



SAFETY AND COMPLIANCE PROCEDURES



Document Title:

SOP ID:

Department:

Effective Date:

Version: 1.0

1.0 Purpose

To ensure a safe working environment by systematically identifying, addressing, and documenting potential hazards in compliance with

2.0 Scope

This procedure applies to all authorized safety personnel and managers conducting routine safety inspections at facilities.

3.0 Responsibilities

Role	Responsibilities
Safety Officer	Conduct inspections, document findings, and initiate corrective actions.
Department Manager	Review reports, approve corrective measures, and allocate resources.
Employees	Report hazards and adhere to safety protocols.

4.0 Required Tools and Materials

- Safety inspection checklist
- Digital camera (for photographic evidence)
- PPE (Personal Protective Equipment)
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5.0 Procedure

Step 1: Pre-Inspection Preparation

- 1 Review previous inspection reports and unresolved actions
- 2 Ensure that all inspection tools are calibrated and functional
- 3 Wear appropriate PPE (e.g., hard hat, safety glasses)

Step 2: On-Site Inspection

- 1 Check Physical Environment:
 - Look for slip/trip hazards (e.g., wet floors, loose cables)
 - Verify that emergency exits are unobstructed and clearly marked
- 2 Inspect Equipment:
 - Confirm that machinery guards are in place
 - Check for visible damage or leaks
- 3 Review Documentation:
 - Ensure that safety data sheets (SDS) are accessible and up-to-date
 - Verify that training records are current for high-risk tasks

Step 3: Document Findings

- 1 Record hazards on the inspection checklist
- 2 Photograph violations for evidence
- 3 Categorize risks: Low (fix within 30 days), Medium (fix within 7 days), High (immediate action)

Step 4: Implement Corrective Actions

- 1 Assign actions to responsible parties with deadlines
- 2 Follow up to ensure completion
- 3 Update records once resolved

Step 5: Report and Archive

- 1 Submit the inspection report to the Safety Manager
- 2 File documentation in the compliance tracking system

6.0 Compliance References

- OSHA Standard
- ISO 45001:2018 (Occupational Health and Safety)
- Company Safety Policy

7.0 Revision History

Version	<u>Date</u>	Changes	Approved By

8.0 Approval

Role	Name	Signature	Date
Prepared By			
Reviewed By			
Approved By			

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