP applies to all employees, including temporary, part-time, and full-time personnel.

3. Responsibilities

- **HR/Training Coordinator:** Schedule and organize training sessions, maintain records.
- **Trainers/Facilitators:** Develop and deliver curriculum, assess competency.
- **Employees:** Attend and participate in training, complete assessments.
- **Management:** Ensure compliance with training requirements.

4. Procedure

1. **Training Schedule**
 - Orientation training for new hires within 30 days of employment.
 - Annual refresher courses for all staff.
 - Additional sessions as mandated by changes in protocols or laws.
2. **Curriculum Development**
 - Basic first aid techniques (bleeding, burns, fractures, etc.).
 - Cardiopulmonary Resuscitation (CPR) and use of AEDs.
 - Emergency evacuation and alarm procedures.
 - Incident reporting and communication protocols.
3. **Assessment Methods**
 - Written or online quizzes.
 - Practical demonstrations (CPR, bandaging, evacuation drills).
 - Scenario-based evaluations.
4. **Documentation**
 - Maintain attendance sheets for each session.
 - Document assessment results and certification status.
 - Store records securely and ensure accessibility for audits.
5. **Refresher Courses**
 - Conduct at least once every 12 months.
 - Review and update training material as necessary.

5. Monitoring and Review

- Regularly review attendance and assessment records.
- Solicit feedback from participants to improve future sessions.
- Update SOP to reflect best practices and legislative changes.

6. Documentation and Records

Document	Description	Retention Period
Training Attendance Log	Records list of attendees for each session	3 years

Assessment Results	Scores and competencies achieved	3 years
Certificates Issued	Evidence of training completion	3 years

7. References

- Occupational Safety and Health Administration (OSHA) guidelines
- American Heart Association (AHA) CPR & First Aid Standards
- Local emergency response regulations

8. Revision History

Version	Date	Description	Author
1.0	2024-06-18	Initial version	Safety Team