

# Standard Operating Procedure (SOP)

## Risk Assessment and Safety Protocol Development

### 1. Purpose

This SOP details the process of **risk assessment and safety protocol development**, encompassing hazard identification, risk evaluation, control measure implementation, safety documentation, employee training, and continuous monitoring and review. The objective is to systematically identify potential risks and develop effective safety protocols to mitigate hazards, ensuring a safe working environment and compliance with regulatory standards.

### 2. Scope

This SOP applies to all operations, personnel, and processes where risk assessment and safety protocol development are required to manage occupational hazards and ensure compliance with local, state, and federal safety regulations.

### 3. Responsibilities

- **Management:** Oversight, resource allocation, and policy approval.
- **Safety Officer/Committee:** Lead implementation, facilitate risk assessments, document outcomes, update safety protocols, and coordinate training.
- **Supervisors:** Ensure protocol implementation, report hazards, and conduct workplace observations.
- **Employees:** Adhere to protocols, participate in training, report hazards or unsafe conditions.

### 4. Definitions

Term	Definition
Hazard	Any source, situation or act with a potential for harm.
Risk	Likelihood that a hazard may cause harm, combined with the severity of consequence.
Control Measure	Action taken to eliminate or reduce risks associated with a hazard.
Risk Assessment	Systematic process of evaluating potential risks that may be involved in a projected activity or undertaking.

### 5. Procedure

- Hazard Identification**
  - Conduct workplace inspections and job safety analyses.
  - Review historical incident/accident records.
  - Consult employees to identify known or suspected hazards.
- Risk Evaluation**
  - Assess the likelihood and potential severity of each identified hazard.
  - Prioritize hazards based on risk level (e.g., high, medium, low).
  - Document risk findings using an approved risk matrix/tool.
- Control Measure Implementation**
  - Apply the hierarchy of controls: Elimination, substitution, engineering controls, administrative controls, personal protective equipment (PPE).
  - Assign responsibilities for implementing specific controls.
  - Set target completion dates and monitor progress.
- Safety Documentation**
  - Document all risk assessments and safety protocols.
  - Maintain accessible records for audits and inspections.
  - Update documents following significant changes or incidents.
- Employee Training**
  - Provide training on new or revised safety protocols and control measures.

- Maintain training records and track completion.
- Conduct refresher training as required.

#### 6. Continuous Monitoring and Review

- Routinely inspect workplaces to ensure compliance.
- Review risk assessments and safety protocols at least annually or after incidents.
- Solicit feedback from staff and implement improvements as needed.

## 6. Documentation and Records

- Risk assessment reports and hazard logs
- Safety protocol manuals and SOPs
- Incident and investigation reports
- Employee training records
- Audit and inspection findings

## 7. References

- OSHA Standards and Guidelines
- Local, State, and Federal Safety Regulations
- Company Health & Safety Policies

## 8. Revision History

Version	Date	Description	Approved By
1.0	[Insert Date]	Initial SOP release	[Name/Title]