

SOP Template: Incident and Accident Reporting Process

This SOP details the **incident and accident reporting process**, emphasizing the importance of timely and accurate documentation of all workplace incidents and accidents. It outlines the steps for notifying supervisors, completing necessary report forms, conducting investigations to determine root causes, implementing corrective actions, and maintaining records to ensure compliance with safety regulations and prevent future occurrences.

1. Purpose

To establish a standardized procedure for reporting, investigating, and documenting all workplace incidents and accidents in order to promote workplace safety, comply with regulations, and prevent reoccurrence.

2. Scope

This SOP applies to all employees, contractors, and visitors at [Company/Organization Name]. It covers all types of incidents and accidents occurring on company premises or during work-related activities.

3. Responsibilities

- **All Employees:** Immediately report any incidents or accidents to their supervisor.
- **Supervisors/Managers:** Ensure prompt completion of incident reports and initiate investigations.
- **Safety Officer:** Oversee investigation, documentation, and follow-up actions.
- **HR/Administration:** Maintain incident records and ensure legal compliance.

4. Definitions

Term	Definition
Incident	An unplanned event that did not result in injury, illness, or damage but had the potential to do so (near miss).
Accident	An unplanned event that results in injury, illness, or property/environmental damage.
Root Cause	Underlying reason(s) for the occurrence of an incident or accident.

5. Procedure

1. **Immediate Response**
 - Ensure safety and provide first aid if necessary.
 - Notify emergency services if required.
2. **Notification**
 - Report the incident/accident immediately to the direct supervisor or manager.
 - Supervisor to inform the Safety Officer and HR/Administration.
3. **Documentation**
 - Complete the Incident/Accident Report Form within 24 hours of occurrence.
 - Attach any supporting evidence (photos, witness statements, medical reports).
4. **Investigation**
 - Supervisor and Safety Officer to conduct an investigation as soon as possible.
 - Identify root causes, contributing factors, and recommend corrective actions.
5. **Corrective Actions**
 - Implement and document corrective and preventive measures.
 - Assign responsibility for each action and establish a completion timeline.
6. **Review and Closure**
 - Review effectiveness of corrective actions.
 - Close the case after ensuring all actions are completed.
7. **Record Keeping**
 - File all incident/accident documentation and investigation reports for a minimum of [X] years, as required by law.
 - Maintain confidentiality and restrict access to authorized personnel only.

6. Related Documents

- Incident/Accident Report Form
- Corrective Action Log
- Root Cause Analysis Template
- Local, State, and Federal Safety Regulations

7. Revision and Review

This SOP should be reviewed annually or after any significant incident or regulatory change. Proposed changes must be approved by Safety Committee and Management.

8. Contact Information

For questions about this procedure, contact:

Safety Officer: [Name / Email / Phone]

HR Department: [Name / Email / Phone]