

SOP Template: On-site Safety and Incident Management

This SOP defines the protocols for **on-site safety and incident management**, encompassing hazard identification, risk assessment, safety training, emergency response procedures, incident reporting and investigation, corrective actions, and continuous safety improvements. The objective is to maintain a safe working environment by preventing accidents, effectively managing incidents, and ensuring compliance with safety regulations.

1. Purpose

To outline standard procedures ensuring safety on-site and effective management of incidents for all personnel, contractors, and visitors.

2. Scope

This SOP applies to all activities, areas, and personnel present on-site, including regular employees, contractors, and visitors.

3. Responsibilities

- **Site Manager/Supervisor:** Overall responsibility for implementing and enforcing safety protocols.
- **Safety Officer:** Conducts safety assessments, training, audits, and incident investigations.
- **All Personnel:** Comply with safety protocols, report hazards/incidents, participate in safety training.
- **Emergency Response Team:** Respond to on-site emergencies according to procedures.

4. Procedures

4.1 Hazard Identification

1. Conduct regular site inspections and safety audits using checklists.
2. Identify physical, chemical, biological, and psychosocial hazards.
3. Document findings and communicate risks to all affected personnel.

4.2 Risk Assessment

1. Evaluate identified hazards for likelihood and severity.
2. Prioritize risks (e.g., High/Medium/Low) and take preventive measures.
3. Maintain risk assessment records and update as necessary.

4.3 Safety Training

1. Provide safety induction for all new personnel and visitors.
2. Schedule regular refresher courses and specific training sessions as required.
3. Document attendance and training content.

4.4 Emergency Response Procedures

1. Establish and communicate emergency contacts and evacuation routes.
2. Conduct emergency drills (e.g., fire, chemical spill, medical) semi-annually.
3. Maintain accessible emergency equipment and supplies.

4.5 Incident Reporting

1. Report any incident, near-miss, or unsafe condition immediately to supervisor or Safety Officer.
2. Complete Incident Report Form within 24 hours of occurrence.
3. Preserve scene of serious incidents for investigation, if safe to do so.

4.6 Investigation & Documentation

1. Safety Officer leads investigation within 48 hours of incident report.
2. Identify root causes and contributing factors.
3. Document findings and share with management and involved parties.

4.7 Corrective Actions

1. Develop an action plan to address root causes.
2. Assign responsibility and timelines for completion.
3. Verify implementation of actions and effectiveness.

4.8 Continuous Safety Improvement

1. Monitor incident trends and safety performance indicators.
2. Review and revise safety protocols and training materials annually or after major incidents.
3. Encourage feedback from personnel regarding safety measures and suggestions.

5. Documentation & Records

- Hazard identification and risk assessment reports
- Safety training logs and materials
- Incident and near-miss reports
- Investigation reports
- Corrective action records
- Emergency drill attendance and evaluations

6. Review and Approval

This SOP shall be reviewed annually or following significant safety-related events. Any changes require approval by the Safety Officer and Site Manager.

7. Appendices

- Appendix A: Incident Report Form (Sample)
- Appendix B: Emergency Contact List Template
- Appendix C: Site Safety Inspection Checklist