**Commonwealth Workplace Safety and Health Program**

**Requirement Guide**

**(Protocols or Standard Operating Procedures – P Elements)**

**Overview:**

Under the Accident and Illness Prevention Program (AIPP) Elements section of the Pennsylvania Workers’ Compensation Health and Safety Regulations, 34 PA Code Chapter 129, there is a requirement for protocols or standard operating procedures when applicable to the workplace.

Each of the protocols must be reviewed to determine applicability. If applicable, this series of directives should be used define the need for written protocols within the agency and the minimum requirements necessary to develop the protocols. It is recognized that the requirements listed for the protocols may not cover all needs or apply to all agencies.

The development of agency specific programs and procedures should be based on the type of operations and hazards in the work environment. Assistance is available from the consultants for the development of the protocols and procedures. To request assistance, contact ra-benhelp@state.pa.us.

**Explanation and Use of the Guide:**

The requirement guide includes several sections that explain how to adequately address each protocol. It is important to understand this information to be able to use the guide.

**Purpose:** Provides the purpose and definition of the protocol.

**Introduction:** Provides clarification to the definition and general requirement information.

**Hazard Assessment**: This section provides guidance to review all agency locations and operations to determine if the protocol is applicable. If not applicable, no further action is required. If it is found that the hazard exists, then follow the guidance in the remainder of this directive for developing, implementing, and maintaining an effective program to address the need. Document and maintain the completed assessment for record keeping.

**Standards:** Applicable federal, state, or national consensus standards and organizations are provided for reference and guidance. The list provided may not be all inclusive.

**Written Procedure:** All elements require a written procedure. A list of items and criteria to be addressed in the procedure, based on the applicable standards, are provided.

**Training:** All employees exposed to the hazard or working in close proximity to the hazard require training. Maintain documentation of the training for all affected employees to include the name, date, and subject of the training.

**Procedures:** The list provides hazard or program specific procedures that must be addressed in the written procedure.

**Checklist and Forms:** Some, but not all, elements require the completion of checklists or forms which are explained under this heading.

**Program Effectiveness Review and Response**: The effectiveness of each program in preventing workplace hazards, injuries, and illnesses should be evaluated at least annually with appropriate actions taken including the documenting of annual reviews.