SOP Template: Health, Safety, and Security Compliance Checks

This SOP defines the process for conducting **health, safety, and security compliance checks** to ensure adherence to regulatory standards and organizational policies. It covers the scheduling and execution of regular inspections, identification and documentation of potential hazards, risk assessment procedures, corrective action plans, employee training requirements, reporting mechanisms, and continuous monitoring strategies. The purpose is to maintain a safe and secure environment for all employees, visitors, and assets by proactively managing compliance risks and enhancing workplace safety culture.

1. Scope

This procedure applies to all areas, facilities, employees, and activities under the organization's control that may impact health, safety, or security compliance.

2. Responsibilities

Role	Responsibility
Compliance Officer	Oversee procedure implementation and corrective actions
Department Heads	Ensure area-specific compliance and action closure
Inspection Team	Conduct scheduled and ad hoc compliance checks
All Employees	Cooperate during inspections and attend mandatory training

3. Procedure

1. **Scheduling Inspections:**
   - Create an annual inspection calendar covering all relevant areas.
   - Announce dates to relevant departments and teams at least one week in advance, unless spot checks are required.
2. **Preparation:**
   - Review previous inspection reports and outstanding action items.
   - Gather necessary inspection forms and checklists.
3. **Execution of Inspections:**
   - Conduct inspections as per checklists for health, safety, and security compliance.
   - Observe work practices, inspect equipment, physical conditions, and security controls.
4. **Hazard Identification & Documentation:**
   - Note hazards, non-conformances, and at-risk behaviors.
   - Document findings with photos and detailed descriptions.
5. **Risk Assessment:**
   - Evaluate the level and impact of each identified risk.
   - Prioritize hazards for action, using a risk matrix if available.
6. **Corrective Actions:**
   - Assign actions to appropriate personnel with deadlines.
   - Monitor progress and verify closure of corrective actions.
7. **Training & Communication:**
   - Identify additional training requirements for personnel.
   - Conduct refresher or remedial training as necessary.
8. **Reporting & Documentation:**
   - Complete inspection reports and submit to management within 3 business days.
   - Maintain all reports, checklists, and records as per document retention policy.
9. **Continuous Monitoring:**
   - Perform follow-up checks on corrective actions.
   - Review incident reports and trends for improvement opportunities.

4. Documentation

- Inspection checklists and forms

- Hazard/incident logs
- Corrective action registers
- Training attendance records
- Inspection and compliance reports

5. Review and Improvement

- Review this SOP annually or after significant incidents.
- Update procedures and checklists to reflect current requirements.
- Solicit feedback for continuous improvement.

6. References

- Relevant local, state, and federal regulations
- Company health, safety, and security policies
- Industry best practices and standards