

# SOP Template: Health, Safety, and Security

## Procedures During Vendor Receiving

This SOP details **health, safety, and security procedures during vendor receiving**, encompassing the verification of vendor credentials, proper use of personal protective equipment (PPE), safe unloading and handling of goods, adherence to site-specific safety protocols, monitoring for potential security risks, maintaining clear communication between vendors and staff, ensuring compliance with health regulations, and documenting all receiving activities. The objective is to safeguard employees, protect company assets, and maintain a secure and healthy receiving environment.

### 1. Purpose

To ensure the safety, security, and health of employees, vendors, and property during the receipt of goods from external vendors.

### 2. Scope

This SOP applies to all employees and vendors involved in delivering, receiving, and handling goods on company premises.

### 3. Responsibilities

- **Receiving Staff:** Follow all procedures and report incidents.
- **Security Staff:** Verify credentials and monitor site access.
- **Vendors:** Comply with site safety and security protocols.
- **Supervisors/Managers:** Ensure staff compliance and address escalations.

### 4. Procedure

#### 1. Verify Vendor Credentials

- Request and check government-issued ID and delivery documentation.
- Confirm vendor details with the purchase order or pre-approved vendor list.

#### 2. PPE and Hygiene Compliance

- Ensure all parties (staff and vendors) wear appropriate PPE (e.g., safety shoes, high-visibility vests, gloves, masks where required).
- Sanitize hands prior to handling goods and equipment.

#### 3. Safe Unloading and Handling of Goods

- Use correct lifting techniques and appropriate equipment (pallet jacks, forklifts).
- Check for potential hazards (wet floors, unsecured loads) before unloading.

#### 4. Site-Specific Safety Protocols

- Follow all posted signs regarding speed limits, no-go zones, and emergency exits.
- Keep receiving area clear of obstructions at all times.

#### 5. Monitor Security Risks

- Supervise unloading activities; restrict access to authorized areas only.
- Report and log any suspicious behavior or security breaches immediately.

#### 6. Communication Protocols

- Maintain open communication between receiving staff and vendors for coordination.
- Alert supervisors in the event of incidents or non-compliance.

#### 7. Compliance with Health Regulations

- Inspect goods for signs of contamination or damage.
- Dispose of packaging and waste according to company policy.

#### 8. Documentation

- Complete all receiving forms and logs (see sample table below).
- File incident reports as necessary.

## 5. Record Keeping

Date	Vendor Name	PO Number	Staff Name	PPE Checked	Observations / Incidents	Signature
YYYY-MM-DD	Vendor ABC	123456	John Doe	Yes/No	None	John Doe

## 6. Emergency Procedures

- In case of medical emergency, notify site first aid and call emergency services.
- In event of security threat, follow site lockdown protocol and inform security.
- Report all incidents to Supervisor/Manager immediately.

## 7. Review and Training

- All receiving staff to be trained annually on this SOP.
- Review procedures semi-annually and update as required.

## 8. References

- Company Health & Safety Policy
- Security Access Control Procedure
- Local legal regulations regarding workplace safety and hygiene