

SOP: Employee Safety Training Requirements and Schedules

This SOP details the **employee safety training requirements and schedules**, encompassing mandatory training topics, frequency of training sessions, employee eligibility and participation, documentation and record-keeping, assessment and certification processes, and protocols for refresher and specialized training. The aim is to ensure that all employees are equipped with the necessary knowledge and skills to maintain a safe work environment and comply with regulatory standards.

1. Purpose

To establish a standardized process for employee safety training, ensuring compliance with legal and company requirements and promoting a safe workplace.

2. Scope

This SOP applies to all employees, contractors, and temporary staff across all company departments and facilities.

3. Responsibilities

- **HR Department:** Coordinate and schedule training sessions; maintain training records.
- **Supervisors/Managers:** Ensure employee attendance and compliance; identify specialized training needs.
- **Employees:** Participate in assigned training and assessments.
- **Safety Officer/Trainer:** Deliver training, assess understanding, and issue certifications.

4. Safety Training Requirements

Training Topic	Applicable Employees	Frequency	Delivery Method
General Workplace Safety	All Employees	Upon hire; Annually	Instructor-led/Classroom/Online
Fire Safety & Emergency Procedures	All Employees	Upon hire; Every 2 years	Classroom/Drill
Hazard Communication (HazCom)	All Employees with chemical exposure	Upon hire; Annually	Online/Classroom
Personal Protective Equipment (PPE)	Employees requiring PPE	Upon assignment; As procedures change	On-the-job/Classroom
First Aid/CPR	Designated responders	Every 2 years	Certified Instructor/Classroom
Specialized (e.g., Equipment Operations, Confined Space)	Relevant personnel	Before assignment; As required by role/regulation	Onsite/Classroom/Online

5. Training Schedules

- New Hire Orientation: Within first week of employment.
- Annual Refresher Training: Scheduled each calendar year.
- Specialized/Recurrent Training: As per regulatory guidelines or change in job duties/processes.
- Make-up Sessions: Arranged for employees who missed scheduled training.

6. Eligibility and Participation

- All permanent, temporary, and contract employees must participate in mandatory safety training relevant to their job.
- Attendance is tracked and reported to HR and supervisors.

7. Documentation and Record-Keeping

- Maintain training records including date, topic, participants, presenter, and assessment results.
- Records retained for minimum of 5 years or as required by law/regulation.
- Records stored electronically and/or in secure physical files by HR.

8. Assessment and Certification

- Assess understanding through quizzes, tests, or practical demonstration as appropriate.
- Issue certificates of completion where required (e.g., First Aid/CPR, Equipment Operation).
- Document assessment results in training records.

9. Refresher and Specialized Training Protocols

- Table of training intervals referenced (see Section 4).
- Additional training provided for new equipment, procedures, or after incidents/near-misses.
- Specialized training arranged for roles with elevated risk or regulatory requirements.

10. Compliance and Continuous Improvement

- Regularly review training content and update SOP to align with regulations and best practices.
- Conduct periodic audits of training effectiveness and record-keeping.
- Encourage employee feedback for ongoing improvement of safety training programs.