

# SOP Template: Safety Procedures for Maintenance Activities

This SOP details **safety procedures for maintenance activities**, covering risk assessment, use of personal protective equipment (PPE), lockout-tagout (LOTO) protocols, safe handling of tools and equipment, hazard communication, emergency response plans, and regular training requirements. The guidelines aim to minimize risks, prevent accidents, and ensure a safe working environment during all maintenance operations.

## 1. Purpose

To establish standardized safety procedures for all maintenance activities in order to protect personnel, equipment, and facilities from injury or damage.

## 2. Scope

This SOP applies to all maintenance personnel, contractors, and supervisors involved in maintenance activities on company premises.

## 3. Responsibilities

- **Maintenance Supervisors:** Ensure implementation and compliance with all safety procedures.
- **Maintenance Personnel & Contractors:** Adhere strictly to the procedures and promptly report hazards or incidents.
- **Safety Officers:** Provide training and oversight of safety programs.

## 4. Procedure

### 4.1 Risk Assessment

- Conduct a risk assessment prior to starting any maintenance activity.
- Identify potential hazards associated with the task and environment.
- Implement appropriate control measures.

### 4.2 Use of Personal Protective Equipment (PPE)

- Determine required PPE for each task (e.g. gloves, goggles, helmets, safety shoes).
- Inspect PPE before use for damages or defects.
- Wear PPE at all times during the maintenance work.

### 4.3 Lockout-Tagout (LOTO) Protocols

- De-energize all sources of hazardous energy before commencing work.
- Apply lockout and tagout devices according to company LOTO procedure.
- Verify isolation of energy sources before starting maintenance.
- Remove lockout/tagout devices only after maintenance is completed and area is clear.

### 4.4 Safe Handling of Tools and Equipment

- Use only tools and equipment appropriate for the task.
- Inspect all tools prior to use; report and tag out defective items for repair or replacement.
- Return tools and equipment to designated storage areas after use.

### 4.5 Hazard Communication

- Label and store hazardous substances according to regulations.
- Ensure all team members are aware of chemical hazards (consult SDS as needed).
- Use warning signs or barriers in work areas as required.

### 4.6 Emergency Response Plans

- Review location and use of emergency equipment (fire extinguishers, eyewash stations).
- Ensure all workers know emergency exit routes and assembly points.
- Report incidents immediately and follow established emergency procedures.

#### **4.7 Regular Training Requirements**

- Participate in safety induction and regular refresher training.
- Receive task-specific safety training as needed.
- Document all safety training and maintain records.

### **5. Records**

- Keep records of risk assessments, LOTO procedures, training sessions, and incident reports.

### **6. Review and Revision**

- This SOP shall be reviewed annually, or upon significant changes to regulations or processes.

### **7. References**

- OSHA 1910.147 (Control of Hazardous Energy)
- Company Safety Manual
- Manufacturer Instructions for Equipment and PPE