

SOP-00

Safety Management SOPs

The people procedures · onboarding, competence, refreshers, agency and young workers

The sector packs cover the hazards. This pack covers the PEOPLE — how somebody joins, gets trained, gets authorised, stays current, and how you control the ones who are not your employees. It applies whichever sector pack you are using.

Scope and limitations — read before use

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1. Why this pack exists

Every prosecution in the sector packs has the same shape underneath it: somebody was doing something they were not competent to do, or was competent once and nobody checked since. Hazard documents do not fix that. Procedures for managing people do.

Ref	Document	Covers
SOP-00	This guide	How the pieces fit together
SOP-01	New starter onboarding	Day one to fully authorised, with the checklist
SOP-02	Competence, authorisation and refreshers	The lifecycle, and the calendar that stops it lapsing
SOP-03	Agency, contractors and the self-employed	People on your site who are not your employees
SOP-04	Young workers and apprentices	A specific legal duty most firms miss entirely
SOP-05	Consultation, reporting and review	Talking to the workforce, and the annual cycle

2. The competence lifecycle in one picture

Stage	What happens	Document	Who
1. Recruit	Check what they claim. Certificates seen and copied.	SOP-01	You
2. Induct	Site, hazards, rules, emergency arrangements. Before they start work.	SOP-01	You

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3. Basic training	Off-the-job training on the machine or task, if they do not already hold it.	The VQ packs	Training provider
4. Specific job training	YOUR machine, YOUR site, YOUR tasks.	SOP-02	You
5. Familiarisation	Supervised work until fluent.	SOP-02	Supervisor
6. Authorise	Written authorisation naming machines and limits. Competence is complete here.	SOP-02	You
7. Monitor	Are they still doing it properly? Spot checks and observation.	SOP-05	Supervisor
8. Refresh	Before it lapses. 3–5 years, or sooner on trigger.	SOP-02	You
9. Change or leave	Re-assess on any change of machine, task or after a break. Exit health surveillance where relevant.	SOP-02	You

Most firms do stages 1 to 3 and then stop. Stages 4 to 8 are entirely yours as the employer, and they are what an inspector or an insurer asks to see.