

Standard Operating Procedure (SOP)

Incident Reporting and Accident Response Protocol

This SOP details the **incident reporting and accident response protocol**, outlining the necessary steps for identifying, documenting, and reporting workplace incidents and accidents promptly. It emphasizes immediate response actions to ensure safety, proper communication channels, investigation procedures to determine causes, and corrective measures to prevent recurrence. This protocol aims to enhance workplace safety, ensure compliance with regulatory requirements, and support continuous improvement in risk management practices.

1. Purpose

To establish a systematic approach for prompt reporting, action, and investigation of workplace incidents and accidents to ensure a safe environment and compliance with legal requirements.

2. Scope

This protocol applies to all employees, contractors, and visitors within the organization's premises.

3. Definitions

- **Incident:** An unplanned event that does not result in injury, illness, or damage but has the potential to do so.
- **Accident:** An unplanned event that results in injury, illness, or property damage.
- **Near Miss:** An event where no injury or damage occurs but could have resulted in an accident.

4. Roles and Responsibilities

Role	Responsibility
All Employees	Report all incidents, accidents, and near misses immediately; cooperate in investigations.
Supervisors/Managers	Ensure incident areas are safe, collect initial information, notify Safety Officer and management.
Safety Officer	Lead investigations, maintain records, recommend corrective actions.
HR/Administration	Support reporting, regulatory notifications, and communications.

5. Procedure

- 1. Immediate Response**
 - Secure the area and ensure safety of all personnel.
 - Provide medical assistance if required; call emergency services if necessary.
 - Prevent further injury/damage by isolating hazards.
- 2. Reporting**
 - All incidents/accidents/near misses must be reported to the supervisor or Safety Officer within 1 hour.
 - Use the Incident/Accident Report Form to document details (who, what, where, when, how).
- 3. Notification**
 - Supervisors notify the Safety Officer and HR.
 - Notify regulatory authorities within required timelines (if applicable).
- 4. Investigation**
 - Safety Officer conducts a root cause analysis, documenting findings and evidence.
 - Interview involved persons and witnesses; collect relevant documents and photos.
- 5. Corrective and Preventive Actions**
 - Develop and implement measures to address root causes.
 - Communicate outcomes and prevention strategies to staff.
- 6. Follow-Up and Recordkeeping**
 - Monitor the effectiveness of corrective actions.
 - Maintain incident records according to the organization's retention policy.

6. Forms and Documentation

- Incident/Accident Report Form
- Corrective Action Report
- Investigation Checklist

7. Training

All employees must undergo training on this SOP during onboarding and annually thereafter.

8. Review and Revision

This SOP will be reviewed at least annually and updated as necessary to reflect changes in regulations, business operations, or identified deficiencies.

9. References

- Local and national workplace safety regulations
- Organization's Health & Safety Policy