

SafetyDraft

Safety Manuals | SOPs | Contractor Documentation

Contractor Safety Manual

Clear safety responsibilities, task controls, and training records.

Sample	Demonstration document
Focus	Written safety program
Service	Document drafting, revision, and organization

Demonstration sample, not prior client work. Content must be tailored to actual operations and supplied requirements. No platform or reviewer approval is guaranteed.

Contractor Safety Manual

Clear responsibilities, task controls, and records that can be tailored to a contractor's day-to-day work.

1. Management

Management should assign program ownership and provide resources to:

- Maintain safety policies suited to company operations.
- Provide required training, equipment, and personal protective equipment (PPE).
- Address reported hazards and safety deficiencies promptly.
- Review incidents and near misses for corrective actions.
- Ensure supervisors understand and enforce safety expectations.

2. Employees

- Follow procedures and supervisor instructions.
- Use required PPE and inspect it before use.
- Report hazards, injuries, incidents, and near misses promptly.
- Complete required training.
- Stop work and notify supervision when an immediate serious hazard is identified.

3. Pre-Task Hazard Review

Before work starts, the supervisor or designated competent person should assess the actual task and work area. Consider:

- Work area, environmental conditions, and emergency conditions
- Tools, equipment, and mobile equipment
- Electrical and fall exposures; hazardous materials
- Required PPE and interaction with other contractors or trades

4. PPE

Select PPE for the task hazards. Train employees on its use, limitations, inspection, and replacement. Depending on the work, protection may include:

- Eye and face protection, footwear, gloves, and hearing protection
- Hard hats and high-visibility clothing
- Respiratory and fall protection equipment, when required

5. Training and Records

Training should match assigned duties, equipment, hazards, and client or site requirements. Topics may include:

- New employee orientation and hazard communication
- PPE and emergency procedures
- Equipment-specific training
- Fall protection and electrical safety, as applicable
- Incident reporting and client or site requirements

Records should identify the employee, topic, date, instructor or provider, and completion or acknowledgment details, as applicable.

6. Incident Reporting

Report work-related injuries, property damage, vehicle incidents, and significant near misses promptly. Review contributing conditions and corrective actions to help prevent recurrence.

7. Emergency Procedures

- How to report an emergency and contact emergency services
- Evacuation and personnel accountability
- Response to fire, spills, injuries, and other site emergencies
- Client or site-specific instructions

8. Corrective Actions and Updates

Assign each deficiency an owner and target completion date, then verify completion. Review the program when operations or hazards change, an incident exposes a weakness, or a reviewer identifies a documentation gap.

For Your Project

A manual tailored to your operations, workforce, equipment, training process, and supplied customer or prequalification requirements.

Practical value: clear ownership, usable work expectations, and organized records for internal review.