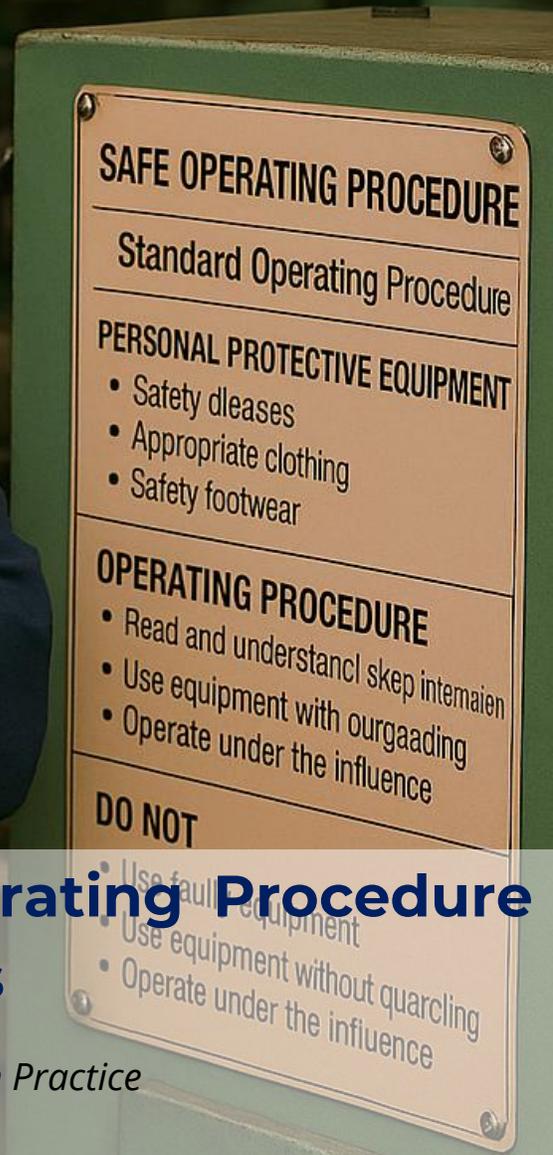


SAMPLE



Safe Operating Procedure examples

How SOPs Look in Practice

By: Khalid Ahmed, CMIOSH, MCIWEM

About This guide

Introduction

Safe Operating Procedures (SOPs) are step-by-step instructions that explain how to carry out specific tasks safely and consistently. They are designed to protect workers, equipment, and the workplace environment.

In this guide, you will explore real SOP examples to get a clear picture of:

- Structure: How an SOP is organized into sections.
- Content: What type of information is typically included.
- Application: How SOPs support safe and consistent work practices.

Your task is to:

1. Review the sample SOPs provided.
2. Notice how hazards and controls are described.
3. Pay attention to the simple, practical language used.

This will help you strengthen your ability to:

1. Understand what a well-written SOP looks like.
2. Recognize how SOPs guide safe work practices.
3. Use SOPs as references when planning or carrying out tasks.

Why This Matters

Safe Operating Procedures are one of the most effective ways to make safety practical. By seeing clear, real-world examples, you'll be better equipped to understand how SOPs are written, why they matter, and how they can support safer decision-making at work. This knowledge will make it easier for you to follow SOPs in your own role and appreciate their importance in preventing harm.

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1. Driving Workplace Vehicles

Procedure:

1. Only licensed/authorized persons may operate the vehicle.
2. Inspect vehicle before use (brakes, tires, warning signals).
3. Keep loads low and stable when moving.
4. Drive at safe speeds; no sudden turns.
5. Sound horn at blind spots and intersections.
6. Never allow passengers unless vehicle is designed for them.
7. Park on level ground with brake applied.

PPE Required: High-visibility vest, safety footwear.

2. Fueling Vehicles

Procedure:

1. Park vehicle on level ground, engine switched off, handbrake applied.
2. Prohibit smoking, naked flames, or mobile phone use in the fueling area.
3. Select correct fuel type for the vehicle.
4. Remove filler cap slowly to release any pressure.
5. Insert nozzle securely into filler neck before starting pump.
6. Do not overfill — stop when automatic shut-off activates.
7. Wipe up small drips immediately; report and contain larger spills.
8. Replace filler cap securely before starting the engine.
9. Wash hands after fueling.

PPE Required: Gloves and safety glasses if handling fuel frequently.

3. Using a Photocopier

Procedure:

1. Check that the machine is powered and ready before use.
2. Place documents flat on the glass or load securely in the feeder.
3. Keep hands clear when closing covers or trays.
4. Avoid looking directly at the scanning light.
5. If a paper jam occurs, follow the on-screen instructions to clear it safely — do not force parts.
6. Refill paper and toner only as instructed, using correct supplies.
7. Keep the area around the photocopier tidy and free of clutter.
8. Report faults or malfunctions to the responsible person — do not attempt repairs.

PPE Required: None (unless handling toner — then use gloves if available).

About the Author



Khalid Ahmed is a Chartered Member of IOSH (CMIOSH) and a Member of the Chartered Institution of Water and Environmental Management (MCIWEM), with over 10 years of professional experience in Health, Safety, and Environment (HSE) practice and 7+ years in HSE training. Holding multiple industry-recognized qualifications—including M.Sc. in Safety, B.Sc. (Hons.) in Chemical Engineering, NEBOSH Environmental Diploma, NEBOSH International General Certificate, Level 3 Award in Education and Training, and ICDL—

Khalid has delivered safety training to diverse industries in the Middle East. His mission is to make safety knowledge clear, practical, and accessible for all workers and supervisors.