

Standard Operating Procedure (SOP)

Documentation and Incident Reporting Requirements

Purpose:

This SOP details the **documentation and incident reporting requirements**, covering the procedures for accurately recording all incidents, injuries, and near-misses in the workplace. It emphasizes timely and thorough reporting, proper documentation formats, confidentiality considerations, and the roles and responsibilities of personnel in maintaining incident logs. The goal is to ensure compliance with legal regulations, improve workplace safety, and facilitate effective incident analysis and corrective action.

Scope:

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

Definitions:

- **Incident:** Any unplanned event that results in or could have resulted in injury, illness, damage, or loss.
- **Near-miss:** An event that did not result in injury or damage but had the potential to do so.
- **Injury:** Physical harm or damage to a person resulting from an incident.

Responsibilities:

- **All Personnel:** Promptly report all incidents, injuries, and near-misses to their supervisor and complete the required documentation.
- **Supervisors/Managers:** Review submitted incident reports, ensure accuracy, maintain confidentiality, and take immediate corrective actions as needed.
- **Safety Officer/HR:** Maintain the incident log, conduct incident analysis, preserve records, and oversee compliance with legal requirements.

Procedures:

1. **Initial Response:**
 - Provide first aid and secure the area if required.
2. **Reporting:**
 - Report the incident immediately to the designated supervisor or safety officer.
 - Use the approved Incident Report Form (see Appendix).
3. **Documentation:**
 - Complete the Incident Report Form within 24 hours of the incident or near-miss.
 - Include factual details: date, time, location, persons involved, witnesses, and a brief description.
 - Attach supporting evidence (photos, statements) as applicable.
4. **Review:**
 - Supervisor reviews the report for completeness and accuracy.
 - Submit the report to the Safety Officer/HR for entry into the incident log.
5. **Confidentiality:**
 - All reports must be treated as confidential documents.
 - Only authorized personnel may access incident records.
6. **Retention and Analysis:**
 - Incident logs are retained for a minimum of 5 years or as per legal requirements.
 - Regular review and analysis are conducted to identify trends and recommend corrective actions.

Documentation Format:

- Incident reports must be completed using the official Incident Report Form (see Appendix sample).
- All entries must be legible and signed/dated by the reporting individual.
- Digital copies must be stored on secure, access-controlled systems.

Legal and Regulatory Compliance:

- Comply with all applicable local, state, and federal regulations regarding workplace incident reporting.
- Submit reports to regulatory bodies as required.

Appendix: Sample Incident Report Form

Section	Details
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Date/Time of Incident	
Location	
Persons Involved	
Witnesses	
Description of Incident/Near-miss	
Injury Details	
Immediate Action Taken	
Corrective/Preventive Actions Recommended	
Report completed by (Name/Signature/Date)	

Revision History:

Version	Date	Description	Author
1.0	YYYY-MM-DD	Initial SOP Release	[Name]