

SOP Template: Regular Health and Safety Training and Documentation

This SOP details the procedures for **regular health and safety training and documentation**, ensuring all employees receive ongoing education on workplace hazards, safety protocols, and emergency procedures. It includes scheduling training sessions, maintaining accurate records of attendance and content covered, assessing training effectiveness, and updating materials to comply with current regulations. The goal is to promote a safe work environment through continuous learning and thorough documentation.

1. Purpose

To establish and maintain an ongoing program of health and safety training for all employees, ensuring compliance with regulatory requirements and promoting a culture of safety.

2. Scope

This SOP applies to all personnel, contractors, and temporary staff operating within company facilities.

3. Responsibilities

- **Safety Officer/Manager:** Schedule training, update materials, oversee documentation, and assess training effectiveness.
- **Supervisors:** Ensure team participation and track attendance.
- **Employees:** Attend training sessions and adhere to safety procedures.
- **HR/Administration:** Store and maintain training documentation.

4. Procedures

1. **Training Needs Analysis:**
 - Conduct annual assessment to identify required training topics based on job roles, regulations, and incident history.
2. **Scheduling Training Sessions:**
 - Prepare an annual training calendar covering mandatory and recommended topics.
 - Notify employees at least two weeks prior to scheduled sessions.
3. **Training Delivery:**
 - Conduct sessions via in-person, online, or blended learning formats.
 - Ensure all content is up-to-date with current regulations.
 - Document attendees and topics covered during each session.
4. **Documentation:**
 - Use an attendance roster with date, employee names, topics, trainers, and employee signatures (if in-person).
 - Store all training records digitally and/or in designated secure locations for a minimum of 5 years.
5. **Assessment of Training Effectiveness:**
 - Distribute post-training quizzes or surveys.
 - Review incident/near-miss reports to evaluate knowledge retention.
6. **Material Review and Updates:**
 - Review all training materials annually, or when regulations change.
 - Document any updates and inform staff accordingly.

5. Documentation and Records

Document Type	Retention Period	Storage Location
Attendance Records	5 years	HR/Training Database

Training Materials	Current + 1 past version	Shared Drive/Physical Binder
Evaluation Results	3 years	HR/Training Database
Annual Training Calendar	2 years	HR/Training Database

6. Revision History

Version	Date	Description	Approved By
1.0	2024-06-XX	Initial SOP creation	Health & Safety Manager