

Standard Operating Procedure (SOP): Incident Reporting and Accident Investigation Process

This SOP details the **incident reporting and accident investigation process**, covering the steps for timely reporting of incidents, initial response actions, thorough investigation procedures to identify root causes, documentation requirements, and corrective measures implementation. Its purpose is to ensure accurate recording, analysis, and prevention of workplace accidents to enhance overall safety and compliance with regulatory standards.

1. Purpose

To outline the procedures for reporting, investigating, documenting, and addressing incidents and accidents in the workplace to enhance safety, prevent recurrence, and comply with legal requirements.

2. Scope

This SOP applies to all employees, contractors, and visitors within the organization and encompasses all workplace incidents and accidents occurring on company premises or during work-related activities.

3. Definitions

- **Incident:** An unplanned event that does not result in injury or damage but has the potential to do so.
- **Accident:** An unplanned event that results in injury, illness, or property damage.
- **Root Cause:** The fundamental reason for the occurrence of an incident or accident.
- **Corrective Action:** Measures implemented to eliminate the causes of a detected incident or accident.

4. Responsibilities

Role	Responsibility
All Employees	<ul style="list-style-type: none">• Immediately report incidents and accidents to the supervisor.• Cooperate with investigations.
Supervisors/Managers	<ul style="list-style-type: none">• Ensure prompt reporting and initial response to incidents.• Initiate documentation and begin investigation.• Implement corrective actions as required.
Safety Officer/Committee	<ul style="list-style-type: none">• Lead investigations, analyze findings, recommend corrective actions, and ensure follow-up.• Maintain all records related to incidents and investigations.• Ensure compliance with statutory regulations regarding reporting.

5. Procedure

1. **Immediate Response**
 - Ensure safety of affected personnel; provide first aid or emergency response as needed.
 - Control the scene to prevent further harm or damage.
2. **Reporting**

- Employee reports incident/accident to supervisor immediately.
- Supervisor notifies the Safety Officer/Committee, and if required, relevant authorities.
- Complete the Incident Report Form within 24 hours of occurrence.

3. Investigation

- Assign an investigation team led by Safety Officer/Committee.
- Secure the scene, collect evidence (photos, statements, equipment, etc.), and interview witnesses.
- Analyze findings to determine immediate and root causes.

4. Documentation

- Document all details and evidence in an Investigation Report.
- Retain incident and investigation records as per company policy and legislative requirements.

5. Corrective / Preventive Actions

- Develop, implement, and track corrective actions to eliminate identified causes.
- Communicate findings and preventative measures across relevant departments.
- Review effectiveness of controls implemented.

6. Reporting to Authorities

- Where legally mandated, report specific incidents or accidents to regulatory authorities within stipulated timeframes.

6. Records and Documentation

- Incident/Accident Report Form
- Investigation Report
- Corrective Action Plan
- Correspondence with authorities (if applicable)

7. Review

This SOP should be reviewed annually, or after major incidents, to ensure continued relevance and effectiveness.

8. References

- Occupational Health and Safety Act / Local Regulatory Requirements
- Company Health & Safety Policy