

SOP: Incident and Accident Reporting Process

This SOP defines the **incident and accident reporting process** to ensure timely, accurate, and consistent documentation of all workplace incidents and accidents. It covers the identification, notification, investigation, and analysis of incidents to prevent recurrence, comply with legal requirements, and promote a safe work environment. The process includes roles and responsibilities, reporting timelines, data recording methods, and follow-up actions for corrective measures and continuous safety improvement.

1. Purpose

To establish a structured process for reporting, investigating, and analyzing workplace incidents and accidents. This ensures regulatory compliance, prevents recurrence, and fosters continuous improvement in workplace safety.

2. Scope

This procedure applies to all employees, contractors, and visitors within the organization on all company premises.

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 resulting in injury, illness, or property damage.
- **Near Miss:** An unplanned event that did not result in injury, illness, or damage but had the potential to do so.

4. Roles and Responsibilities

Role	Responsibilities
All Employees	<ul style="list-style-type: none">• Immediately report all incidents and accidents to their supervisor or manager.• Participate in investigations as required.
Supervisors/Managers	<ul style="list-style-type: none">• Ensure incidents/accidents are reported promptly.• Initiate investigations and complete initial report documentation.• Implement immediate corrective actions.
Health & Safety Officer	<ul style="list-style-type: none">• Lead investigations of serious incidents/accidents.• Maintain incident/accident records.• Ensure legal and regulatory compliance.• Coordinate review and follow-up actions.
Senior Management	<ul style="list-style-type: none">• Review investigation outcomes and ensure corrective actions are implemented.• Provide necessary resources for continuous safety improvement.

5. Reporting Process

1. **Identification:** Any employee witnessing or involved in an incident/accident must notify their supervisor immediately.
2. **Notification:**
 - Supervisors notify the Health & Safety Officer and/or HR within 1 hour of occurrence (for serious incidents/accidents).
 - Minor incidents should be reported within the same work shift.
3. **Documentation:**
 - Complete the Incident/Accident Report Form within 24 hours of the event.
 - Forms must include: date, time, location, description, individuals involved, witnesses, and immediate actions taken.
4. **Investigation:**
 - Health & Safety Officer leads a root cause investigation for all reportable events.
 - Include interviews, evidence collection, and determination of contributing factors.
5. **Corrective Actions:**
 - Based on findings, corrective/preventive measures are assigned and documented.
 - Supervisors ensure timely completion and closure of actions.

6. Follow-Up & Review:

- Health & Safety Officer monitors implementation.
- Senior management reviews monthly trends and ensures continuous improvement.

6. Reporting Timelines

- **Immediate reporting** of serious incidents/accidents to supervisors/management.
- **Incident/Accident Report Form** to be completed within 24 hours.
- **Follow-up investigation** to be initiated within 48 hours of notification.

7. Data Recording and Retention

- All reports and investigation documents must be stored securely (hard copy and/or digital systems).
- Retention period: Minimum of 5 years or as per applicable legal requirements.

8. Continuous Improvement

- Regular analysis of incident and accident trends.
- Review and update the SOP as required.
- Provide training and awareness sessions to staff.

9. References

- Applicable local and national health & safety regulations
- Company Health & Safety Policy