

SOP: Health and Safety Requirements for Crew and Site

This SOP defines the **health and safety requirements for crew and site** to ensure a safe working environment. It covers site hazard identification, risk assessments, personal protective equipment (PPE) usage, emergency response protocols, safety training and inductions, incident reporting procedures, and compliance with relevant health and safety regulations and standards. The goal is to minimize risks and protect the well-being of all personnel on site.

1. Scope

This SOP applies to all personnel, contractors, and visitors present at the site.

2. Responsibilities

- **Site Manager/Supervisor:** Ensure implementation and compliance with SOP.
- **Crew Members:** Follow all health and safety requirements and report hazards.
- **Health & Safety Officer:** Conduct training, audits, and incident investigations.
- **Visitors:** Comply with site safety requirements and follow instructions at all times.

3. Procedure

1. **Site Hazard Identification:**
 - Inspect site before work commences to identify hazards.
 - Document hazards and communicate to all personnel.
2. **Risk Assessment:**
 - Perform risk assessments for identified site hazards.
 - Implement control measures to mitigate risks.
 - Review and update risk assessments regularly.
3. **PPE Usage:**
 - Ensure PPE is provided and maintained in good condition.
 - All personnel must wear required PPE (e.g., hard hats, safety boots, hi-vis vests, gloves, eye protection).
4. **Emergency Response Protocols:**
 - Establish and communicate emergency exits, assembly points, and contact details.
 - Conduct regular emergency drills.
5. **Safety Training and Inductions:**
 - Provide safety inductions for all new personnel and visitors.
 - Conduct ongoing safety training and toolbox talks.
6. **Incident Reporting Procedures:**
 - Report all incidents, near-misses, and hazards immediately to supervisor or safety officer.
 - Complete incident report forms and participate in investigations.
7. **Compliance with Regulations and Standards:**
 - Adhere to all relevant local, state, and national health and safety legislation.
 - Follow company-specific health and safety policies and standard procedures.

4. Documentation

- Completed risk assessments and hazard reports
- PPE issuance and maintenance records
- Training and induction records
- Incident and near-miss report forms

5. Review and Continuous Improvement

- Review SOP annually or after significant incidents.
- Update based on legal, operational, or industry changes.
- Encourage feedback from crew for continual improvement.

6. References

- Health and Safety at Work Act and Regulations (or relevant local laws)

- Company Health and Safety Policy
- Industry Codes of Practice and Guidelines

Non-compliance with this SOP may result in disciplinary action and/or removal from site. Safety is everyone's responsibility.