

# Standard Operating Procedure (SOP)

## Risk Assessment and Safety Measures Implementation

### 1. Purpose

This SOP details the process for conducting a comprehensive **risk assessment and safety measures implementation**. It includes identifying potential hazards, evaluating risks, prioritizing safety interventions, and applying control measures to mitigate identified risks. The procedure ensures a systematic approach to maintaining a safe work environment by continuously monitoring and improving safety practices to protect employees, equipment, and the organization.

### 2. Scope

This procedure applies to all departments, job roles, processes, and activities where health and safety risks may be present within the organization.

### 3. Responsibilities

- **Department Heads:** Ensure the risk assessment process is carried out and safety measures are implemented within their areas.
- **Supervisors:** Assist in identifying hazards, communicating risks, and executing control measures.
- **Employees:** Follow prescribed safety measures and report potential hazards or incidents.
- **Health & Safety Officer:** Oversee risk assessments, maintain records, review control measures, and ensure compliance.

### 4. Procedure

1. **Hazard Identification**
  - Conduct workplace inspections and job safety analyses.
  - Record all potential physical, chemical, biological, ergonomic, and psychosocial hazards.
2. **Risk Evaluation**
  - Assess the likelihood and severity of harm arising from each hazard.
  - Use a risk matrix to quantify risk levels.
3. **Risk Prioritization**
  - Rank hazards based on risk scores and prioritize for action.
4. **Implementation of Control Measures**
  - Apply the hierarchy of controls (Elimination, Substitution, Engineering Controls, Administrative Controls, PPE).
  - Document all implemented measures.
5. **Communication and Training**
  - Inform employees of risks and train them on safety practices and use of controls/PPE.
6. **Monitoring and Review**
  - Regularly monitor the effectiveness of control measures.
  - Review and update risk assessments at least annually or when significant changes occur.
7. **Recordkeeping**
  - Maintain risk assessment reports, action plans, and incident records for audit and compliance purposes.

### 5. Risk Assessment Matrix (Example)

Severity	Likelihood				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Insignificant (1)	1	2	3	4	5
Minor (2)	2	4	6	8	10

Moderate (3)	3	6	9	12	15
Major (4)	4	8	12	16	20
Catastrophic (5)	5	10	15	20	25

## 6. References

- Occupational Health and Safety Act (or relevant regulation)
- Company Health & Safety Policy Manual
- ISO 45001: Occupational Health and Safety Management Systems

## 7. Revision History

Version	Date	Description	Prepared By
1.0	2024-06-12	Initial creation	Health & Safety Officer