

# SOP: Health, Safety, and Emergency Procedures Briefing

This SOP establishes the framework for conducting **health, safety, and emergency procedures briefings** to ensure all employees are informed of workplace hazards, safety protocols, and emergency response actions. It covers the preparation and delivery of effective briefings, communication of risk assessments, use of personal protective equipment (PPE), evacuation plans, and procedures for reporting incidents. The goal is to promote a safe working environment through regular, clear, and comprehensive safety communication.

## 1. Purpose

To ensure all personnel are briefed on workplace health and safety hazards, emergency procedures, and the use of protective measures to minimize risks.

## 2. Scope

This SOP applies to all employees, contractors, and visitors within the facility.

## 3. Responsibilities

- **Supervisors/Managers:** Prepare and deliver briefings, ensure attendance, and maintain records.
- **Employees:** Participate in briefings and adhere to communicated safety procedures.
- **Safety Officer:** Provide up-to-date risk assessments and regulatory guidance.

## 4. Procedure

1. **Preparation**
  - Review current risk assessments and safety documents.
  - Identify hazards specific to the work area and planned activities.
  - Prepare briefing materials (slides, handouts, PPE demonstrations, etc.).
2. **Delivery of Briefing**
  - Gather all participants at a designated location.
  - Communicate workplace hazards, safety protocols, and emergency procedures.
  - Demonstrate correct use of PPE and location of safety equipment.
3. **Emergency Procedures**
  - Explain evacuation routes and assembly points.
  - Discuss procedures for fire, medical, and other emergencies.
  - Identify key contacts and roles (fire warden, first aider, etc.).
4. **Incident Reporting**
  - Describe steps for reporting hazards, incidents, and near-misses.
  - Provide location and method for submitting incident reports (forms, hotline, etc.).
5. **Documentation**
  - Record attendance at each briefing session.
  - Document topics covered and any feedback or action items.

## 5. Frequency

- Conduct initial briefings for new employees and contractors.
- Provide refresher briefings quarterly or as required by changes in operations or regulations.

## 6. References

- Workplace Health and Safety Act/Regulations
- Company Safety Policy Manual
- Emergency Response Plan

## 7. Revision History



Version	Date	Description of Change	Author
1.0	2024-06-20	Initial release	Safety Officer