

SOP: Incident Reporting Form Completion and Submission

This SOP details the process for **incident reporting form completion and submission**, ensuring that all workplace incidents are accurately documented and communicated promptly. It covers the steps for identifying incidents, filling out the required forms with precise information, verifying details for accuracy, and submitting reports to the appropriate authorities or departments in a timely manner. This procedure aims to facilitate effective incident tracking, promote safety improvements, and comply with regulatory requirements.

1. Purpose

To provide clear instructions for the completion and submission of incident reporting forms to ensure accurate documentation, timely communication, and regulatory compliance.

2. Scope

This SOP applies to all employees, supervisors, and managers responsible for recording and reporting workplace incidents.

3. Responsibilities

- **Employees:** Promptly report incidents and provide accurate information.
- **Supervisors/Managers:** Assist with completion, review for accuracy, and ensure timely submission.
- **Health & Safety Officer:** Maintain records and initiate follow-up actions if required.

4. Definitions

Term	Definition
Incident	Any unplanned event resulting in injury, illness, property damage, or near-miss.
Incident Reporting Form	Authorized document or digital form used for reporting workplace incidents.

5. Procedure

1. **Identify and Respond to Incident**
 - Ensure safety of all persons and secure the area as necessary.
 - Provide immediate assistance as appropriate (first aid, emergency response, etc.).
2. **Obtain Incident Reporting Form**
 - Access the official form either in paper format or via the company's digital reporting system.
3. **Complete the Incident Reporting Form**
 - Fill out all required fields with accurate and detailed information, including:
 - Date, time, and location of incident
 - Names of individuals involved or witnesses
 - Description of the incident (sequence of events, cause, consequences)
 - Immediate actions taken
4. **Review and Verify Details**
 - Double-check all entered information for completeness and accuracy.
 - Attach supporting documents or photographs if applicable.
5. **Submit the Incident Reporting Form**
 - Submit the completed form to the designated authority (e.g., supervisor, Health & Safety department) within 24 hours of the incident.
6. **Record Keeping and Follow-up**
 - Health & Safety Officer files and maintains all incident reports.
 - Initiate investigation and corrective actions as necessary.

6. Related Documents and Forms

- Incident Reporting Form (Form #IRF-001)
- Accident Investigation Procedure
- Corrective Action Request Form

7. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-01	Initial release	Health & Safety Dept.

Note: Failure to comply with this SOP may lead to disciplinary action and jeopardize organizational and regulatory compliance.