

SafetyDraft

Safety Manuals | SOPs | Contractor Documentation

Reviewer Comment to Policy Revision

See how a broad training statement becomes clear, reviewable policy language.

Sample	Demonstration document
Focus	Requirement review and policy revision
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.

Reviewer Comment to Policy Revision

A demonstration of turning a training requirement into specific, reviewable policy language.

Sample Requirement

Identify required employee training, who provides it, and how completed training is documented.

Before

Employees will receive safety training as necessary to perform their jobs safely.

What Is Missing

The statement gives no clear process for training. It needs:

- An accountable role and training timing
- Recordkeeping expectations and refresher-training triggers

After: Employee Safety Training

The company will provide training suited to assigned duties and workplace hazards. Supervisors will identify required training before assigning work involving specialized equipment, hazardous conditions, or client-specific requirements.

Training may include, as applicable:

- New employee orientation and hazard communication
- PPE and emergency procedures
- Equipment operation, fall protection, and electrical safety
- Task-specific procedures and client or site requirements

Complete training before work that requires specialized knowledge or authorization. Provide refresher training when procedures or hazards change, performance shows a knowledge gap, or regulatory, client, or company requirements call for retraining.

After: Training Records

Document completed training. Records may include:

- Employee name, topic, and date
- Instructor or provider and training method
- Acknowledgment or completion record

Details to Confirm

Final wording must reflect the contractor's actual process:

- Who assigns, provides, and tracks training?
- Where are training records kept?
- Who authorizes employees for task-specific work?
- What customer or site-specific training is required?

Your Deliverables

- A gap review against supplied requirements
- Drafted or revised policy language
- A list of company details still needed
- An organized document for internal review or portal submission

SafetyDraft drafts and revises documents using supplied requirements and company information. The contractor confirms operational accuracy and manages submission or certification. This example does not establish compliance with any specific platform or guarantee approval.