SOP Template: Incident and Accident Reporting Guidelines

This SOP establishes clear **incident and accident reporting guidelines** to ensure timely and accurate documentation of all workplace incidents and accidents. It covers the identification and classification of incidents, immediate response protocols, reporting procedures, investigation processes, and follow-up actions. The purpose is to promote a safe working environment by preventing recurrence, ensuring compliance with legal requirements, and facilitating continuous improvement in safety management.

1. Purpose

To provide standardized procedures for reporting, investigating, and documenting incidents and accidents in the workplace to ensure safety, legal compliance, and continuous improvement.

2. Scope

This SOP applies to all employees, contractors, and visitors within the organization premises.

3. Definitions

- **Incident:** Any unplanned event that results in, or could have resulted in, injury, illness, damage to property, or environmental harm.
- **Accident:** An unplanned event that results in injury or property damage.
- **Near Miss:** An unplanned event that did not result in injury or damage but had the potential to do so.

4. Responsibilities

- **All Employees:** Must report all incidents, accidents, and near misses promptly.
- **Supervisors/Managers:** Ensure all incidents are reported, documented, and investigated.
- **Safety Officer:** Oversee investigation process, maintain records, and ensure corrective actions are completed.

5. Identification and Classification

1. Identify all incidents, accidents, and near misses promptly.
2. Classify the event based on definitions provided above.

6. Immediate Response Protocols

1. Ensure the area is safe and provide first aid as needed.
2. Notify emergency services if necessary.
3. Secure the scene for investigation (do not disturb unless to prevent further harm).

7. Reporting Procedures

1. Complete an Incident/Accident Report Form within 24 hours of the event.
2. Submit the form to the immediate supervisor or safety officer.
3. Supervisor or Safety Officer to review and escalate based on severity.

8. Investigation Process

1. Investigate all reported incidents and accidents within 48 hours.
2. Gather statements from involved parties and witnesses.
3. Analyze root causes and contributing factors.
4. Document findings and recommendations.

9. Follow-Up Actions

1. Implement corrective and preventive measures.
2. Monitor effectiveness of actions taken.
3. Update safety procedures and provide additional training as needed.

10. Documentation and Record Keeping

1. Maintain records of all incidents, investigations, and follow-up actions for a minimum period as required by law.
2. Retain documents in a secure and confidential manner.

11. Review and Continuous Improvement

1. Review incident trends periodically.
2. Update this SOP as necessary to reflect changes in legal requirements or organizational processes.