

Standard Operating Procedure (SOP): Pre-Setup Safety Checks and Workspace Preparation

This SOP details the procedure for **pre-setup safety checks and workspace preparation** to ensure a safe and organized environment before commencing any work. It covers the inspection of tools and equipment, identification and removal of potential hazards, proper layout and cleanliness of the workspace, verification of safety gear availability, and confirmation of emergency protocols. The objective is to minimize risks, enhance worker safety, and promote efficient workflow from the outset of any project or task.

1. Scope

- Applies to all personnel involved in project setup and initial workspace preparation.
- Relevant for all work environments, including workshops, laboratories, and construction sites.

2. Responsibilities

- All staff members must abide by this SOP before starting any task.
- Supervisors are responsible for enforcing compliance and conducting spot checks.

3. Procedure

- 1. Inspect Tools and Equipment:**
 - Ensure all tools/equipment are in good working condition and free of defects.
 - Report, label, and remove any faulty equipment for repair or replacement.
- 2. Identify and Remove Hazards:**
 - Survey the workspace for obstacles, spills, sharp objects, or exposed wiring.
 - Clear debris, organize materials, and eliminate slip, trip, and fall hazards.
- 3. Ensure Workspace Organization:**
 - Arrange tools, materials, and equipment in a logical and accessible layout.
 - Keep walkways and exits unobstructed at all times.
- 4. Check Cleanliness:**
 - Sweep or clean surfaces as necessary to minimize dust and contamination.
 - Dispose of waste in appropriate bins/containers.
- 5. Verify Safety Gear Availability:**
 - Confirm all required PPE (e.g., gloves, goggles, helmets) is present, undamaged, and accessible.
 - Ensure that personnel are trained and fit-tested for specialized safety equipment if needed.
- 6. Review Emergency Protocols:**
 - Check that emergency exits, fire extinguishers, first aid kits, and eyewash stations are clearly marked and accessible.
 - Verify all staff know the location of emergency equipment and understand procedures for reporting incidents.
- 7. Document Completion:**
 - Complete a pre-setup safety checklist and submit it to the supervisor prior to starting work.

4. Documentation

- Pre-setup safety checklist (retain for records and audits)
- Incident and hazard report forms (if applicable)

5. References

- Company Safety Manual
- Local and national safety regulations

Note: Failure to follow this SOP may result in disciplinary action or increased risk of workplace accidents.