



Standard Operating Procedure (SOP) Health and Safety

1. Purpose

This Standard Operating Procedure (SOP) outlines Sonic Transport UK Limited's approach to maintaining high health and safety standards across all operations.

The SOP forms an essential part of staff training and ensures that employees, drivers, subcontractors, and self-employed personnel understand their responsibilities and operate in full compliance with health and safety legislation and company policies.

This document applies to:

- All Sonic Transport employees
- Company delivery drivers
- Subcontractors and agency personnel
- Visitors to company-controlled premises

2. Health and Safety Consultation & Training

Sonic Transport provides regular health and safety consultation and training, including induction training for all new employees.

We encourage open communication, allowing staff to raise concerns and contribute to risk management decisions.

All personnel must be aware of:

- Potential hazards and associated risks
- Control measures implemented to reduce risk
- Emergency procedures and escalation processes

Subcontractors and self-employed contractors are required to comply fully with these standards.

3. Workplace Facilities

To ensure employee welfare, health, and safety, Sonic Transport provides appropriate workplace facilities.

3.1 Welfare Facilities

- Toilets and hand-washing facilities with soap and drying equipment
- Access to clean drinking water
- Storage for personal clothing and changing facilities (where required)
- Rest areas for meals and breaks

3.2 Health Provisions

- Adequate ventilation with fresh air circulation
- Suitable working temperatures (minimum 16°C; 13°C for physically demanding tasks)
- Appropriate lighting for all tasks
- Sufficient workspace and ergonomic workstation setup
- Clean working environments with effective waste disposal systems

3.3 Safety Provisions

- Regular inspection and maintenance of equipment
- Clear and unobstructed walkways and floors
- Safe access to windows and other fixtures

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4. First Aid

Sonic Transport ensures immediate access to first aid in the event of illness or injury at work.

We maintain:

- Fully stocked first aid kits
- A designated First Aid Coordinator
- Clear communication of first aid procedures to all staff

Workplace injuries must be reported immediately.

5. Reporting Procedures

All health and safety concerns must be reported to the designated Health and Safety Representative. All accidents, incidents, near misses, and cases of work-related ill health are recorded in accordance with statutory requirements.

A current Health and Safety Law poster is displayed prominently at the company premises.

6. Fire Safety

All employees are trained in fire safety procedures, including:

- Location and operation of fire alarm systems
- Emergency exit routes
- Fire assembly point (located at the front of the building)

Fire exits must remain clear at all times.

7. Employer's Liability Insurance

Sonic Transport maintains Employer's Liability Insurance with coverage of up to £1,000,000, valid until 15 March 2025.

8. Compliance and Legal Responsibilities

Under UK health and safety law:

- Employers hold primary responsibility for ensuring a safe working environment.
- Employees must take reasonable care of their own health and safety and that of others.
- All staff must cooperate fully with company procedures and legal requirements.

Company policies are aligned with current legislation and are reviewed regularly to ensure compliance.

9. Office Worker Safety

Sonic Transport conducts regular risk assessments for office environments using a structured six-step process to identify hazards and implement preventative measures.

10. Health and Safety for Company Drivers

Driver safety is a priority. Drivers must adhere strictly to company and site-specific health and safety rules during collection, transit, and delivery.

Drivers are required to:

- Wear appropriate Personal Protective Equipment (PPE) at all times on-site
- Follow site speed limits and traffic rules
- Comply with designated parking and routing instructions



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10.1 Site Information Requirements

Site operators must provide drivers with relevant safety information, including:

Vehicle Movements

- Designated parking areas
- Site speed limits
- Traffic routes and pedestrian areas
- Reversing restrictions

Equipment Use

- Drivers must not operate site machinery unless formally trained and authorised
- PPE requirements must be clearly communicated

Induction & Information

- Site induction procedures
- Safe pedestrian routes
- Accident and near-miss reporting procedures
- Emergency arrangements
- Location of welfare facilities

11. Manual Handling & Equipment Use

- Drivers are responsible for safe transportation of goods only.
- Loading and unloading remain the responsibility of site operators unless otherwise agreed in advance.
- Manual handling (“handballing”) must only occur with prior office approval.
- Drivers must refuse to operate any equipment for which they are not trained.

Sonic Transport will not accept liability for damage or incidents arising from unauthorised equipment use.

12. Welfare Facilities at External Sites

Site operators must provide drivers with access to:

Sanitary Facilities

- Accessible toilets and washing facilities

Drinking Water

- Adequate supply of potable drinking water

13. Continuous Improvement

Sonic Transport monitors and updates health and safety procedures regularly to reflect changes in legislation and industry standards.

Updates are communicated promptly to all staff.

By adhering to this SOP, Sonic Transport ensures a safe, compliant, and professional working environment while protecting the health, safety, and wellbeing of all personnel.

This Policy is reviewed annually.

Latest: 03/03/2026



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