

# Standard Operating Procedure (SOP)

## Activity Risk Assessment and Safety Protocols

### Purpose:

This SOP details the process for **activity risk assessment and safety protocols**, encompassing hazard identification, risk evaluation, implementation of control measures, and continuous monitoring. It aims to ensure a safe working environment by systematically assessing potential risks associated with various activities and enforcing appropriate safety procedures to minimize accidents and injuries.

### Scope:

This SOP applies to all personnel involved in planning, conducting, managing, supervising, or auditing workplace activities where health and safety risks may be present.

### Responsibilities:

- **Supervisors:** Ensure risk assessments are conducted, documented, and control measures implemented.
- **Employees:** Follow safety protocols, report hazards, and participate in training.
- **Safety Officers:** Oversee compliance, provide guidance, and review assessments.
- **Management:** Approve safety policies, provide resources, and review SOP effectiveness.

### Definitions:

- **Hazard:** A source or situation with potential to cause harm.
- **Risk:** The likelihood and consequence of injury or harm occurring.
- **Control Measure:** Action taken to eliminate or reduce risk.

### Procedure:

- Hazard Identification**
  - Review processes, tasks, environment, equipment, and materials.
  - Consult personnel and observe activities to identify potential hazards.
  - Document identified hazards.
- Risk Evaluation**
  - Assess the likelihood and potential impact of each hazard.
  - Prioritize hazards based on risk level.
  - Use a risk matrix or similar tool for standardized evaluation.
- Implementation of Control Measures**
  - Determine and apply controls in accordance with the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and PPE.
  - Assign responsible persons and timelines for implementing controls.
- Documentation**
  - Record assessment findings, control measures, responsible parties, and completion dates.
- Communication and Training**
  - Communicate risk assessment outcomes and control measures to all affected staff.
  - Provide relevant training and resources as needed.
- Monitoring and Review**
  - Continuously monitor the effectiveness of control measures.
  - Review risk assessments periodically and after significant changes or incidents.
- Incident Reporting**
  - Report accidents, near-misses, and unsafe conditions promptly.
  - Investigate incidents to determine causes and recommend preventive measures.

### Risk Assessment Template (Example):

Activity	Hazard	Risk Evaluation	Control Measures	Responsible Person	Status/Review Date
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Manual lifting of boxes	Back strain/injury	Medium	Training in lifting technique, mechanical aids, team lifts	John Doe	Complete / 2024-08-15
Chemical usage	Chemical burns	High	Gloves, goggles, MSDS availability, proper storage	Jane Smith	Ongoing / 2024-09-01

**Records Management:**

- All assessments, controls, training, and monitoring documentation must be archived securely and be readily accessible.
- Maintain records for at least 5 years or as required by local regulations.

**References:**

- Occupational Safety and Health Administration (OSHA) guidelines
- Local health and safety legislation
- Internal safety policies and procedures

**Review and Revision:**

- This SOP must be reviewed annually or when significant changes to activities or legislation occur.
- Revisions must be documented and communicated to all relevant personnel.