

# SOP Template: Incident and Near-Miss Reporting Protocols

This SOP details the **incident and near-miss reporting protocols**, emphasizing the importance of timely and accurate documentation of all workplace incidents and near-miss events. It outlines the steps for identifying, reporting, and investigating incidents to prevent recurrence, promotes a culture of safety and transparency, and ensures compliance with regulatory requirements. The procedure aims to enhance workplace safety by enabling early detection of hazards and the implementation of corrective actions.

## 1. Purpose

To establish a standardized process for identifying, reporting, investigating, and documenting workplace incidents and near-miss events in order to improve safety, prevent recurrence, and comply with regulations.

## 2. Scope

This SOP applies to all employees, contractors, and visitors within the organization's facilities.

## 3. Definitions

Term	Definition
Incident	An unplanned event that results in injury, illness, property damage, or environmental harm.
Near-miss	An unplanned event that did not result in injury, illness, or damage-but had the potential to do so.

## 4. Responsibilities

- **All Employees:** Immediately report any incident or near-miss to their supervisor or designated person.
- **Supervisors/Managers:** Ensure incidents are reported, initiate investigations, and document findings.
- **Safety Officer/Committee:** Analyze reports, identify trends, recommend corrective actions, and ensure compliance.

## 5. Procedure

1. **Identification**  
Recognize and promptly identify any incident or near-miss event.
2. **Immediate Actions**
  - Ensure safety of individuals and prevent further harm.
  - Provide first aid or medical attention, if required.
3. **Reporting**
  - Report the event immediately to a supervisor using the designated Incident/Near-Miss Report Form.
  - Submit the report within **24 hours** of the event.
4. **Investigation**
  - Supervisor initiates an investigation to determine the cause and contributing factors.
  - Include employees involved or witnesses in the investigation process.
5. **Documentation**
  - Complete incident/near-miss report forms and attach supporting evidence (photos, witness statements, etc.).
  - Maintain records as required by organizational and regulatory requirements.
6. **Corrective Actions**
  - Implement corrective measures to address the causes identified.
  - Follow up to ensure actions are effective.
7. **Communication**
  - Communicate lessons learned and preventive measures to all relevant personnel.

## 6. Records

Maintain all records of reported incidents and near-misses, investigation findings, and corrective action follow-ups for a minimum period as required by regulation or company policy.

## 7. Review

This SOP shall be reviewed annually and following significant incidents or regulatory changes.

## 8. References

- Company Health and Safety Policy
- Applicable Occupational Health and Safety Regulations