
3.0 SAFETY OPERATING PROCEDURES MANUAL

3.1. STANDARD OPERATING PROCEDURE (SOP)

Procedure Title:	
Department/Area:	
Prepared By:	
Approved By:	
Date:	
Revision No.:	

1. Purpose

To provide step-by-step instructions to carry out tasks safely and efficiently.

2. Scope

This SOP applies to all employees and contractors performing [Insert Task/Process].

3. Responsibilities

- Supervisor: Ensure implementation and compliance
- Employees: Follow all instructions and use PPE
- HSE Officer: Monitor and review compliance

4. Procedure Steps

- 1.
- 2.
- 3.

5. PPE Requirements

Specify all required PPE (e.g., helmet, gloves, goggles, boots).

6. Associated Documents

- Risk Assessment
- SWMS
- Permit to Work (if applicable)

3. 2. SAFE WORK METHOD STATEMENT (SWMS)

Job Title/Task:	
Location:	
Date:	
Responsible Person:	

1. Task Breakdown

Step No.	Task Description	Associated Hazards	Controls / Mitigations	PPE Required
1				
2				

2. Emergency Procedures

First Aid location:	
Nearest hospital:	
Fire extinguisher location:	
Emergency contact:	

3.3. PERMIT TO WORK SYSTEM

Permit Type:	(Hot Work / Confined Space / Electrical / Working at Heights)
Location:	
Issued To:	
Authorized By:	
Start Date/Time:	
End Date/Time:	

1. Work Description

Explain the type of work and procedures involved.

2. Hazards Identified

E.g., fire, fumes, electric shock, moving parts.

3. Controls in Place

E.g., gas testing, isolation, standby personnel.

4. PPE Requirements

List required PPE:

Hard Hat Safety Goggles Gloves Respirator Safety Boots

5. Authorization Signatures

Role	Name	Signature	Date
Issuer			
Performer			
Supervisor			

3.4. LOCKOUT/TAGOUT (LOTO) PROCEDURE

1. Purpose

To prevent accidental energization or startup during maintenance or service.

2. Scope

This procedure applies to all maintenance and repair activities on energy-isolating devices.

3. Responsibilities

- Authorized Employee: Applies/removes lockout devices
- Affected Employee: Understands lockout zones
- Supervisor: Verifies compliance

4. Lockout Procedure

1. Notify all affected employees
2. Shut down the equipment
3. Isolate all energy sources
4. Lock and tag each energy source
5. Release stored energy
6. Verify zero energy state

5. Restoring to Operation

- Inspect the work area
- Remove tools
- Remove lockout devices
- Inform personnel
- Restart system

3.5. EMERGENCY RESPONSE PROCEDURES

1. Purpose

To respond effectively to emergency situations such as fire, chemical spills, or injuries.

2. Types of Emergencies Covered

- Fire
- Medical
- Chemical Spill
- Gas Leak
- Structural Collapse

3. Emergency Roles

- Emergency Coordinator: [Name]
- First Aider: [Name]
- Fire Warden: [Name]

4. Emergency Contacts

Emergency Contact Phone

Ambulance

Fire Brigade

Police

5. Evacuation Procedure

- Alarm sounds
- Stop work and proceed to assembly area
- Use designated escape routes
- Do not re-enter until all-clear is given

3.6. WORK AT HEIGHT PROCEDURE

1. Purpose

To control risks associated with work performed above ground level (typically >1.8 meters).

2. Risk Assessment

Must be conducted before any height work begins.

3. Fall Protection Measures

- Guardrails
- Safety harness and lanyards
- Fall arrest systems

4. PPE Requirements

- Full-body harness
- Non-slip footwear
- Helmet with chin strap

5. Equipment Inspection

- Check ladders, scaffolds, harnesses before use
- Only use certified and tagged equipment

6. Competency

Only trained and authorized workers are allowed to work at heights.

3.7. EXCAVATION AND TRENCHING SAFETY PLAN

1. Purpose

To ensure safety during excavation or trenching activities.

2. Scope

Applicable to all trenches and excavations >1.2 meters in depth.

3. Hazards Identified

- Cave-ins
- Water ingress
- Utilities strike
- Falls

4. Protective Systems

- Sloping
- Shoring
- Shielding (trench boxes)

5. Access and Egress

- Ladders every 7.5 meters
- Walkways and barriers

6. Inspection

- Before start of shift
- After rain
- After any disturbance

7. Emergency Plan

- Contact nearest hospital
- Provide trench rescue tools on site
- Designate a rescue team

