

# 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

