

CITY AND COUNTY OF DENVER

Safe Operating Procedure		
Occupational Safety and Health Management System No. 65.4.2 This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.	January 1995 Revised – January 1, 2008	Prepared / Revised By: Risk Management – Safety Unit

1.0 Introduction

Safe Operating Procedures (SOPs) shall be developed for complex or ongoing activities that present a risk of serious injury to employees or which have multiple hazard potentials. Excluded from this policy are passenger cars and light duty pickup trucks. SOPs may be developed as a stand alone document or as a supplementary document to a Job Hazard Analysis (JHA) as described in policy No. 65.4.1. SOPs shall be revised whenever there is a change or a new risk is identified and shall be maintained and reviewed periodically by the appropriate supervisor.

2.0 Development of a Safe Operating Procedure (SOP)

The following steps describe the SOP process.

- a) Briefly describe the work activity covered by the SOP. This description shall include the departments and agencies that are involved, the reason for the project and the location of the work.
- b) List the hazards that are involved with the operation. Control measures that must be taken to minimize exposure to the hazards are to be listed below each hazard. Citywide occupational safety policies that describe safe work practices shall be referenced and attached to the SOP.
- c) State in clear and direct language what precautions must be taken, what safety equipment must be used, and what actions must be avoided.
- d) List environmental concerns and impacts of the activity. These concerns may include generation of hazardous wastes, air emissions, potential surface or ground water contamination, disrupting wildlife habitats, etc. Control measures must also be listed to minimize the potential for detrimental environmental impacts. Large scale activities or projects may require that an Environmental Assessment (EA) be completed. EAs shall be coordinated through Environmental Services.
- e) Outline the steps that need to be taken in the event of an emergency. Means of communications such as the location to the nearest telephones, cellular telephones or two-way radios must be identified so that employees can make immediate notification to emergency responders if necessary. Additionally, it may be necessary to have emergency

response equipment such as spill control equipment, self contained breathing apparatus (SCBAs), fire extinguishers, etc.

- f) Identify the required safety training that employees are required to have before doing the work covered by the SOP. Examples of training that may be necessary include hazard communication, confined space entry, lockout/tagout/verify, electrical safety, etc.
- g) List all safety standards and requirements that are applicable to the work that is being performed. This will enable workers to quickly look up the regulations if questions arise about safety requirements.
- h) SOPs must be reviewed and approved by the manager or supervisor who is responsible for supervising the work. SOPs must be reviewed and revised as necessary at least every two years.
- i) Include the following statement: “Failure to comply with this Safe Operating Procedure may result in disciplinary action, up to and including dismissal, and may also result in reduction of Workers’ Compensation benefits.”

3.0 Distribution and Availability

When the SOP has been completed and approved, a copy shall be distributed to all employees who work on the project. Also, the SOP shall be kept accessible and readily available for future reference. All employees who may perform the work must read, date, and sign the Safe Operating Procedure before starting the work. A copy of the Safe Operating Procedure with the employee’s signature must be retained in the department’s or agency’s records.

*An SOP sample format is included on the following page.

Sample Format

Safe Operating Procedure

“Title”

1. Introduction: Briefly describe the work activity that the SOP addresses.
2. Description of Hazards and Control Measures: All hazards such as chemical exposures, exposures to rotating equipment, high voltages, use of compressed gases, working at elevations, etc. shall be addressed. Control measures for each hazard that has been identified shall be listed as follows:
 - A. List the hazard.
 - ❖ List control measures that will be taken to minimize exposure.
 - B. List the hazard.
 - ❖ List control measures that will be taken to minimize exposure.

Additionally, Citywide occupational safety policies that describe safe work practices such as lockout/tagout/verify, confined space entry, etc. are to be attached.
3. Environmental impacts/concerns: Identify hazardous wastes, air emissions, potential water source contamination, etc.
4. Emergency Response: List emergency response information, including telephone numbers and required emergency and/or rescue equipment.
5. Training Requirements: Identify training requirements for workers involved in projects covered by this SOP.
6. List All Applicable Safety and Health Standards: List applicable standards so that they can be quickly referenced for further guidance on safety requirements.
7. Developed By: _____ Date: _____
8. Approved By: _____ Date: _____