

Workplace Safety Protocol SOP Template

1. Purpose

This Standard Operating Procedure (SOP) provides guidelines to ensure a safe and healthy workplace for all employees.

2. Scope

This SOP applies to all employees, contractors, and visitors at [Company/Organization Name] premises.

3. Responsibilities

Role	Responsibilities
Management	Enforce protocol, provide resources, conduct training.
Supervisors	Monitor compliance, report hazards, support employees.
Employees	Follow safety guidelines, report incidents, use PPE.

4. Procedure

1. Hazard Identification:

- Inspect work areas regularly for potential hazards.
- Report unsafe conditions to supervisors immediately.

2. Personal Protective Equipment (PPE):

- Wear required PPE at all times in designated areas.
- Inspect PPE before use.

3. Incident Reporting:

- Report all accidents or near misses to supervisors without delay.
- Document incidents according to company policy.

4. Emergency Procedures:

- Familiarize with emergency exits and evacuation routes.
- Participate in scheduled safety drills.

5. Training

All employees must complete annual safety training and refresher courses as required.

6. Review and Revision

This SOP will be reviewed annually and updated as necessary to ensure ongoing safety compliance.

Document Control

Version	Date	Author	Changes
1.0	[YYYY-MM-DD]	[Name]	Initial release

