

SOP: Health, Safety, and Emergency Preparedness Briefing

This SOP details the **health, safety, and emergency preparedness briefing** process, emphasizing the importance of informing all employees and visitors about workplace hazards, safety protocols, and emergency response procedures. It covers briefing schedules, key safety information dissemination, roles and responsibilities during emergencies, and methods for ensuring comprehension and compliance to maintain a safe and prepared work environment.

1. Purpose

To ensure all personnel and visitors are aware of health and safety procedures, associated hazards, and emergency protocols to minimize potential risk and maintain compliance with regulatory standards.

2. Scope

This SOP applies to all employees, contractors, and visitors who enter the facility or workplace area.

3. Responsibilities

- **Health & Safety Officer:** Prepare and facilitate briefings, maintain records, and update procedures as needed.
- **Supervisors/Managers:** Ensure team members attend briefings and adhere to protocols.
- **Employees and Visitors:** Attend briefings, comply with safety rules, and ask questions for clarification.
- **Emergency Response Team:** Lead and coordinate emergency response, provide support during drills and real incidents.

4. Procedure

1. **Briefing Schedule**
 - Conduct initial briefing during induction/onboarding for employees and contractors.
 - Conduct briefing for all visitors upon arrival.
 - Provide refresher briefings annually or when changes occur in processes, equipment, or legislation.
2. **Key Safety Information Dissemination**
 - Explain workplace hazards (physical, chemical, biological, ergonomic, etc.).
 - Distribute safety data sheets and workplace hazard maps where applicable.
 - Outline safe work practices and personal protective equipment (PPE) requirements.
 - Demonstrate location and proper use of emergency equipment (fire extinguishers, AEDs, eyewash stations, etc.).
3. **Emergency Procedures Overview**
 - Explain emergency signals and alarms (fire, evacuation, lockdown, etc.).
 - Provide evacuation routes and assembly point locations.
 - Define individual roles and responsibilities during emergencies.
 - Review communication procedures during emergencies.
 - Provide contact details for first aiders, emergency response team, and external emergency services.
4. **Ensuring Comprehension and Compliance**
 - Allow time for questions and answers during the briefing.
 - Use visual aids, handouts, and signage to reinforce safety messages.
 - Request signing of attendance sheets or digital acknowledgment of briefing content.
 - Conduct knowledge checks or short quizzes, if necessary.
5. **Recordkeeping**
 - Maintain documentation of all briefings, including date, attendees, and topics covered.

5. Emergency Contact Table

Contact	Phone Number	Location/Notes
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First Aid	XXX-XXX-XXXX	Main Office
Emergency Response Team Lead	XXX-XXX-XXXX	Operations Desk
Fire/Medical/Police	911	External Services

6. Review

This SOP will be reviewed annually or when significant changes occur in workplace operations, procedures, or legislation.

7. Appendix

- Sample attendance sheet
- Briefing handouts/templates
- Evacuation route maps