

SOP Template: Health, Safety, and Emergency Procedures Briefing

This SOP provides a comprehensive overview of **health, safety, and emergency procedures briefing**, covering essential topics such as workplace hazard identification, risk assessment, emergency response protocols, first aid training, fire safety measures, evacuation plans, and communication strategies. The objective is to ensure that all employees are informed and prepared to maintain a safe working environment and respond effectively to any emergencies.

1. Scope

This SOP applies to all staff, contractors, and visitors within the organization's premises.

2. Responsibility

- **Health & Safety Officer:** Oversees the implementation and regular review of this SOP.
- **Supervisors/Managers:** Ensure staff attendance and understanding of briefings.
- **All Employees:** Adhere to the procedures and report any health or safety concerns.

3. Procedure

1. **Hazard Identification and Risk Assessment**
 - Conduct routine workplace inspections to identify potential hazards.
 - Document and assess identified risks; prioritize based on severity and likelihood.
 - Report findings to relevant personnel and update risk register as necessary.
2. **Emergency Response Protocols**
 - Display emergency contact numbers prominently in the workplace.
 - Outline actions for fire, medical, chemical, and other emergencies.
 - Assign and train emergency wardens on their roles during emergencies.
3. **First Aid Training**
 - Ensure adequate number of trained first aiders are present per shift/site.
 - Maintain first aid kits in accessible locations and check contents monthly.
 - Display the names and contact details of first aiders.
4. **Fire Safety Measures**
 - Conduct regular testing and maintenance of fire safety equipment (alarms, extinguishers, sprinklers).
 - Hold fire drills at least twice a year.
 - Clearly mark fire exits and keep them unobstructed at all times.
5. **Evacuation Plans**
 - Develop and display site-specific evacuation maps.
 - Communicate evacuation procedures to all staff during induction and periodic refresher sessions.
 - Designate assembly points and ensure they are known to all personnel.
6. **Communication Strategies**
 - Use multiple channels (verbal, written, visual) for safety briefings and updates.
 - Provide language assistance or alternative formats where needed.
 - Document attendance at all briefings/training sessions.

4. Documentation & Records

- Maintain records of briefings, attendance, and emergency drills.
- Update SOP documents after each review or after any significant incident.

5. Review and Continuous Improvement

- Review this SOP annually or following any incident.
- Incorporate feedback from staff and lessons learned into updates of the SOP and training content.

6. Emergency Contact List

Contact	Role	Phone / Extension
Health & Safety Officer	Overall coordination	123-456-7890
First Aider	Medical response	Ext. 123
Emergency Services	Fire/Police/Ambulance	911
Site Manager	Evacuation oversight	987-654-3210

7. References

- National/State Occupational Health and Safety Regulations
- Company Emergency Management Plan
- First Aid Guidelines